

Drop-In Membership Application

The Business Resource Center Drop-In Membership is designed to attract entrepreneurs and early-stage companies. Each company is evaluated based on their need, mission, and resource.

Admission Criteria:

- Potential for job creation
- Sales within last year
- Receptive to learning new skills
- Not MLM or Store Front
- Desire for mentorship & counseling
- Market growth potential

Admissions Process:

- Step 1: Initial contact
- Step 2: Apply for Drop-In Membership, Phone Interview
- Step 3: Pitch to the Incubator Program Team
- Step 4: Incubator Program Invite or Denial
- Step 5: Details & Documents
- Step 6: First Month Goals, SBDC Advisor Assigned

815 West 1250 South, MS 240
Orem Ut 84058

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 membership space?	
Do you intend to establish your business in Utah County?	___ 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:	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 interested 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			
Mailbox			
Commercial Address			

Facility Usage			
Usage	Yes	No	
Desk Work/General Work			
Meetings			
Customer Service			
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 have a drop-in membership at the Utah Valley BRC?
2. What is your business growth plan for the next 12 months?

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(Your Three Primary Uses of the space)
1.
2.
3.
Deliverables
1. Completed application

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