



# Application

Company Name \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Title \_\_\_\_\_

Street Address \_\_\_\_\_ E-mail \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Fax \_\_\_\_\_

Business Number \_\_\_\_\_ Home Number \_\_\_\_\_

Website: \_\_\_\_\_

1. Is your business: New \_\_\_\_\_ or Existing \_\_\_\_\_ Since \_\_\_\_\_
2. Current Number of Employees \_\_\_\_\_
2. Current Sales Revenue, if any: \$ \_\_\_\_\_
3. Describe your business, its products and services, and the technology on which it is based:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Estimate the investment to date in the business and the source of funds:

<u>Sources</u>	<u>Amount</u>
Loan	\$ _____
Personal Resources	\$ _____
Private Investors	\$ _____
Government Grant or Contract	\$ _____

5. Summarize your current & Projected financial information as follows (*if available*):

	Current Year	Year 1	Year 2	Year 3	Year 4
Assets					
Liabilities					
Equity					
Sales					
Net Income					

6. Describe the additional funding requirements of the business and your plans for obtaining those funds. (Please attach additional sheets as necessary)

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<b>Company and Management Team</b>
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7. Describe your company's stage of development (Check One)

Idea or Concept  Research  Prototype Development  Field Trials  Production  Marketing

8. Is the Company licensed to do business in Indiana? Yes  No

9. Legal Structure: C-Corp  S-Corp  LLC  Partnership  Sole Proprietor  Other

10. List the individuals who will be responsible for the company's operations on a daily basis.

Name	Position	Job Description	Prior Experience Related to Position

11. Estimate the total number of employees (including principals) anticipated.

At the time of occupancy: Full-time  Part time

One year later: Full-time  Park time

Two years later: Full-time  Park time

12. Does the company currently utilize outside professional advisors (ie, accountants, lawyers, etc.)?

Yes  No

13. Describe why you would like to be located at the Uptown Innovation Center.

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14. Please check and describe the services you will be seeking from the Uptown Innovation Center:

- Accounting 

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- Computer Assistance 

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- Financial Assistance 

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- Legal 

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- Marketing Assistance 

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- Product Assistance 

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- Technology Assistance 

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Venture Capital Assistance \_\_\_\_\_

### Facility and Equipment Requirements

15. How many square feet of space do you currently need? \_\_\_\_\_ Sq. ft.

16. Do you require any specialized equipment or facilities? Yes \_\_\_\_\_ No \_\_\_\_\_

Please describe below:

17. When would you like to move in? \_\_\_\_\_

### Market Potential

18. Do you have a marketing plan? (If Yes, include with application). Yes \_\_\_\_\_ No \_\_\_\_\_

19. Is there a working prototype of your product? Yes \_\_\_\_\_ No \_\_\_\_\_

20. Has the company patented or received a copyright of the product(s); Yes \_\_\_\_\_ No \_\_\_\_\_

If not, is the Company in the process of acquiring a patent or copyright? Yes \_\_\_\_\_ No \_\_\_\_\_

21. Must you obtain any regulatory approvals for your product/service? Yes \_\_\_\_\_ No \_\_\_\_\_ Don't Know \_\_\_\_\_

22. How long has it taken to develop your product? \_\_\_\_\_

23. Describe the target market for your product and why the market needs your product.

24. Describe your competition and what your product offers that is not already on the market. (What is your competitive advantage?)

25. Have you performed a thorough cost analysis of producing a single unit of your product? If yes, include with application. Yes \_\_\_\_\_ No \_\_\_\_\_

## Risk Factors

26. Briefly describe the potential risk factors which may impact your company. Below are some common risk factors, though all may not apply to your business. Use back of this page or a separate page if necessary.

A. Economic (i.e., inflation, recession, interest rates, etc.)

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B. Financial

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C. Regulatory

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D. Competitors

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E. Product Development

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F. Management Team

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G. Other

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**In addition to the application, please attach the following:**

A. Resumes of principals involved

B. Business plan – Although a business plan is not required for admission to the Uptown Innovation Center, companies admitted without business plans must complete a comprehensive business plan within six months of admission. Assistance is available through the Uptown Innovation Center resources to assist in the preparation of the plan.

C. Personal Financial Statement

D. Three personal references

**A credit verification fee of \$50.00 must be submitted with this application.**

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Signature

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Date of Application