

CareerSource NCFL Career Center
819 S. Walnut Street
Starke, Florida 32091
Phone: 904-701-8121
bradfordincubator@sfcollge.edu

INCUBATOR APPLICATION

Instructions

Please complete the application as thoroughly as possible and return to the *Program Coordinator, Bradford County Incubator* at the above address.

Application Process

- Step 1 :** Meet with Bradford Incubator staff to determine if the prospective business is a good fit for the Bradford Incubator.
- Step 2 :** Complete the application and return to the Program Coordinator at the above address.
- Step 3 :** Applications will be accepted and reviewed by the selection committee on a continuous basis until all available space is filled.
- Step 4 :** Successful applicants will be notified of their acceptance. (Those who have not been accepted will be given a reason for their rejection.)
- Step 5 :** Determine WIA eligibility for accepted applicants. (Those not eligible for WIA funding will pay out of pocket.)
- Step 6 :** Fill out a “Clarify Your Business Form”.

General Information

Name: _____ Email: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Cell Phone: _____

-
1. Why do you want to start a business? _____

 2. Type of business, product or service: _____
 3. Your experience in this field: _____

 4. Have you registered your fictitious name if using a name other than your own? yes no
 5. Are you certified through any agencies? _____
 6. Have you ever owned a business? _____
 7. If yes, what type of business and for how long? _____

 8. How much time each week do you plan to be at the incubator? _____
 9. Names, addresses, phone numbers and resumes of other owners:

 10. Have you spent any money on this business? _____
 11. What is the projected start up cost? _____
 12. Do you require additional capital to take your product/service to market and achieve sales goals?

Note: You may be asked to provide Date of birth, Social Security Number, Credit History and Criminal History. Also any pending judgments against persons or business, IRS back taxes, or liens against businesses.

Business Information

*If you have a business plan, please attach it to the back of your application.
If not, please answer the following questions.*

1. What do you sell/what service do you provide? _____
2. How do you get paid? _____

Marketing

1. Who wants to buy your product or service? _____
2. What regulatory or trade association approvals are required for you product/service? _____

3. List your top 3 competitors. Describe their product, pricing and marketing practices. _____

4. How is your product/service better than the competition? _____
5. How will you tell people about your business? _____

Personnel

1. Who will be a part of your company?

Financials

1. Who will keep your accounting books/handle your finances?

Note: *A face-to-face interview will be required.*

For more information about the Bradford County Incubator, visit

www.sfcollege.edu/cied/index.php?section=bradfordincubator