



# Regional Node Planning Grant Program Application FY24

*This is not the Regional Node Planning 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/regional-node-planning-grant-program/>).*

MTC is seeking to award planning grants to create "nodes" which are intended to incentivize more of Missouri's communities to successfully coalesce their assets to best support innovation and entrepreneurship through coordinated partnerships among entrepreneurial service organizations within the "node." The grant period begins on December 1st, 2023 and ends on May 31st, 2024.

Please read the full guidelines for the Regional Node Planning Grant before submitting an application. All information on the Grant Proposal can be found in the Regional Node Planning Grant Program Guidelines, accessible on the [MTC website](#) along with the Project Budget Form and the Affirmation and Signature Page

Email Address:

## Section I: Application Checklist

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

I have read the eligibility criteria outlined in the Regional Node Planning 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.

*Regional Node Planning Grant Guidelines can be found [here](#).*

## Section II: Applicant Requirements

1. Please identify the primary applicant/fiscal agent (Applicant Organization) for the grant, as well as the additional two or more partner organizations (Partner Org. #1, Partner Org. #2) required to engage in planning activities (see Proposal Guidelines for full eligibility criteria for Applicant Organization and Partners)



# Regional Node Planning Grant Program Application FY24

## Section III: Applicant Organization 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.
4. Full name of the Primary Point of Contact for Applicant Organization (name, title, email address, phone number)
5. Signing Authority for Applicant Organization (name, title, email address, phone number)
6. Missouri Tax Identification Number of Applicant Organization (MITS)
7. Federal Employer Identification Number of Applicant Organization (FEIN)
8. Mailing Address of Applicant Organization
9. Physical Address of Applicant Organization (if different than mailing address)
10. Missouri County where the Applicant Organization is physically located
11. Organization Size (number of employees)
  - 5 or fewer
  - 6-10
  - 10-20
  - Over 20
12. Primary Missouri County Served by Applicant Organization and Partner Organizations (the "node")
13. Additional Missouri Counties Served by Applicant Organization and Partner Organizations (the "node")
14. Is the Applicant Organization or any of the Partner Organizations a State-Recognized Innovation Center?
  - Yes
  - No
15. Is the Applicant Organization or any of the Partner Organizations a Missouri Certified Incubator?
  - Yes
  - No
16. Is the Applicant Organization or any of the Partner Organizations a recipient of an active MTC Grant?
  - Yes
  - No
17. 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.
18. Please provide the estimated size of the regional population that will be served by the Regional Node?
  - 50,000 or less
  - 50,000 - 100,000
  - 100,000 to 500,000
  - 500,000 to 1,000,000
  - 1,000,000 or more



# Regional Node Planning Grant Program Application FY24

19. Amount of Funding Requested – Maximum award range between \$10,000 and \$50,000 depending on regional population size (see Proposal Guidelines for detailed requirements)
20. Please provide a short summary/overview of the proposal, including key objectives. This summary may be used in marketing efforts, including press releases.

## Section IV: Grant Proposal

Your Grant Proposal should include the following items, combined into one PDF: Cover Letter, Proposal (15-page limit), Program Budget Form, and Affirmation and Signature Page

Required file naming convention - OrgName\_documenttitle i.e. MTC\_articlesofincorporation

## Section V: 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

- **Governance and Organization Supporting Documents**
  - Articles of incorporation
  - Organizational chart
  - List of officers, directors, and management team
  - List of advisory board members
  - List of all Applicant Organization affiliates

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

- **Financial Related Supporting Documents**
  - Financial statements for the three most recently completed fiscal years of the Applicant Organization.
  - Most recent balance statement and profit & loss statement for the Applicant Organization at the time this application is submitted.
  - Pro forma financial projections for the Applicant Organization for at least a three year period.
- **Pitch Video of Proposal**
  - Uploaded 8-minute or less video presentation of the Grant Proposal.
- **Partner Organization Letters of Commitment**
  - The Applicant Organization 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.
- **Letters of Support/Other Supporting Documents**
  - The Applicant Organization 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.



# Regional Node Planning Grant Program Application FY24

## Section VI: 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.
3. Been barred or disqualified from contracting with any state, federal 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 activities 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 below 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 VII: 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.



# Regional Node Planning Grant Program Application FY24

## Section VIII: 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](http://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



# Regional Node Planning Grant Program Application FY24

## Section XI: 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 that submitting false or misleading information in connection with this application may be punishable by law.

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