

Incubator Without Walls (IWW) Application *(continued)*

Please tell us about your business service or product

Please tell us about your goals for this class

During this IWW series you'll focus on several aspects of your business.

You'll be able to get help from your instructor, from your fellow IWWers, and from other resources.

- Please tell us what three things you'd like to work on during this class series.
- Please tell us how meeting these goals will impact your business.

Incubator Without Walls (IWW) Application *(continued)*

Please read the paragraph below and sign your application. All owners, officers, or partners must also sign. You may attach additional signature pages as necessary.

- *The information provided in this application is accurate to the best of my knowledge.*
- *I understand that personal and/or business information may be requested of me pursuant to this application and I give my consent for such information to be provided. I agree to provide financial and other information necessary to measure the success of the series.*
- *I understand that WHCA retains the sole decision as to whether I am approved for membership into this IWW series.*
- *I understand that if I am accepted, I will be required to sign a formal agreement between WHCA and me.*

Signature

Signature

Printed name

Printed name

Date

Date

Small Business Coordinator

Date

Please attach to your completed application:

- Your *Incubator Without Walls Information Sheet*
- a copy of your **business plan** if you have one
- a copy of your **marketing plan** if you have one
- **brochure, business card, rack card, and other marketing collateral** in use

In Washington County return your application to:

Elizabeth Sprague
Small Business Coordinator
Down East Business Alliance
PO Box 82
Machias, ME 04654

Office Location

1 Stackpole Road
Machias, ME 04654
O: 479-3071
E: esprague@whcacap.org

In Hancock County return your application to:

Jeff Ackerman
Small Business Coordinator
Down East Business Alliance
PO Box 299
Ellsworth, Maine 04605

Office Location

248 Bucksport Road
Ellsworth, ME 04605
O: 664-2424 ext.4470
E: jackerman@whcacap.org



A Division of the Washington-Hancock Community Agency

Incubator Without Walls (IWW) Information Sheet *

Your name

Date

Business name

Which IWW are you applying to?

From what IWW series did you graduate?

- Calais (Year/s: _____) Eastport (Year/s: _____)
 Lubec (Year/s: _____) Machias (Year/s: _____)
 Deer Isle/Stonington Ellsworth (Year/s: _____)
 Four Directions
 Hire & Higher (WashCo __/Hancock__)
 Downeast Business Association
 Get ME Market Ready!

Please check all that apply

What are your own greatest strengths?

What are greatest strengths of your business?

What are your most persistent business challenges?

- Financing Operating capital Supply Taxes, fees, permits, licenses Getting a loan
 Time management Seasonal nature of my business Business/family conflicts My location
 Finding good employees Meeting business demand Doing everything myself Recordkeeping
 Not enough time for me/my family Making enough money to support myself, my family
 Making enough money to support/grow my business (circle one) Getting the word out to my customers
 Keeping in touch with other business people Employee relations/legal issues

Other

Other

Other

Other

* We ask you to provide this information so that Incubator Without Walls can offer information and resources most appropriate to the needs of your business. Your responses are maintained as completely confidential.

Incubator Without Walls (IWW) Information Sheet *

Do you have a need for capital for business expansion? Yes No

How much capital might you need?

Have you written a business plan? Yes No Last updated? _____

If 'No', do you want to create your business plan as one of your goals for this course? Yes No

Have you written a marketing plan? Yes No Last updated? _____

If 'No', do you want to create your marketing plan as one of your goals for this course? Yes No

Do you use a bookkeeper or accountant? Yes No

What recordkeeping system do you use?

Do you consult an attorney for business matters? Yes No

When did you last pull your credit report?

What critical business tasks do you tend to put off?

Is your business a member of the Chamber of Commerce, Rotary, or other business affinity group? Yes No

Have you attended Chamber events/mixers? Yes No

Is your business a member of your business association? Yes No

What does your business most need from this IWW series?

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