

**VERMONT CENTER FOR EMERGING TECHNOLOGIES
AFFILIATE APPLICATION**

Name of Business _____

Address _____

Primary Contact _____ Title _____

Phone Number _____ Fax _____ E-mail _____

1. Is your Business: New _____ Existing _____ Since _____ (year)

2. Form of Business: (Check one)

Partnership _____

Corporation _____

Sub 'S' Corporation _____

Not for Profit _____

3. Briefly describe your business, its products/services, and the technology on which it is based.

4. Describe activities be undertaken as an affiliate of the VCET incubator.

5. Estimate the investment to date in the business:

\$0 - \$50,000 _____ \$50,000 - \$100,000 _____
\$100,000 - \$150,000 _____ Over \$150,000 _____

Company and Management Team

6. Describe your company's stage of development: (Check one)

Idea/Concept _____
Product/service development _____
Operational _____

7. Is the company licensed to do business in Vermont? Yes _____ No _____

8. What revenues from sales have been generated to date? \$ _____

9. List the individuals that will serve as your company's Officers and Board of Directors, including their position and qualifications.

Name _____ Address _____

Position _____ Background _____

Active in daily operations _____

Name _____ Address _____

Position _____ Background _____

Active in daily operations _____

Name _____ Address _____

Position _____ Background _____

Active in daily operations _____

10. Have any Officers or Directors ever been convicted of a crime?

11. Estimate the total number of employees (including principals) anticipated.

At the start of your affiliation with VCET: Full-time _____ Part-time _____
 One year later: Full-time _____ Part-time _____
 Two years later: Full-time _____ Part-time _____

12. Does the company currently utilize outside professional advisors (i.e. accountants, lawyers, etc.)? Yes _____ No _____

13. Please check and describe the services you will be seeking through VCET?

Accounting		
Marketing		
Financial		
Legal		
Networking/business development		
Product development		
Technology Assistance		
Other		

Market Potential

14. Do you have a marketing plan (If yes include with application)?
 Yes _____ No _____

15. Is there a working prototype of your product/service? Yes _____ No _____

16. Do you have proprietary intellectual property, and if so, is it patented?
 Yes _____ No _____

17. Must you obtain any regulatory approvals for your product/service?
 Yes _____ No _____ Don't Know _____

18. How long has it taken to develop your product/service?

19. Describe the target market for your product.

20. Describe your products advantage. How does your product/service answer the needs of your target market and what makes it better than your competitors' products/services?

21. Have you performed a thorough cost analysis of producing a single unit of your product/service? (If yes, include with application) Yes _____ No _____

Operations

22. Do you require any specialized equipment or facilities? If yes, please describe below.
Yes _____ No _____

23. If you answered yes to question #23 above, do you plan to purchase or lease this equipment? Lease _____ Purchase _____

24. Do you plan to outsource any portion of your production/service operations? If yes, please describe below. Yes _____ No _____

Risk Factors

25. Briefly describe the potential risk factors which may impact your company. Below are some common risk factors, though all may not apply to your business. Use back of this page or a separate page if necessary.

a. Economic (i.e. inflation, recession, interest rates, etc.)

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b. Financial

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c. Regulatory

d. Competitors

e. Product Development

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f. Management Team

g. Other

In addition to the application please attach the following:

1. Resumes or biographies of principals involved.
2. Executive Summary/Business Plan - A comprehensive business plan is not required for admission to the VCET Affiliate program. Companies without business plans may be admitted under the condition they complete a comprehensive business plan within 90 days of admission.