

**PIONEER TECHNOLOGY CENTER
SMALL BUSINESS INCUBATOR
CRITERIA FOR OCCUPANCY**

Preamble

The purpose of the SMALL BUSINESS INCUBATOR is to encourage and develop industry and employment within the tax district of PIONEER TECHNOLOGY CENTER. As a service to help meet this purpose PIONEER TECHNOLOGY CENTER manages and operates the PIONEER TECHNOLOGY CENTER/SMALL BUSINESS INCUBATOR.

I. SELECTION CRITERIA

- A. May be a "start-up" business; defined as any corporation, partnership, or sole proprietorship which has a developed product or service ready for market, with marketability identified; with personnel needs and costs stated; and with an identified ability to finance its operation for at least one year. Must be a full-time business. The appropriate vehicle to present this necessary detail is a well-prepared business plan.
- B. Established or existing business may be considered for relocation to the BUSINESS INCUBATOR. A business plan will be required in order to obtain consideration by the committee.
- C. Business may be for profit.
- D. Priority for consideration:
 - 1. Potential for growth and employment will be a key factor in the selection process.
 - 2. Businesses should be manufacturing, wholesale or service related with potential for significant growth and employment.
 - 3. Applicants that are in the tax district of PIONEER TECHNOLOGY CENTER, current or past clients of SELF-EMPLOYMENT TRAINING, SMALL BUSINESS MANAGEMENT, BID ASSISTANCE or FARM BUSINESS MANAGEMENT may be given consideration over other applicants.

II. BUSINESS PLAN REQUIREMENTS

- A. The well-prepared business plan will include at least:
 - 1. A description of the business.
 - 2. A description of the product/service to be provided.
 - 3. A discussion of marketing strategy and product/service distribution method.
 - 4. Resume of owners and key personnel.
 - 5. Projected financial statements (3 years).
 - 6. Identification of equity and borrowing requirements and ability to obtain such required financing.
 - 7. Indication of potential for growth.
 - 8. Indication of number of employees needed and employment function (i.e., skilled, unskilled, managerial, clerical, etc.).

III. ADDITIONAL CRITERIA

- A. The lease term will be for a one-year period. Occupancy will be limited to a maximum of three (3) years. Annual lease renewal will be at the option of the PIONEER TECHNOLOGY CENTER BOARD OF EDUCATION based on the recommendations of the BUSINESS ASSISTANCE CENTER/SMALL BUSINESS INCUBATOR ADVISORY BOARD. Consideration will be given to how well the individual company has met its operational goals, based on its previously submitted business plan and on its continuing need for the center's services.

This criterion requires review of each business activity near the end of each occupancy quarter, with a written recommendation (or denial) for the continuation of each lease by the Center Director at the end of each occupancy year. If the lease renewal is denied, the company should be given adequate time to find new quarters (i.e. 3 months).

- B. Polluting industries or those using hazardous materials will not be allowed in the center unless otherwise agreed.
- C. Retail businesses will not be allowed in the center.
- D. All businesses must obtain necessary permits.
- E. Each business is responsible for providing its own equipment, supplies, etc., to equip its respective area.
- F. Any business that becomes a part-time operation may be required to leave the center after 30 days notice.
- G. Any business that operates in a way that the Advisory Board feels is unethical will be required to leave the center 30 days after notice.
- H. Industries qualifying for admission to the program and facilities should have substantial growth potential.
- I. A list of business references is required.
- J. The client must become knowledgeable of all educational offerings and services of PIONEER TECHNOLOGY CENTER and discuss the rationale of their participation thereof.

TENANT SELECTION WILL BE BASED ON REVIEW OF THE PIONEER TECHNOLOGY CENTER/SMALL BUSINESS INCUBATOR ADVISORY BOARD AND ITS RECOMMENDATION TO PIONEER TECHNOLOGY CENTER'S BOARD OF EDUCATION FOR FINAL APPROVAL.

PIONEER TECHNOLOGY CENTER
SMALL BUSINESS INCUBATOR

BY: _____ DATE _____

TITLE: _____

COMPANY: _____

BY: _____ DATE _____

TITLE: _____

BY: _____ DATE _____

TITLE: _____