Grow Maine - Investment
Eligibility Determination Application
Investor/Investee Instructions

1. Submit Eligibility Determination Application

Action: Complete and submit Grow Maine **Lender/Borrower or Investor/Investee Eligibility Determination Application** along with detailed sources and uses and the purpose of the investment. Please submit documentation and correspondence to the grow@famemaine.com email address.

Timeline: Within four (5) business days FAME will respond via email with one of the following three options:

- *Accepted*: Collect materials for a complete application submission request.
- *Additional Information/clarity Needed*: Respond to FAME's additional information request.
- *Declined*: Financing request does not meet minimum qualifications.

2. For Accepted Eligibility Determination Applications – Submit required documents:

- Fully approved copy of its Investment Commitment (Accepted Term Sheet, Stock Purchase Agreement, Subscription Agreement, Note Purchase Agreement, etc.)
- List of investor committed/obligated funds, including Applicant and other participating investors / Lenders, with their respective Commitments
- **Exhibit A-1** Terms (FAME) (*to be signed by the Investor*)
- **Exhibit A-2** Guidelines (Treasury) (*to be signed by the Investor*)
- **Exhibit B** Funds Requestion and Certifications (*to be completed by the Investor*)
- **Exhibit C** Business/Owner Certifications (*to be completed by the Investee*)
- **Exhibit D** SEDI Self-Certification (if eligible) (*to be completed by the Investee*)
- **Exhibit F** Lender / Investor Certifications (*to be completed by the Investor*)

3. Upon reviewing and accepting the Complete documentation File, FAME will issue a Letter of Obligation ("LO") to the Investing partner based on specific deal parameters.

- FAME will issue a Letter of Obligation containing all the preconditions for closing
- Investor executes the Letter of Obligation and sends the completed form to FAME at the grow@famemain.com email address.

4. Fund Transfer Request

For Recycled Funds, there is no need for FAME to transfer any funds.

5. Closing and documentation Submission

Action: Within one week after funding, the Investor must submit to FAME:

- Fully executed Investment documentation
- Fully executed Settlement / Disbursement Statements
- Fully executed Seller Notes (if applicable)
- Fully executed **Exhibit E** Full-Time Employee Certification (*completed by Investee*)
- Administrative cost documentation

6. Key Restrictions

Investment proceeds **cannot** be used to:

- Repay delinquent federal or jurisdiction income taxes unless the borrower or investee has a payment plan in place with the relevant taxing authority
- Repay taxes held in trust or escrow (e.g., payroll or sales taxes)
- Reimburse funds owed to any owner, including any equity investment or investment of capital for the business's continuance, and / or
- Purchase any portion of the ownership interest of any owner of the business, except for the purchase of an interest in an employee stock ownership plan qualifying under section 401 of the Internal Revenue Code, worker cooperative, or related vehicle, provided that the transaction results in the employee stock ownership plan or other employee-owned entity holding a majority interest (on a fully diluted basis) in the business
- Purchase goodwill
- SSBCI Program Guidelines does not permit rolling investments