

# HCBC INCUBATION PROGRAM APPLICATION

## PART 1 - COMPANY INFORMATION

Entity Name: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_

Current Business Address: \_\_\_\_\_

Web Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Type of Business Structure:  Sole Proprietor  Partnership  
 C – Corporation  S - Corporation  
 Limited Liability Partnership  Limited Liability Company

Date Company was Established: \_\_\_\_\_

How did you hear about Hamilton County Business Center: \_\_\_\_\_

## PART 2 - REQUIRED STATISTICAL INFORMATION

Business Owned By:  Female (100%)  Female (At least 51%)  
 Male (100%)  Male (At least 51%)

Minority Owned Business:  Yes  No

Dollar amount of Last Quarter's Sales: \$ \_\_\_\_\_

Dollar amount of Monthly Payroll: \$ \_\_\_\_\_

Number of Current Employees: \_\_\_\_\_ Full Time (Include Owners)  
\_\_\_\_\_ Part Time  
\_\_\_\_\_ Total Employment

## PART 3 - INTERMEDIARY RELATIONSHIPS

Commercial Bank: \_\_\_\_\_ Phone # \_\_\_\_\_

Legal Representation: \_\_\_\_\_ Phone # \_\_\_\_\_

Accountant: \_\_\_\_\_ Phone # \_\_\_\_\_

Insurance Provider: \_\_\_\_\_ Phone # \_\_\_\_\_

## PART 4 - OWNERSHIP INFORMATION Use separate sheet to list additional owners.

Owner's Name #1: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

% of Ownership: \_\_\_\_\_

Owner's Name #2: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

% of Ownership: \_\_\_\_\_

Owner's Name #3: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

% of Ownership: \_\_\_\_\_

## PART 5 - PRODUCT / SERVICE INFORMATION

Describe your products / services and attach any product / service literature:

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Is the entity or any of its owners a patent holder?  Yes  No

If yes, please describe \_\_\_\_\_

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Does your entity require any special electrical considerations?  Yes  No

If yes, please describe: \_\_\_\_\_

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## PART 6 – BUSINESS SUMMARY

The following questions are intended to provide a summary of your business. These questions should be answered and submitted to the Hamilton County Business Center as part of the application for tenancy at the Business Center. **The answers to all these questions should total between three and five pages.**

**1. WHAT DOES YOUR COMPANY DO?**

Provide a description of the business, including the range of products and/or services offered. Describe the significant problem that your business addresses.

**2. HOW YOU DO IT – WHAT MAKES YOUR COMPANY UNIQUE?**

Describe the key factors that differentiate your business. How will you gain, sustain and grow a market position? How do you close the door on your competition and maintain your leadership position?

**3. HOW DOES YOUR COMPANY MAKE MONEY?**

Describe the revenue model for the business. Provide details of the primary revenue source and mention others if appropriate.

**4. WHO ARE YOUR (POTENTIAL) CUSTOMERS AND PARTNERS**

Describe the market, the purchase decision makers in the market, the sales and distribution channel(s), and the sales cycle. Insure that the information is specific to *your* business opportunity vs. a generalization of the industry.

**5. HOW LARGE IS THE MARKET OPPORTUNITY**

What is the size of the specific market and how much can you expect to capture annually over the next few years?

**6. WHAT ARE THE COMPETING SOLUTIONS**

Describe the alternative products and suppliers that offer your customers a solution. Describe how your solution is superior to the competition.

**7. WHEN DO YOU EXPECT TO BE SUCCESSFUL**

Describe the major milestones and challenges for developing the business.

**8. WHO ARE THE PRINCIPAL PLAYERS IN THIS BUSINESS**

Describe the principle participants in the business and the positions that need to be filled. What specific strengths and resources does your team bring to the opportunity? What makes you, as individuals, unique?

**PART 7 - ACKNOWLEDGMENT & SIGNATURES**

The information in this Hamilton County Business Center, Inc. (HCBC) application is provided for the purpose of applying for tenancy under the HCBC Business Incubation Program. The information is accurate to the best of the applicant's knowledge. The applicant understands that personal and / or business information may be requested pursuant to this application and hereby grants consent for such information to be provided to Hamilton County Business Center, Inc. By signing this application, the applicant(s) understand that they are giving HCBC permission to obtain a consumer credit report that will be reviewed and evaluated pertaining to this application. The applicant understands that Hamilton County Business Center, Inc. retains sole decision whether this Application is approved, disapproved or modified.

Completion and submission of the application by the applicant to HCBC is merely a request for entrance and shall not be construed as an approval nor a commitment by HCBC to rent space to applicant.

The applicant agrees to hold harmless HCBC, its staff, employees, agents, volunteers, officers, and trustees from any and all claims, injury, cause of action whatsoever, whether previously, now or hereafter incurred, from any acts or omissions by HCBC, its staff, employees, agents, volunteers, officers, and trustees pursuant to any technical assistance provided.

The applicant agrees that HCBC assumes no responsibility for the success or failure of the applicant's existing or proposed business venture. The role of HCBC is consultative in nature and any advice or information offered may or may not be used per the applicant's discretion. Therefore, the applicant releases the Hamilton County Business Center, Inc. and its staff, employees, agents, volunteers, officers, and trustees from any liability associated with the applicant's existing or proposed business venture.

Name of Entity: \_\_\_\_\_

Authorized Signature: X \_\_\_\_\_ Signer's Printed Name: \_\_\_\_\_

Signer's Title: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: X \_\_\_\_\_ Signer's Printed Name: \_\_\_\_\_

Signer's Title: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: X \_\_\_\_\_ Signer's Printed Name: \_\_\_\_\_

Signer's Title: \_\_\_\_\_ Date: \_\_\_\_\_