

## 2024 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/>).*

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 or greenhouses to be used by the states emerging biotech and agtech companies, 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.

### 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

5. 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
  - 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
  - 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

### Section III: Applicant Information

1. Name of Applicant Organization
2. The corporate form of the Applicant Organization
3. Applicant Organization's website address
4. 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)
5. Primary Point of Contact for Applicant Organization (name, title, email address, phone number)
6. Secondary Point of Contact for Applicant Organization (name, title, email address, phone number)
7. Signing Authority for Applicant Organization (name, title, email address, phone number)
8. Missouri Tax Identification Number (MITS)
9. Federal Employer Identification Number (FEIN)
10. Mailing Address
11. Physical Address (if different than mailing address)
12. The county in Missouri where the Applicant Organization is physically based.
13. Organization Size (number of employees)
  - ☐ 5 or fewer
  - ☐ 6-10
  - ☐ 10-20
  - ☐ Over 20
14. County in Missouri that is primarily served
15. Additional Missouri counties served
16. Please provide the physical address and county in Missouri of the infrastructure that will be supported by grant funds. If you are seeking support for multiple sites, kindly list the address and county of each site.
17. Is the Applicant Organization a state-recognized Innovation Center?
  - ☐ Yes
  - ☐ No
18. Is the Applicant Organization a Missouri Certified Incubator?
  - ☐ Yes
  - ☐ No
19. Is the Applicant Organization the recipient of an active MTC Grant?
  - ☐ Yes
  - ☐ No
20. Did the Applicant Organization receive a Physical Infrastructure Pilot Grant in 2023?
  - ☐ Yes
  - ☐ No
21. Please provide details regarding the Applicant Organization's connection with the Missouri Technology Corporation, if applicable. Please outline the dates and funding amounts of any grants or capital provided to the Applicant Organization in the last five (5) years. (Please limit your response to 150 words)

## Section IV: Grant Proposal Questions

22. 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.
23. 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, and other infrastructure, including but not limited to wet lab space or greenhouses to be used by the states emerging biotech and agtech companies, 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
24. Total Operating Expenses for Calendar Year 2022 (actual):
25. Total Operating Expenses for Calendar Year 2023 (actual):
26. Projected Total Operating Expenses for Calendar Year 2024:
27. Projected Total Operating Expenses for Calendar Year 2025 (only required for 2 and 3-year grants):
28. Projected Total Operating Expenses for Calendar Year 2026 (only required for 3-year grants):
29. Average Operational Expenses
- Average operational expenses are calculated as the mean of the operating expenses from the two most recent calendar years and the projected operating expenses for the funding year.*
- 29a. Average Operational Expenses for Grant Year 1:  
*Average of the Applicant Organization's actual annual operational expenses for CY22 and CY23 and projections for CY24.*
- 29b. Average Operational Expenses for Grant Year 2:  
*Average of the Applicant Organization's actual annual operational expenses for CY23, and the projected annual operational expenses for CY24 and CY25.*
- 29c. Average Operational Expenses for Grant Year 3:  
*Average of the Applicant Organization's projected annual operational expenses for CY24, CY25, and CY26.*
30. Amount of Funding Requested. *Please see Section 2.5 Budget Restrictions in the 2024 Physical Infrastructure Grant Proposal Guidelines*

31. Number of Years of Funding Requested

- One Year
- Two Years
- Three Years

32. 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.

- **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 copy of the Applicant Organization's Articles of Incorporation
- Attach copies of the following for the Applicant 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 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.

## 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.

## 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](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



### **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