



Physical Infrastructure Grant Program Application

This is not the Physical Infrastructure Grant application; this is a PDF copy of the application. All applications must be submitted online. A link to the application can be found on MTC's website (<https://www.missouritechnology.com/physical-infrastructure-grant-program/>).

MTC Physical Infrastructure Grant Program - FY2023

The Physical Infrastructure Grant Program seeks to ensure entrepreneurs throughout the state have access to the physical infrastructure and resources required to launch and grow their businesses. More specifically, the objective of the Physical Infrastructure Grant Program is to provide state funding to support the following physical infrastructure needs within the state:

- flexible and below-market-rate commercial office space, including co-working spaces, private offices, meeting rooms, and access to high-speed internet, in regions where entrepreneurs lack access to these resources;
- specialized or sector-specific services, facilities, and other infrastructure, including but not limited to wet lab space and Sensitive Compartmented Information Facilities (SCIF), that would otherwise be unavailable in an area/region; and
- infrastructure that is broadly recognized as a center for entrepreneurship for the community/region, helping elevate the role of innovation and entrepreneurship in the economy.

Email Address:

Section I: Grant Program Eligibility

1. Is the Applicant Organization located within the State of Missouri?
 - Yes
 - No
2. Is the Applicant Organization registered to do business and in Good Standing with the Missouri Secretary of State?
 - Yes
 - No
3. Is the Applicant a public or private non-profit Missouri research institution, including institutions of higher education or a non-profit entrepreneurial support or related organization?
 - Yes
 - No
4. Does the Applicant Organization have an actual, conditional, or anticipated third-party cost-sharing commitment to match the requested MTC Grant?
 - Yes
 - No



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I have read the eligibility criteria outlined in the Physical Infrastructure Grant Proposal Guidelines and understand that if the grant application is deemed to be ineligible that the application will not be reviewed even if submitted.

Physical Infrastructure Grant Proposal Guidelines can be found [here](#).

Section II: Application Checklist

1. Does your Grant Proposal include the following items: Cover Letter, Grant Proposal, Program Budget, Summary of Projected Economic Impact Form and Affirmation and Signature Page?

Additional information on the Grant Proposal can be found in the Physical Infrastructure Grant Program Guidelines, accessible on the MTC website [here](#), along with the Program Budget Form, Summary of Projected Economic Impact Form, and the Affirmation and Signature Page.

- Yes

2. Do you have the following required supporting documents for your Applicant Organization?

Business/Operating/Strategic Plan of Applicant Organization;
State of Missouri Certificate of Good Standing;
Certificate of Authority to conduct business in Missouri (for non-Missouri corporate entities);
Current Missouri Tax Clearance;
Articles of Incorporation/Organization,
Organizational Chart;
List of Officers, Directors,
Management Team and Advisory Board Members;
List of organizations of any corporate type that own in whole or in part the Applicant Organization;
List of any organizations of any corporate type that the Applicant Organization wholly owns or owns in part;
Financial statements for the three most recently completed fiscal years;
Most recent balance statement and profit & loss statement at the time this application is submitted;
Pro forma financial projections for the Applicant Organization for at least a three (3) year period.

- Yes



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Section III: Applicant Information

1. Name of Applicant Organization
2. The corporate form of the Applicant Organization
3. Describe the Applicant Organization's mission and role in driving economic development. This summary may be used in marketing efforts, including press releases. (Suggested Text Limit of 100 Words)
4. Primary Point of Contact for Applicant Organization (name, title, email address, phone number)
5. Secondary Point of Contact for Applicant Organization (name, title, email address, phone number)
6. Signing Authority for Applicant Organization (name, title, email address, phone number)
7. Missouri Tax Identification Number (MITS)
8. Federal Employer Identification Number (FEIN)
9. Mailing Address
10. Physical Address (if different than mailing address)
11. Missouri County where the Applicant Organization is physically located
12. Organization Size (number of employees)
 - 5 or fewer
 - 6-10
 - 10-20
 - Over 20
13. Primary Missouri County Served
14. Additional Missouri Counties Served
15. Address and Missouri County of physical infrastructure to be supported by grant funds. If support is sought for more than one physical infrastructure site, please list the physical address and Missouri County of each site.
16. Is the Applicant Organization a state-recognized Innovation Center?
 - Yes
 - No
17. Is the Applicant Organization a Missouri Certified Incubator?
 - Yes
 - No
18. Is the Applicant Organization the recipient of an active MTC Grant?
 - Yes
 - No
19. Describe the Applicant Organization's relationship with Missouri Technology Corporation, if any. Include the dates and amounts of all grants awarded or capital dispersed to the Applicant Organization within the past five (5) years. (Suggested Text Limit of 150 words)
20. Please select the uses of funds that best describe the Grant Proposal. Select all that apply.
 - Financial support of operating expenses, including but not limited to rent and utilities, professional services, and management and administrative salaries.
 - Financial support for the renovation of space, tenant improvements, or enhanced amenities (high-speed internet, upgrading shared-use technologies, etc.).
 - Financial support for the purchase or repair of shared-use equipment or resources.

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21. Please select the objective that best describes the Grant Proposal. Select all that apply.
 - Financial support of physical infrastructure that provides flexible and below market rate commercial office space, including co-working spaces, private offices, meeting rooms, and access to high-speed internet, in regions where entrepreneurs lack access to these resources.
 - Financial support of physical infrastructure that provides specialized or sector-specific services, facilities, or other infrastructure, including but not limited to wet lab space and Sensitive Compartmented Information Facilities (SCIF), that would otherwise be unavailable in an area/region.
 - Financial support of physical infrastructure that is broadly recognized as a center for entrepreneurship for the community/region, helping elevate the role of innovation and entrepreneurship in the economy.
22. Projected Total Operating Expenses for Calendar Year 2023:
23. Total Operating Expenses for Calendar Year 2022 (actual):
24. Total Operating Expenses for Calendar Year 2021 (actual):
25. Average operation expenses, as defined as the average of the Calendar Year 2023 Total Operations Expenses (projected), Calendar Year 2022 Total Operations Expenses (actual), and Calendar Year 2021 Total Operations Expenses (actual):
26. Amount of Funding Requested. *Physical Infrastructure Grant funding will be limited to the lesser of (a) \$200,000 and (b) 25% of the Applicant Organization's average annual operation expenses.*
27. Please provide a short summary/overview of the proposal, including key objectives. This summary may be used in marketing efforts, including press releases. (Suggested Text Limit of 200 words)

Section IV: Grant Application Supporting Documents

Please attach the following documents. Preferably in PDF format when possible.

Required file naming convention - OrgName_documenttitle i.e. MTC_articlesofincorporation

- **Grant Proposal**
 - Grant Proposals must include a Cover Letter, Program Budget Form, Summary of Projected Economic Impact Form, and Affirmation and Signature Page. Grant Proposals should be submitted as a single PDF document.

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- **Governance and Organization Supporting Documents**
 - Attach a copy of the Applicant Organization's current Business/Operating/Strategic Plan. This supporting document is limited to 10 pages.
 - Attach a State of Missouri certificate of good standing for the Applicant Organization obtained within 60 days of grant proposal submission. A copy can be obtained from the Missouri Secretary of State.
 - Attach a certificate of authority for the Applicant Organization to conduct business in the State of Missouri obtained within 60 days of grant proposal submission (only applicable for non-Missouri corporate entities). A copy can be obtained from the Missouri Secretary of State.
 - Attach a current Missouri tax clearance obtained within 60 days of grant proposal submission. A copy can be obtained from the Missouri Department of Revenue by submitting a Form 943 request.
 - Attach copies of the following for the Applicant Organization:
 - Articles of incorporation
 - Organizational chart *
 - List of officers, directors, and management team *
 - List of advisory board members *
 - List of organizations of any corporate type that own in whole or in part the Applicant Organization *
 - List of organizations of any corporate type that the Applicant Organization owns in whole or in part *

* Documents may be submitted as a single file or up to five (5) individual files.

- **Financial Related Supporting Documents**
 - Attach financial statements for the three most recently completed fiscal years of the Applicant Organization.
 - Attach the most recent balance statement and profit & loss statement at the time this application is submitted.
 - Attach pro forma financial projections for the Applicant Organization for at least a three (3) year period.
- **Additional Supporting Documents**
 - The Applicant is encouraged to include additional supporting documents, including but not limited to letters of support for collaborators or commitment letters from the source of any matching funds. Supporting documents can be uploaded as a single file or as individual files (limited to 10 files) - preferably in PDF format and with easily identifiable file names.



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Section V: Legal

- Attach a detailed explanation if any of the Applicant Organization's officers, directors, or beneficial owners is now or within the last ten (10) years:
 1. Been delinquent in the payment of any non-protested taxes or any other amount due to the State of Missouri (or any political subdivision thereof) or federal government.
 2. Filed for or publicly announced its intention to file for bankruptcy protection.
 3. Been barred or disqualified from contracting with any state, federal government, or any local municipality, or any political subdivision thereof.
 4. Been found to employ an unauthorized alien.
 5. Been informed of any investigation respecting personal or business actions or inactions that might give rise to a possible violation of state or federal criminal, securities, or competition laws.
 6. Been convicted of or under indictment for any criminal offense other than a misdemeanor.
 7. Had a business or professional license suspended, revoked, or surrendered voluntarily.

- Check the box if the above statements do not apply to any of the Applicant Organization's officers, directors, or beneficial owners.
 - Does not apply to the Applicant Organization.

Section VI: Conflict of Interest Disclosure

MTC's Conflict of Interest Policy can be found [here](#).

The Applicant (s) has reviewed MTC's Conflict of Interest Policy (as amended on October 13, 2022) and Current List of Employees and Directors.

- Yes
- No

Disclose Any Known or Potential Conflicts of Interest Respecting the Applicant Organization and MTC.



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Section VII: Certifications

By submitting this application, the Applicant Organization certifies and acknowledges that:

1. The Applicant Organization has reviewed the applicable program description and MTC's grant review process, which are available at www.missouritechnology.com.
2. The Applicant Organization understands that submitting false or misleading information in connection with this application may result in the Applicant being found ineligible for participation in the program.
3. MTC reserves the right to request any additional information at any time in connection with its evaluation of this application.
4. MTC is subject to the Missouri Open Records Act, and that information the Applicant deems to be confidential and a "closed record" in accordance with that Act shall be clearly marked and stamped.
5. Any funds received under the program will only be used for those activities set forth in the grant proposal.
6. The Applicant Organization is not delinquent with respect to any federal, state, or local taxes or fees.
7. There are no pending or threatened liens, judgments, or material litigation against the Applicant or any person who is engaged in the management of the Applicant that would have a material impact on the viability of the Applicant.
8. None of the Applicant nor any of the Applicant's directors/managers or officers is presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal department or agency, or presently involved in any bankruptcy.
9. No portion of any funding provided by the MTC may be used for any prohibited purpose outlined in Section 196.1127, RSMo.
10. MTC tracks the performance and economic impact of projects it funds annually for a period of ten (10) years and the Applicant Organization will be contractually required to cooperate with these efforts.
11. MTC-provided funds will be subject to repayment if the business activities created or developed as a result of MTC funding are relocated outside of the State of Missouri at any time.
12. Awards authorized by MTC are contingent upon the Applicant Organization entering into a binding contractual agreement with MTC. The binding contract will require that the MTC be given appropriate oversight of its award.

The Applicant has reviewed and agrees to the certifications stated above.

- Yes
- No



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Section VIII: Affirmation

I certify that I am the authorized representative for the Application Organization who is authorized to make the statement of affirmation contained herein. To the best of my knowledge and belief, I certify that the information contained in this application is complete, true, and correct. If any information submitted on or with this application requires alteration or supplementation, I agree to provide that information in writing to the MTC as soon as practical. I understand the submitting false or misleading information in connection with this application may be punishable by law.

1. Digital Signature
2. Name
3. Title
4. Date