

**Southeastern Utah
BUSINESS & TECHNICAL ASSISTANCE CENTER
375 South Carbon Avenue
Price, Utah 84501**

APPLICATION FOR TENANCY

The Southeastern Utah Business and Technical Assistance Center (BTAC) is a small business incubator created to foster entrepreneurial activities and to provide leased space and technological and business assistance to new and emerging companies in an effort to create jobs and diversify the local economic base.

There are three levels of business incubation at the BTAC. Please check the level that applies to your business.

Level I - A new business start-up.

Level II - An existing business operating from a non business site or a part time business wishing to move to full time and which will locate at the Center as a tenant.

Level III - Associate Tenant -Existing business or entrepreneur not seeking tenancy, but who may need

selected programs and/or services available at the BTAC on an annual or per event basis in order to grow their business.

I. APPLICATION PROCESS

Potential tenants must submit this application for initial staff review of the firm's compatibility with the BTAC incubator's purpose and facilities. If accepted for further consideration the applicant will be so notified and the completed application, along with references and financial information, will be required for a final review by the Tenant Evaluation Committee and the BTAC Board of Trustees.

II. APPLICATION SCREENING CRITERIA

Applications will be judged on the following criteria:

- a) Potential for company growth and jobs creation.
- b) Commitment of the principals.
- c) Business idea supported by a good business plan. (May be completed during the first six months of tenancy)
- d) Company's need for BTAC support services.
- e) Company meets the economic development objectives of the BTAC.
- f) Company meets zoning requirements.
- g) Company will not be of a heavy-traffic/retail nature.
- h) Company can demonstrate favorable prospects for future financial viability.
- i) Company will not produce fumes, dust or noise detrimental to BTAC facilities or tenants during manufacture process.
- j) Other factors, as appropriate.

III. PRELIMINARY INFORMATION

Please complete the following questions using extra space on back if needed (type or print).

Business Name: _____ s

Address: _____

City _____ Zip Code _____

Contact: _____ Phone: _____

Existing Business Operating from Non-Business Site

Hobby Turned to Business

Please indicate business structure:

Sole Proprietorship
 Corporation

Partnership
 Limited Partnership

Limited Liability Company

Describe your business, its products, or services. If you have developed a formal business plan, include copy.

If you are already in business, has your product/service proven viable? Yes No

If not, briefly describe your obstacles: _____

List other current or planned principals of your company:

Name _____

Address _____

City _____ State _____ Zip _____

Business participation _____%

Name _____

Address _____

City _____ State _____ Zip _____

Business participation _____%

Include resumes of principals or describe business background or experience with product/service of business:

Please make statements regarding the following:

1. The potential for the company growth in employees, sales, capital growth, etc.

2. The potential for success in profits, etc.

3. Commitment of Principals as to time and financial participation.

4. **How can the BTAC assist you in the development of your business?**

5. **Please list local businesses you consider to be your primary competition and how will your business differ.**

6. **Where will/do you market your product or service?**

7. **(If currently in operation) Gross sales for last fiscal year \$ _____ For period _____ to _____**

8. **Will your business need working capital for start-up or expansion during the next three years? Yes No**
If yes, what is the amount? _____
Has the funding been secured? Yes No

9. **Kitchen Facility and Equipment Usage (Kitchen Incubator Tenants Only)**
SEU District Health Department Food Handlers Card Expiration Date: _____
Anticipated number of hours of kitchen usage needed: _____ Per Week _____ Per Month

Other comments:

Estimated number of employees:

At time of occupancy:	Full Time _____	Part Time _____
One year later:	Full Time _____	Part Time _____
Two years later:	Full Time _____	Part Time _____
Three years later:	Full Time _____	Part Time _____

How long do you anticipate your stay will be at the BTAC? _____

Approximately how much space will you need?

Year #1: Office _____ Manufacturing _____ Laboratory _____
Other _____

Year #2: Office _____ Manufacturing _____ Laboratory _____
Other _____

Year #3: Office _____ Manufacturing _____ Laboratory _____
Other _____

Does your business have special facility needs?

Loading Dock Three Phase Power/High Voltage Other _____

Please check the appropriate boxes regarding the following items below. Attach brief responses to each "yes" response.

Yes No

 Do you have a completed business plan or outline?
If you do not have a formal business plan, please indicate when you expect to have one completed.

 Is a marketing/feasibility study included? _____

 If a completed business plan is not included with this application, will you need assistance completing a business plan or financial assistance request?

 Do you have current financial information for your business and/or principals?

 Have you acquired the required business permits?

 Is there litigation pending against the applicant or any principals of the business? (If yes, please explain on separate sheet).

 Does a potential conflict of interest exist with the BTAC Board of Trustees, Price Municipal Corporation, or Southeastern Utah Association of Local Governments?

Authorized Signature: _____

Title: _____

Date: _____

Please return to:
Business & Technical Assistance Center
375 S Carbon Ave .
Price, Utah 84501

Business/Financial Plan Submitted
 Other Required Information Submitted
 Application Conditionally Approved by Staff
Date _____

Final Application Approval by Trustees (See Attached Requirements):