

Incubator Program Application

The Business Resource Center Incubator program is designed to attract entrepreneurs, and early-stage companies. 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
- Sales within last year
- Multi-team members or employees
- Receptive to learning new skills
- Market growth potential
- Not MLM or Store Front
- Desire for mentorship & counseling

Incubator Requirements:

- Work with program administrators to set and achieve business milestones, provide metrics for BRC reporting
- Attend monthly CEO Circle, mentor meetings and other required classes
- Proof of Renters Insurance required, \$100.00 refundable deposit required
- Graduation from program within 4-36 months

Admissions Process:

- Step 1: Initial contact, Phone Interview, Apply for space (Membership, Dedicated Desk, Incubator Space)
- Step 2: Attend Required Incubation Prep Course (All Three Classes Completed Prior To Consideration for Incubator Space)
- Step 3: Confirm Incubation Prep Course completed, Pitch to BRC Incubator Team
- Step 4: Incubator Program Invite or Denial
- Step 5: Details & Documents (Move in Date, MOU, Deposit, Insurance, Lease signing)
- Step 6: Move-In, First Month Goals, SBDC Advisor Assigned, CEO Circle,

Business Resource Center Incubator Application

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

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

Describe Business:

How did you hear about us?: _____

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

___ Idea/Concept	___ Start-up	___ Development	___ Expansion	___ 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?	___ Yes ___ No
Proposed start date if accepted into the BRC Incubator?	
Will you require funding in the next 2 yrs?	___ Yes ___ No \$

FINANCIAL INFORMATION

Sales & Liabilities		Projected Sales	
Last yrs. Sales	\$	2019	\$
Current Sales	\$	2020	\$
Current Liabilities	\$	2021	\$

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	
Wi-Fi/Internet			
Conference Room access			
Desks & Chairs			
Cubicles			
Mailbox			

Facility Usage			
Usage	Yes	No	
Desk Work/General Work			
Meetings			
Deliveries/Drop-offs			
Packaging/Shipping			

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 is your business growth plan for the next 12 months?

How do you intend to utilize the incubator space? (Three Primary Uses)
1.
2.
3.
Deliverables
<ol style="list-style-type: none">1. Completed application2. Last 12 months Company Income Statement

Send completed application to:
utahvalleybrc@uvu.edu,
BRC: 801-863-2720