

Assistance for Applicants

Potential clients are encouraged to take advantage of any of the following as they consider and prepare an application.

- 1) Review UBC written materials and move directly to application. (Applicants should review: UBC Application Process, UBC Client Selection Criteria, Application, and Model Lease/Tenant Agreement.)
- 2) Applicants may wish to have an initial meeting with the UBC Director. The Director is available to meet with prospective applicants to discuss UBC policies and process, fit for potential businesses, and resources available to support companies as they prepare an application.
- 3) The UCC SBDC (which is housed at the UBC) offers weekly free “Ready to start your business?” workshops, which are an excellent orientation to the steps needed to complete an application, including selecting a business form and writing an initial business plan. (See: <http://www.umpqua.edu/free-sbdc-workshops>)

UBC Application Process

Applicants must submit to the UBC Director:

- 1) A completed UBC Client application form; and
- 2) An initial business plan, which includes the following required elements (topics may be addressed in supplementary materials)
 - executive summary
 - company description, including products and/or services
 - business strategy (i.e., core competency and/or approach to maintaining competitive advantage)
 - management team membership and competencies
 - market potential (possible markets, size of markets, and potential market share)
 - market strategy and position (existing and potential competitors, how achieve market share)
 - detailed financial projections (monthly for first two years), extending five years
 - capitalization strategy
 - exit strategies

Companies are welcome to provide additional supplemental information; the UBC Director may request additional information at any point in the process.

Companies that (1) complete an application and (2) provide a business plan meeting the minimum requirements will be invited to participate in an interview with the UBC Director and/or designee.

At the UBC Director’s discretion, potential applicants will be forwarded to the Selection Committee for review. The Selection Committee will be provided a copy of the application, the business plan, and a summary of the Director’s findings from the initial interview. The Selection Committee shall determine whether candidate companies should be accepted for admission, at which point they would then enter lease negotiations with the Executive Director.