



Business Incubation Program Application

The Bergen Community College Business Incubation Program is a college-driven community partnership created to help grow successful business ventures. Our mission is to nurture companies who have the potential to create jobs within the New Jersey economy. Companies seeking to become clients of the Business Incubation Program will be evaluated based on the eligibility requirements below.

If you feel your company qualifies, please complete this application. Applications are reviewed on a space-available, first-come, first-serve basis. We have two types of members. Resident clients have dedicated office space and unlimited use of our conference center. Virtual Clients have use of office space 5 days a month and use the conference center 1 time per month. Both types of members can participate in our free workshops, seminars, and training sessions.

Contact Information

Date _____ Resident _____ Virtual _____

Name of applicant _____

Company name _____

Website _____

Address _____

Phone _____

Email _____

How did you hear about FUSE? _____

Time to get a real office?



The Institute for Business Innovation and Entrepreneurship

We provide co-working space for entrepreneurs, start-ups and small businesses wanting to create and collaborate in a professional, productive and fun environment.

Here's what you get with every membership:

- A community of creative entrepreneurs just like you
- Connections to business experts
- Event space for 200 people
- Events, brown bag lunches, classes and lectures
- High speed Internet and wireless access
- Fully-networked office equipment including a printer, copier, scanner, fax and shredder
- Conference and meeting room space with audio visual equipment
- Pitch to Investors
- Mailing address
- Virtual Membership (five days per month), Office cube or Private office
- NJ Small Business Development Center on site for coaching, counseling and advice.

Memberships start at \$99 per month

Want to come see the space? Call Shirley at (201) 612-5360 or spachon@bergen.edu.

**FUSE located at the
Bergen Community College Regional
Accelerator at the Meadowlands
1280 Wall Street W, Lyndhurst, NJ**



Eligibility Requirements

In order to be eligible for consideration, candidates should meet the following criteria:

- Have a company registered in N.J.
- Be a for-profit business in a high-growth field
- Be in the early stages of business development
- Must demonstrate a solution to strong market demand
- Have a product or service that can be commercialized within two years
- The company should plan to remain headquartered in N.J.
- The company President/CEO must be located in the incubator
- Have a basic business plan and a financial forecast
- Have a management team in place that can demonstrate an ability to handle both the technical and managerial aspects of the business and is willing to seek and accept assistance from the program and its network of service providers.
- Agree to participate in the incubator's business assistance programs and to cooperate in achieving the incubation program's mission.
- Have the ability to pay monthly fees
- Be a business well suited to benefit from the programs services, environment, technical and business expertise.
- Have potential for positive economic impact on the community
- A potential for business growth and job creation

Tell Us About the Company

Describe your company in one or two sentences

How is your product/service unique?

Is this a new or existing business? If existing, how long has the business been in existence?

Why did you start the business?

Are you a minority business enterprise? Or women owned enterprise?

Are you a Sole Proprietorship, Partnership or Corporation?

Does the company have a patent?

Is the company already profitable?

Has the company received prior funding?

Check areas of assistance requested from FUSE

_____Strategy _____Financial _____Legal _____Technical _____Marketing

Requested date of occupancy

Financial Status

How much money do you have invested into the business?

How do you plan to finance this business?

Last year's total sales

Last year's total profit

Tell Us About the People

Name and Address and Phone number of all principals

Number of Employees today

Projected number in 12 months

Does your business or any of the principals have pending lawsuits?

Have you ever declared bankruptcy?

Have you ever been charged with or arrested for a criminal offense?

Show Us What You Got

You are not required to submit the following with your application, but if you have any of the following, it will help us evaluate your business. Attach with your application.

Resumes of Management Team

Business Plan

Pitch Deck for Sales

Pitch Deck for Investors

Marketing Materials

Financial Statements

The Process

The Director of America's Small Business Development Center will review your application and you will be notified if your business is eligible for consideration. An appointment will be scheduled for a site visit and to discuss your application. You will need to then submit a copy of your business plan (if you have one), including financial statements.

The Incubator Management team and the Small Business Development Center will review your application and all supporting documentation and you will be notified of their decision within two weeks. If your application is approved and you do not have a formal business plan, you will be expected to create one within 3 months of starting the incubation program. We can help you with creating your business plan.

I acknowledge the information provided in this application is accurate. I also understand my information will only be shared with the members of the Incubator Advisory Committee.

Signature

Date