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Center for Business & Industry
Chemeketa Community College

Small Business Development Center

EDGE BUSINESS INCUBATOR

APPLICATION CHECKLIST

Initial each item when completed.

_____ Application.

_____ Letter of Intent (Check below for content.)

_____ Reference Request Form

_____ Any marketing brochures or other information used by your business.

_____ Copy of most recent business FY year-end financial statements or IRS tax return.

(This includes Balance Sheet and Income Statement if available)

* Established businesses only. If you're a start-up business please furnish us with any financial projections or pro-forma documents you have.

Letter of Intent (one page)

Please provide a signed letter of intent written on your letterhead (if you have one) that covers the following topics:

- Why you are interested in being a tenant of the EDGE Business Incubator and what you are hoping to gain from your time with us
- Your assessment as to your financial feasibility, your growth potential, your sustainability, and your potential for job creation
- Your willingness to participate in the educational aspects of the incubator
- Your willingness to share your knowledge and experiences with your colleagues
- Your commitment to providing us with 5 years of data about your business (revenues, number of employees, etc.)

Please return this checklist with your completed packet.

Selection is also based on the type of business:

Eligible Businesses:	Ineligible businesses:
Start-up or existing businesses	Branches
Corporations, partnership or sole proprietorship	Affiliates
Product, service, (off-site) manufacturing	Franchises
For-profit and non-profit	Subsidiary operations
Non-polluting industries	Illegal or immoral businesses

Selection Process

- Complete and return the application and the other documents found in the Application Packet (which may be found online at EDGE.chemeketa.edu or by calling the Chemeketa Small Business Development Center (SBDC): at 503.399.5088.
- Selected applicants will be invited to participate in an elevator pitch session. At the session, the principal owner from each invited business will present an overview of their business and compelling rationale to join the program. A program panel will review your application and letter of intent. The EDGE Advisory Board will make a final decision regarding your acceptance into the program.
- Invitations will be sent to successful applicants within three business days. Applicants will have five business days to accept (or decline) the invitation.

Length of Program

- Tenants may remain in the EDGE Business Incubator program a maximum of three (3) years. Monthly fees go up for the second year and again in the third year. (Annual lease required. Renewal will be option of the EDGE Advisory Board.)