



Application for Admission as Approved Incubator Tenant

The mission of the Project 3810 Incubator is to Enhance the skills of entrepreneurs and improve the viability of small businesses within the state of Oklahoma, yielding jobs and economic development for the region.

Eligibility Requirements

Before admission into the Project 3810 Incubator, a Company must:

1. Be a start-up enterprise with a product or service that fits the mission of the Project 3810 and matches programmatic strengths found at the Project 3810.
2. Be an enterprise which has been in existence less than 5 years.
3. Have a strong management team and agree to be on-site, at incubator, on regular basis.
4. Have adequate financial resources to remain in business for at least six (6) months, as indicated in the company's business summary.
5. Certify that there are no legal claims or lawsuits pending against the business at the time of this application.
6. Submit written business summary, including product idea and concept, potential markets, general financials, and resumes of each principal of the business.
7. Attend a personal interview session with management of the Incubator.
8. Complete an application form – attached.
9. Complete a lease with the Project 3810.

Upon Admission to Incubator, Company agrees to:

1. Attend quarterly meetings with Incubator Director to review milestones, evaluate progress, and explore options for business development.



2. Submit a Performance report to Incubator Management no later than 60 days prior to lease renewal. Lease renewal is contingent upon adequate progress toward milestones, as reported in the Performance report.
3. Attend periodic group events arranged by Incubator management and generally take advantage of opportunities to network with service providers and other Incubator tenants.

Submit Application Form and Business Plan to:
Incubator Director

Final decision regarding admission to Incubator is at the sole discretion of the Project 3810 Incubator Management Team.



Project 3810 Incubator Application Form

Company Information

1. Company name: _____

Contact: _____

Title: _____

Address: _____

Phone: _____ Email: _____

Website: _____

2. Is your business a proprietorship, partnership, or corporation? _____

Tax ID # _____

3. What year was business started? _____

4. Employee Information

Number of current employees: Full time _____ Part time _____

Please estimate future employment:

One year from now: Full time _____ Part time _____

Two years from now: Full time _____ Part time _____



5. Briefly describe your business, its products, and the market you are targeting. (Be as specific as possible)

6. Please estimate the initial capitalization of your business: Check one

- _____ \$0 - \$50,000
_____ \$50,000 - \$100,000
_____ \$100,000 - \$250,000
_____ over \$250,000

Have you secured funding for your business to date? _____
If so, how much? \$ _____

Government grant /contract \$ _____
What agencies? _____

Angel investment \$ _____ Venture capital \$ _____

Corporate investment \$ _____ Personal \$ _____

7. What type space do you need? _____ Office _____ Manufacturing _____ Warehouse

Approximately how many square feet? _____ sq. ft.

8. What date do you estimate you will need to take occupancy of the space? _____

9. If you have existing relationship with Project 3810 faculty or Project 3810 programs, please describe that relationship and the activities taking place.

10. How did you hear about the Project 3810 Incubator? _____



My signature below certifies the information contained in this application is true and complete. I understand this application, when submitted, becomes the property of Project 3810 Incubator and will be retained by the Incubator whether or not my application is accepted.

Signature: _____ Date: _____

Name (print): _____ Title: _____

For Internal Use only	
Application:	Received _____ Reviewed _____ Accepted _____ Denied _____
Comments:	