



# HANNAH GRIMES

## Center for Entrepreneurship

### **Incubator Program Application**

#### **About you**

Your name:

Email:

Phone:

Address:

#### **Emergency contact information**

Name:

Relation to you:

Email:

Phone #:

#### **About your business**

Your title:

Other staff and their titles:

Business name:

Date founded (or to be founded):

Current mailing address:

Website URL:

Twitter handle:

Facebook page:

LinkedIn page:

#### **1. Briefly describe your business and its products and/or services**



**7. How will the incubator help you achieve your goals over the next 3 years?**

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

**9. How did you hear about the incubator?**

**10. Please provide the following information as attachments:**

- Three references with contact information
- Financials from the past 1-3 years\*
  - Profit & Loss
  - Balance Sheet
  - Current year budget
  - Budget vs. actuals YTD
- Confirmation of tax filing (if applicable, considering your legal standing as a corporation)
- Business plan (*if you do not have a business plan, you will be expected to have one within six months of joining the program. We can help you!*).
- Business goals (*if not included in your business plan*)
  - Short-term (this year)
  - Long-term (next 3-4 years)

\*If your finances are not yet in QuickBooks or some other form of accounting software, we highly recommend you do so. We can help you make this change. If you do not yet have historical financial data, a detailed budget projection for the current or upcoming fiscal year is acceptable.

**11. Is there anything else you wish to include regarding your application or your business?**

## **Description of the Application Process**

The purpose of the Incubator Program is to provide a supportive environment in which new and emerging businesses can develop and thrive to add to the vitality of the Monadnock Region. Because of the active, open nature of the program, we use the application process so that your business and the Hannah Grimes Center can better understand whether your organization is suited to the program.

When an application is submitted, it is first reviewed by the staff. Upon the staff's approval, the applicant is invited for an interview with one or more of the staff members. Following the interview, the applicant will be informed of their application status within five business days or when reference checks are completed.

Upon acceptance into the Incubator Program, the applicant is presented with both a program contract and a lease.

## **Organizational Performance**

All Entrepreneurs' are expected to be developing and improving their business and its operations while in the incubator. At least once a year, a performance review will be conducted, whether formally or informally. 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.\*

## **Financials and Other Data\*\***

Entrepreneurs 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 and participating businesses.

Incubator Participants are required to provide proof of insurance PRIOR to entering the program. If you need help with this or more information please reach out to a staff member.

Entrepreneurs are expected to provide financials and other performance metrics during their time in the program as well as for a minimum of three years following their graduation.

*\* Program activities are subject to change as the Hannah Grimes Center evaluates performance and feedback from Entrepreneurs, as well as best practices learned from incubator programs around the country.*

*\*\*Data provided by Entrepreneurs is held in strict confidence. The Center actively implements ways to protect Entrepreneurs' data communicated on paper or over email.*

By signing this document, I affirm that all information provided in this application is accurate and truthful to the greatest extent of my knowledge. I have read through and understand the program's requirements and assessment of progress.

**X** \_\_\_\_\_

**Printed name:**

**Date:**