



Incubator Program Application

1. Applicant's Name: _____
2. Company Name: _____ Date started: _____
3. Current Mailing Address: _____
4. Phone Number: _____ Email Address: _____
5. Website: _____ NAICS Code: _____
6. Briefly describe your business, its products and markets, and projected current-year revenue:

7. What potential challenges do you foresee in your business and/or in your market?

8. What potential opportunities do you foresee in your business and/or in your market?

9. Describe your business as it will exist in three years:

10. What is your reason for seeking space at the Hannah Grimes Center for Entrepreneurship?

11. What financial resources do you have to enable you to achieve your business plan?

12. If accepted into the program, may we have your permission to check your credit history?
(We will need your Social Security number to do so.)

13. When will you need space?

14. How do you plan on using the space? (*hours of operation, meeting with clients, working alone, additional staff, etc.*)

15. How long do you anticipate being in the Incubator Program?

16. Please provide the following information as attachments:

- Three character references with contact information (*at least one business and one personal*)
- Past three years (or since start up) of business financials (*Profit and Loss statements and/or bank statements*)
- One to three years of financial projections
- Business plan*
- Marketing plan*

**If you do not have a formal business plan or marketing plan, you will be expected to have one within three months of joining the program.*

17. Is there any additional information you would like to include?

Application Process

The purpose of the Hannah Grimes Center Incubator Program is to provide a supportive environment in which new and emerging businesses can be launched, developed and graduated to add to the vitality of the Monadnock Region. The application process is a way for both the entrepreneur and the Hannah Grimes Center to understand each other's goals and operations to determine whether both parties would mutually benefit from the acceptance of the applicant into the Program.

When an application is submitted to the Incubator Program it will first be reviewed by Hannah Grimes staff to determine whether the services provided by the Center will be a good fit for the entrepreneur. If so, the entrepreneur will be invited for an interview with the Incubator Program Review Committee.

Upon acceptance into the Incubator Program, the applicant will sign a contract with the Hannah Grimes Center and become an "Associate" of the Incubator Program. Full-Time Associates will also sign a lease for office space. The Hannah Grimes Center offers flexible leases, with a minimum of four months required.

Business Performance

All Associates are expected to be working on growing and improving their business by actively using the Center and participating in its programs. Associates are expected to attend monthly meetings (at least nine per year) with peers and a business coach to discuss goals and accomplishments. At least once a year, there will be a performance review relative to goals in the business plan and goals submitted during the course of the Incubator Program. Hannah Grimes Center staff, and/or a team designated by them, will review the information to gauge the performance of the business according to the goals met over the course of the Program.*

Typically, a business located within a business incubator setting is expected to graduate within three years. Exceptions are made occasionally, extending the business incubation program for up to five years, if the business is in need of further support offered by the incubator. Associates are expected to provide business financials and performance data during their tenancy at the Hannah Grimes Center as well as for three years following their graduation.

Financials and Other Business Data

Associates are required to provide financial and other data that tracks the progress of their business. Aggregate (not individual) data may be used by the Hannah Grimes Center to continue to refine the Incubator Program, secure funding, or for other such purposes that will promote the work and success of the Incubator Program.

** Program activities are subject to change as the Hannah Grimes Center evaluates performance and feedback from Associates, as well as best practices learned from business incubators around the country.*