MINavigator High Tech Connect (MIN) – Application Process & Instructions

Application Deadlines

- **Thursday, December 17, 2027 @ Noon ET**
  (awards expected to be announced by end of January /early February 2027)

Who May Apply

1. Refer to the eligibility criteria in the Request for Applications (RFA). Applicants must be a Michigan based non-profit organization exempt from federal taxation under Section 501(c)(3) or 501(c)(6) of the Internal Revenue Code.

How to Submit

1. Choose **one** application format (see "Application Formats" below).
2. Export your application and any required attachments as a **single PDF** (max file size <15 MB to ensure e-mail compatibility).
3. File name format:

   MIN_2027_OrgName_.pdf

   (e.g., MIF_2027_MEDC_.pdf)
4. E-mail your PDF to MIN@michigan.org with the subject line:

   MINAVIGATOR PROGRAM: <Org Name>

   Note: Applications will not be accepted via U.S. Mail or any other method.
5. Submitted applications will receive a confirmation e-mail acknowledging receipt. **Late or incomplete submissions will not be reviewed – no exceptions.**

Application Formats (Pick One)

1. **5-Page Written Application:** Maximum 5 pages, 11 pt minimum font, reasonable margins (~1"), clear section headings, exported and submitted as a PDF.
2. **8-Slide Application Pitch Deck:** Maximum 8 slides, 14 pt minimum font, exported and submitted as a PDF. Each key proposal prompt (e.g., Resources, Solutions, Team, Past Performance, etc.) should correspond roughly to at least one slide. If you cannot explain it clearly in 8 slides, you may want to use the written format instead.

Use simple, clear language and active voice. Avoid jargon and buzzwords. Focus on specifics, not generalities. Use visuals where helpful.

Required Application Content (For Either Format)

- **Applicant Information** *(not counted toward page / slide limits)*
    - Organization name, address, and phone number
    - Primary point of contact (name, e-mail, phone)
    - Name, title, and digital signature of authorized signer
- **Eligibility Validation** *(not counted toward page / slide limits)*
    - Clearly state how your organization meets all eligibility requirements in the Request for Applications. Include / insert any necessary documentation (e.g., IRS determination letter).
    - Applicants must meet all eligibility criteria at the time of application submission – e.g., you cannot submit if you are pending nonprofit status.
- **Application Prompts**
    - **Strategic Alignment and Economic Impact:** Demonstrates alignment with program goals, priority sectors, innovation, economic growth and development.
    - **Experience and Program Performance:** Proven track record and experience in entrepreneurial support, high-tech commercialization (i.e., Gateway Representative activities), program management, and service delivery.
    - **Team and Partnerships:** Identifies qualified staff, key collaborators, defined roles, and regional partnerships that strengthen program delivery.
    - **Goals, Milestones, and Outcomes:** Establishes clear, measurable, and achievable milestones with demonstrated potential for economic impact and value creation.
    - **Budget and Sustainability:** Provides a transparent budget, limits administrative and overhead costs to 15%, and establishes long-term financial sustainability.
    - **Collaboration and Growth Potential:** Displays regional diversity, cross-sector collaboration, external funding leverage, and the ability to scale programs and support company growth.
    - **Appendix** *(optional; not counted toward page / slide limits):* Match funding documentation (if applicable); Optional letters of commitment by collaborating partners.

Review & Decision Process

- All complete applications will be screened for eligibility.

- Applications are reviewed holistically by a review team based on alignment with MIN priorities, outcomes, and funding availability.
- Reviewers may contact applicants for clarification, or to discuss potential adjustments to scope based on available funds and competing proposals.
- Reviewers cannot give advice or feedback on draft or submitted proposals.
- MEDC will recommend selected proposals to the CEO and COO for final approval.
- All decisions are final and not subject to appeal.
- Additional attachments beyond those requested will not be reviewed.

Questions & Technical Assistance

- Send administrative or technical questions to MIN@michigan.org with the subject line beginning: "MIN QUESTION:"
- Questions must be submitted by noon on **Thursday, December 3, 2026**.
- MEDC cannot review or provide feedback on draft applications.
- Feedback will not be provided on applications that are not selected.