

Bournemouth University Limited t/a Bournemouth University Innovation Centre

Application Form Pre-start Business

Purpose

- To identify prospective clients and their suitability for occupation within the Centre
- Compliance with the Management Agreement between Bournemouth University Higher Education Corporation and Bournemouth University Innovation Centre Limited

Objective

- To enable the Centre to provide managed flexible accommodation.
- To ensure that Bournemouth University Innovation Centre can provide the services and accommodation that is suitable for each client.
- To ensure that the Management Team can provide the right level of support
- To ensure that clients will complement the Centre and other existing clients, enhancing the community base within the Centre.

Entry Process

If you would like to discuss anything before proceeding then please call 01202 961350.

Stage I

You should submit the application form below, please provide as much information as possible, this will then be considered by the Vetting Panel. They will wish to meet you informally to discuss your application before it goes through to the next stage. They may also wish to ask you questions about your business before they invite you to proceed to the next stage.

Stage II

Virtual Tenancy

You will need to complete this Pre-Start application form. If any further information is required, we will contact you.

Hatchery Tenants

You will need to complete this Pre-Start application form. You will also need to provide us with **1 year's** cash flow forecast.

Business Unit Tenants

You will need to complete this Pre-Start application form. You will also need to submit a Business Plan/Synopsis, which should include a **3-year** cash flow forecast. Please refer to the Trading Business application form, section 5.1, for guidance on the type of information that you should include within your Business Plan.

Your application will then be considered by the Bournemouth University Innovation Centre Management Committee which has final approval of all applications. The reason behind asking you for this detailed information is two-fold – to ensure your success we need to assess the viability of your plan and this process helps us identify how much, and what kind of, support you are likely to need.

**Send your completed application form by email to the:
Innovation Centre Support Officer at info@buic.co.uk.**

Pre-start Application Form

*All applications are treated as commercial and in confidence
(if you wish us to sign a non disclosure agreement, then please
contact us to arrange this)*

Personal Section		
1.1	Name of Client:	
1.2	Residential Address:	
1.3	Home Telephone No:	
1.4	Mobile No:	
1.5	Fax No:	
1.6	E-mail Address:	

Business Description	
2.1	Your business idea
2.2	Your market place
2.3	Your marketing strategy

2.4	What you need to bring the product or service to the market place
2.5	Date you intend to start trading
2.6	Estimated financial projections
2.7	Links with Bournemouth University
2.8	Any other relevant information
<p><i>Please see guidance on Trading Business application form, section 5.1, for any additional information that you may wish to include in this section.</i></p>	

Additional Information – Relating to Entry Criteria	
3.1	Willingness to partake in incubation interaction with other incubatees, and where appropriate, engage on the START programme. www.start-now.co.uk .
3.2	Be developing a knowledge-based business which can benefit from having links with Bournemouth University and which has the potential to enhance the economic development of the Dorset sub-region.
3.3	Demonstrate the ability to fund the development of the business through its immediate trading period and beyond.
3.4	Demonstrate that the intended business or existing business has a good prospect of being commercially viable.
3.5	Willingness to meet with the incubation team at least three times within a calendar year to discuss their business needs and performance

Declaration

The information provided will be used for assessment purpose only and should occupancy be taken up will form part of your contract with Bournemouth University Innovation Centre Limited. The information will be held in accordance with the Data Protection Act.

For Bournemouth University Innovation Centre Limited use only

Interviewed by: _____ Date: _____
 Approved by: _____ Date: _____