

Incubator Application



Assisting business startups in Lyon County for the betterment of the region.

2019 Application

Applicant Information:

- 1. Business Name:**
- 2. Entity type (i.e. LLC, sole proprietorship, etc.):**
- 3. Primary Contact and Title:**
- 4. Mailing Address:**
- 5. Phone Number:**
- 6. Cell Number:**
- 7. Fax Number:**
- 8. E-Mail:**
- 9. Business Website:**
- 10. Social media handle(s):**
- 11. Does the entrepreneur of business have a tax liability in arrears with the Kansas Department of Revenue or the IRS?**
- 12. Has the business, or any principals of the business, been involved in bankruptcy or insolvency proceedings? If yes, please give date and explanation.**
- 13. Has any principal of the business been convicted of a crime?**

- 1. Describe the business, its owner(s) and key employees (detailed information should be made available).**
- 2. Describe the owner/operator experience in the business category.**
- 3. Describe the projected growth and potential economic impact of the business over the next three to five years.**
- 4. How will the business partner with existing local businesses?**
- 5. How will the business impact local quality of life?**

- 6. Detail all sources and amounts of funding for the startup. Please differentiate between owner investment and third-party investments (add additional documentation if needed).**
- 7. How will the business impact the quantity and quality of jobs available in the region in the short, intermediate, and long term?**
- 8. How will the business attract consumer spending dollars from outside the traditional market trade area on a consistent basis?**
- 9. Will you provide products or services for sale on-line?**
- 10. Does this business address a current market need or stated community desire?**
- 11. Has your ownership group met with Kansas Small Business Development Center at Emporia State University? Please elaborate.**
- 12. Has your ownership group taken part in the local Start Your Own Business Class? Please elaborate.**
- 13. How will your business be an asset to Emporia Main Street, to the community of Emporia, and the larger region?**

Please attach the following documents:

1. A business plan
2. A business cash flow projection for three years
3. A personal financial statement for all owners
4. The most recent three years of personal tax returns

14. List other resource partners that have or will assist with this project and their role of contribution (*for example, the local Kansas Small Business Development Center at ESU, local banks, accountants, attorneys, etc.*). Are there any other comments you would add as to why you need this incubation?

Marketing Release of Information Declaration

By submitting an application for business incubation from Emporia Main Street, the prospective tenant, hereafter referred to as “Client”, agree to the following Marketing Release of Information to be used by Emporia Main Street, Inc. for the purpose of promoting the successful delivery of services to entrepreneurs and small business owners.

Upon receiving notification that Emporia Main Street, Inc. has selected the Client to receive incubation assistance, the Client agrees to provide pertinent information to Emporia Main Street, Inc. for the purpose of preparing a news release for distribution to other Resource Partners and media outlets as determined by Emporia Main Street, Inc.; Information for the news release will be obtained primarily for the application, corresponding documents, their Resource Partner and the Client’s web sites and previously published information, and by phone interviews with representatives of both parties.

Emporia Main Street, Inc. will make accommodations to withhold all information identified by the Client as being sensitive or competitive in nature, particularly when this information is not previously published. All parties named in the release will receive a final copy of the news release prior to distribution in order to verify the accuracy of all information contained therein;

Emporia Main Street, Inc. will disseminate a news release and related information to external media outlets only after the loan or grant is approved and closed by the Resource Partner.

In addition to disseminating the resulting news release to media outlets, Emporia Main Street, Inc. may distribute all or part of the news release and related information to organizations, networks and individuals via email, Emporia Main Street, Inc. and third-party Web sites, blogs, instant messaging, chat rooms, message boards, etc.

Monthly Progress Reports

By submitting an application for incubation assistance from Emporia Main Street, Inc., the Client agrees to provide monthly progress information until the business is no longer a tenant of Emporia Main Street, Inc.

In order to track the success of our programs, Emporia Main Street will contact the name listed below annually to update job, revenue and net income/loss information.

Please provide the contact information of the person we should get in touch with to obtain these updates. The contact may be the Client, Client's accountant or another Resource Partner.

Name:

Title:

Phone:

Email:

Mailing Address:

Which method does this person prefer to be contacted for the progress report?:

Final Incubation Recipient (Client) signature:

Client Signature

Printed Name and title

Date:

I have read and agree to the terms described in the Marketing Release of Information Declaration.

Signature of Authorized Business Representative