

APPLICATION ATTACHMENT REQUIREMENTS

Please be sure that your application includes all required attachments. Appropriate attachments for each fund are identified below:

ALL GRANTS: Required at application

- ___ 1. ICC Director Letter of Recommendation: ICC Director must provide a letter of recommendation specifically detailing the strengths and weaknesses of your proposal.
- ___ 2. Third-Party Consultant Quote(s): Provide a signed quote/statement-of-work for each third-party contractor listed on your budget form, if any. You should contact this third-party to get an estimate for input into your proposed funding budget. If you are funded, you will need to provide a contract for work to be done with this third-party.
- ___ 3. Resume for applicant and other management.
- ___ 4. Intellectual Property: Submit copies of patents, patent applications, copyrights, copyright applications, and other intellectual property, if any. Please submit to KSTC the first page of all company owned patents and/or applications. If you have filed a provisional patent application please include the entire application rather than only the first page.
- ___ 5. Financial Statements: Supply the latest annual and quarterly accrual-based financials for your company (balance sheet, income statement and statement of cash flows.) (If any.)
- ___ 6. License Agreements: Submit copies of exclusive licensing agreements with any third-parties for any intellectual property that your company does not own, if any.
- ___ 7. Market research, business plan or white papers, if any.
- ___ 8. Design plans, photos, CAD drawings, or any other visual representation of your product or service, if any.

ALL GRANTS: The following are optional attachments at time of application; however, you will be required to submit these documents if awarded. If you have these documents now, please attach:

- ___ 9. Small or Medium-size Kentucky-Based Company Assertion: This assertion, made by the management team of the company, must be reviewed by a licensed CPA independent of your company. The CPA will determine if you are a "Small or Medium-size Kentucky-based company" as stipulated by the statute authorizing this funding program. (Small Company for Rural Innovation Fund; Small or Medium for Kentucky Enterprise Fund.)
- ___ 10. Company Organizational Documents: Submit a completed, signed copy of:

- a. If an LLC:
 - i. Articles of organization & all amendments.
 - ii. Operating Agreement & all amendments.
 - iii. Member consent authorizing this application and appointing signatory.
- b. If a Corporation (C-Corp only):
 - i. Articles of incorporation & all amendments.
 - ii. Bylaws & all amendments.
 - iii. Shareholder Agreement & all amendments.
 - iv. Shareholder minutes electing Board.
 - v. Board minutes electing officers.
 - vi. Consent of board authorizing this application and appointing signatory.

___ 11. Insurance Certificate: KSTC requires award recipients to maintain adequate amounts of comprehensive general liability, product and such other insurance coverage as are required by law or are reasonable, appropriate or necessary given the nature of and risks generated by the company's business activities. Prior to funding, each award recipient will need to possess liability insurance in an amount acceptable to KSTC. Please provide to us a Certificate of Liability Insurance from your carrier.

___ 12. Statement of Active and Good Standing: Information can be found here on the KY Secretary of State website:
<http://apps.sos.ky.gov/business/obdb/default.aspx>

CONVERTIBLE NOTE INVESTMENT: Required at application

___ 1. Resumes: for applicant and other management, key personnel (consultants, and subcontractors). Principal officers' contact information, resumes, references and reference contact information, salaries and compensation, and time commitment to company.

___ 2. Business Plan: The Plan should include, but not be limited to: management capabilities, organizational chart, Board of Directors and/or Advisory Board composition and member's backgrounds; core technology description, technology development schedule and innovation & implementation strategy, IP strategy; market analysis/strategy, pricing strategy, regulatory landscape and requirements, competitors, company's current differentiation from competitors, revenue models, value chain landscape, sales/distribution model; manufacturing plan; and planned milestones.

___ 3. Financials and Valuation: Please submit your latest quarterly and annual accrual-based balance sheet, income statement, and statement of cash flows. Please also submit your 5-year financial forecast and any underlying assumptions and/or working papers to support the derivation of the company valuation. Years 1-2 should be broken down by month. Please state clearly your pre-money valuation and the amount of capital you plan to raise.

- ___ 4. Capitalization Table: Please provide a full and current capitalization table including investor names, date invested, dollar amounts, and percentage owned.
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- ___ 10. License Agreements: Please submit copies of exclusive licensing agreements with any third-parties for any intellectual property that your company does not own, if any.
- ___ 11. Design plans, photos, CAD drawings: or any other visual representation of your product or service, if any.

- ___ 12. White Papers or Drawings: Please submit any white-papers or drawings outlining your technology, if applicable to your project, if any.

QUALIFIED ROUND INVESTMENT: Required at application:

- ___ 1. Attach ALL items #1-12 listed above for the Convertible Note Application.
- ___ 2. Term Sheet: Please submit a formal term sheet summarizing the terms of the deal, including the company pre-money valuation.
- ___ 3. Offering Documents: Please submit your formal offering documents, e.g., private placement memorandum or stock purchase agreement and the investor questionnaire suitable for an institutional investor.
- ___ 4. Subscription Documents for KSTC to Sign: Please submit all deal documents that KSTC as an institutional investor would need to sign in order to subscribe to the offering.
- ___ 5. Subscription Documents Signed by Private Investors: Please submit copies of any subscription documents signed by private, independent investors to evidence any funds raised to date (to evidence the matching requirement). Please include subscription documents for all investors. Please include copies investor questionnaires to evidence that all investors are accredited investors.

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