

# North Iowa Area Community College John Pappajohn Entrepreneurial Center Business Incubator Application for Admission

## PART I. APPLICATION SUMMARY

Name of Business Business Tax Identification#

Street Address (no PO boxes) Telephone #

City, State, Zip Code

Applicant's Name Telephone #

Applicant's Address (number and street), City, State, Zip Code

BUSINESS ENTITY (mark one)

C-Corporation S-Corporation Limited Liability Company (LLC)  
Partnership Sole Proprietorship

**NOTE:** For Partnerships, LLCs or S-Corporations, attach a separate sheet to this application and identify the names, social security number and ownership percentage member, partner or shareholder.

Year Incorporated:

Present Number of Employees:

Annual Sales:

Is the majority (51+ %) ownership recognized by state and/or federal government as being:

Woman/Women Minority Disabled Veteran  
(mark all that apply)

North Iowa Area Community College (NIACC) and its John Pappajohn Entrepreneurial Center (JPEC) are an equal opportunity program and employer, which makes no distinction in the acceptance of tenants or in any activities on the basis of race, religion, gender, ethnic origin, sexual preference, disability, age or political affiliation. Some state and federal programs give preferences to targeted small businesses that fall into one of these categories.

BUSINESS STATUS

Start-up Business Expanding Home-Based Business Other (please explain)

BUSINESS ACTIVITY: (Brief Description of Product and/or Services)

LOCATIONS OF OTHER BUSINESSES OWNED OR PARTICIPATED IN:

Name:

Address:

Activity:

**PART II. BUSINESS DESCRIPTION**

Provide a brief summary of the written business plan, including product/service description, market data, estimated set-up costs and sources of financing.

Type of full time and part time employees (indicate FT and PT separately):

- a. Administrative, engineering, scientific:
- b. Technical, clerical, sales, and related:
- c. Precision production, craft, repair:
- d. Operators, fabricators, laborers:

Number of full time employees in

- 12 months:
- 24 months:
- 36 months:

**PART III. SUPPLEMENTAL INFORMATION**

On a separate sheet, provide the following (or submit a business plan that adequately answers these questions):

1. How will you finance your small business?
2. Do you have sufficient capitalization to meet the business' operational expenses for a minimum of six months? If financing is from a bank or investor, attach a letter from them stating their commitment to financing the project.
3. Is your business research-based? If YES, describe your experience in the field and the status of your product (i.e., prototype exists, application for patents, production in place, etc.)
4. Is the operation of this business a full-time pursuit by yourself or another? (if so, identify who)

Please attach the following:

1. A complete business plan. This must include (but is not limited to) a description of the market, your employee needs, and three years of projected financial statements. These statements include profit and loss, balance sheet, and cash flow. (Please let us know if you need assistance in creating any of these documents.)
2. Resumes of key personnel.
3. Past three years financial statements for an existing business. These can be income tax returns, compiled or reviewed statements. Provide audited statements if they have been completed for the business.
4. Please indicate the method you will be using for financial record-keeping.
  - a. CPA or accounting service
  - b. In-house, computerized system (software):
  - c. Other (specify):
5. Other supporting information that you would like to submit. Examples include: brochures, product sample, advertising copy, letters of recommendation, etc.
6. Financial Institution.
7. Bank Officer's Name.
8. Previous Address(es). (if, in the past five years, you have resided at an address other than that listed on the first page of this application):
9. Other References (specify name, relationship, phone number)
  - General References
  - Financial Credit History References
  - Business References

Applicants must schedule a personal interview prior to admission.

***If the applicant is accepted as a tenant, they must submit monthly progress reports (including financial statements) for review by the JPEC staff. Additional information may be required.***

#### **PART IV. CERTIFICATION:**

I hereby declare and certify that this application is true and correct to the best of my knowledge and belief. I authorize the North Iowa Area Community College and/or its John Pappajohn Entrepreneurial Center to communicate with any person, firm, or corporation to obtain such information it may require concerning the statements made in this application and agree that the application shall remain its property whether or not admission to the North Iowa Area Community College John Pappajohn Entrepreneurial Center Business Incubator is granted.

By:

Date:

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