

Incubator Program Application

The Business Resource Center Incubator program is designed to attract entrepreneurs, early-stage companies, and home-based businesses that are looking to grow. Each company is evaluated based on their fit to the incubator program, its mission, and its resources.

Admission Criteria:

- Feasible business model
- Potential for job creation
- Well-defined products & services
- Receptive to learning new skills
- Leadership/management proficiency
- Market growth potential
- Not MLM or Store Front
- Desire for mentorship & counseling

Client Expectations:

- Work with program administrators to set and achieve business milestones
- Commit to participate in mentoring and network events
- Completion of periodic progress reviews with program administrators
- Graduation from program within 4-36 months (tailored to each company)

Admissions Process:

- Step 1: Discovery – Webpage, newsletter, word of mouth, etc.
- Step 2: Complete & submit application and additional materials (see below)
- Step 3: Evaluation of submitted materials
- Step 4: Interview with the Incubator Program Administrators
- Step 5: Program Invitation or Denial
- Step 6: Sign Documents – MOU, Negotiation, Deposit, Lease Agreement Signed
- Step 7: Move-In, First Month Goals, CEO Circle, SBDC Monthly Evaluation Meetings



Business Resource Center
 800 W. University Ave., MS 240
 Orem, Utah 84058

Business Resource Center Incubator Application

Applicant Name:	Date:
Address:	
Mobile #:	Email:

Business Name:		FEIN #: <small>(optional)</small>	
Company Owners/Members			
Name	Title	Mobile Phone	Ownership %

Describe Business:

Primary Industry: _____

Circle Sales Type
 Business to Business
 Business to Consumer

BUSINESS TYPE: _____

<input type="radio"/> Sole Prop.	<input type="radio"/> LLC	<input type="radio"/> S-Corp	<input type="radio"/> C-Corp	<input type="radio"/> Partnership
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BUSINESS STAGE

<input type="checkbox"/> Idea/Concept	<input type="checkbox"/> Start-up	<input type="checkbox"/> Development	<input type="checkbox"/> Expansion	<input type="checkbox"/> Mature
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NUMBER OF EMPLOYEES (Including Owners)

Full-Time:	Part-Time:	Contractors:
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How many hours per week will you spend in the incubator?	
How many employees will work out of the incubator?	
How long do you anticipate needing space in the incubator?	
Do you intend to establish your business in Utah County?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proposed start date if accepted into the BRC Incubator?	
Will you require funding in the next 2 yrs?	<input type="checkbox"/> Yes <input type="checkbox"/> No \$

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FINANCIAL INFORMATION

Sales & Liabilities		Projected Sales	
Last yrs. Sales	\$	2017	\$
Current Sales	\$	2018	\$
Current Liabilities	\$	2019	\$

Business Resource Center Incubator Questionnaire

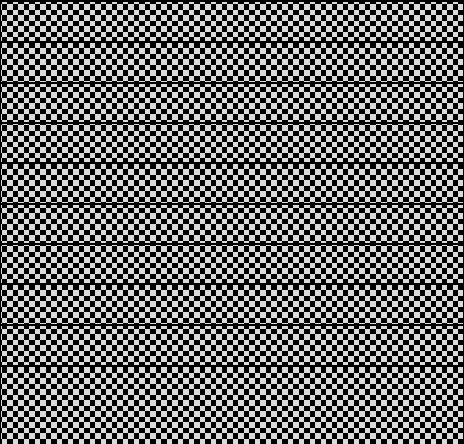
Define Your Business	
<input type="radio"/> Hobby:	Lifestyle business, you work for yourself while pursuing a personal career. Live life like you want.
<input type="radio"/> General:	Person who runs his or her own business (Retail, hairdresser, consultant, ecommerce, carpenters, etc.)
<input type="radio"/> Scalable:	You have a product or service that can change the world or create a new market. You're not interested in earning a living, but rather in creating equity in a company that eventually will become publicly traded, acquired, or sold.

How many employees do you plan on hiring?		
<u>Time Period</u>	<u>Full-Time</u>	<u>Part-Time</u>
Next 12 Months:		
Next 24 Months:		

Specify Your Office & Technical Needs			
Facilities	Yes	No	Number
Wi-Fi/Internet			
Conference Room access			
Desks & Chairs			
Cubicles			
Divided Office (semi-private)			
Shared Employee Space			

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Facility Usage			
Usage	Yes	No	
Desk Work/General Work			
Meetings			
Customer Service			
Deliveries/Drop-offs			
Product Assembly			
Packaging/Shipping			
Storage			
Product Assembly			

Which of the following assistance would be helpful: (Check all that apply)

<input type="checkbox"/> Business Planning	<input type="checkbox"/> Mentorship & Coaching
<input type="checkbox"/> Sales & Marketing	<input type="checkbox"/> Accounting & Bookkeeping
<input type="checkbox"/> Legal	<input type="checkbox"/> Operations
<input type="checkbox"/> Management/Leadership	<input type="checkbox"/> Employees/Staffing
<input type="checkbox"/> Programming/Software Development	<input type="checkbox"/> Technical
<input type="checkbox"/> Networking	<input type="checkbox"/> Other:

Briefly answer the following questions:

1. Why would you like to join the incubator?

2. What would you like to accomplish while in the incubator?



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3. What obstacles does your business need to overcome?

4. What is your plan to grow your business over the next 12 months?

How do you intend to utilize the incubator space? (Three Primary Uses)

1.

2.

3.

Deliverables

1. Completed application
2. Business Concept Statement (up to two pages)
3. Last 12 months Company Income Statement

Send completed application and any additional materials to:
bohnpa@uvu.edu
BRC: 801-863-2720