

**TOBACCO VALLEY BUSINESS PARK RENTAL APPLICATION**

*Submit the following two pages to Eureka Rural Development Partners upon completion:*

Application Date \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Is This an Existing Business or Startup? \_\_\_\_\_

Business EIN: \_\_\_\_\_

Business Email Address \_\_\_\_\_

Telephone \_\_\_\_\_

Business Contact(s) \_\_\_\_\_

Business Structure: \_\_\_ Corp./LLC \_\_\_ Partnership \_\_\_ Sole Proprietor

Business Description or Activity (Brief): \_\_\_\_\_

Is a Business Plan Developed and Available for Review? \_\_\_\_\_

Is Assistance Required? \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Expected Employee Growth:

Year 1: \_\_\_\_\_

Years 2 – 4 \_\_\_\_\_

Estimated Facility Requirements (space Manufacturing, Office, Parking, Storage, etc..) \_\_\_\_\_

Estimated Move in Date. \_\_\_\_\_

Is Business Financing Assistance Required? \_\_\_\_\_

If Yes please estimate/explain your requirements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Will business be utilizing or storing any chemicals or solvents, using any hazardous material, or generating hazardous waste, and/or discharging any waste other than domestic waste to the sewer system?

\_\_\_ Yes \_\_\_ No

If yes explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List Any Other Special Business Requirements.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List Three Non-Related Business References (include contact information):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



**The following for TVID USE ONLY:**

Date received: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ (date) \_\_\_\_\_

Recommendation to Board: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Business Plans Guidelines:**

### **a) Executive Summary**

The Executive Summary should be clear and compelling and have the following key components:

1. What is the solution you have developed to solve a problem or opportunity. It should be direct and specific.
2. The problem- What unique benefit will you provide to what set of customers to address what particular need?
3. The Solution- What specifically are you offering to whom? Specify details of your product or service.
4. The Opportunity- Provide information on the basic market segmentation, size, potential growth and dynamics.
5. Your competitive advantage: Describe your real sustainable competitive advantage.
6. The Model- How specifically are you going to generate revenues, and from whom? What levels will you reach within one to four years?
7. The Team- Why is your team uniquely qualified? Tell us about your team.

### **b) Company Overview**

What unique benefit will your business provide to what set of customers to address what particular need? What is your target market, your unique solution, and your status (launch date, current customers, revenue rate, pipeline, funding needed).

### **c) Financial Plan**

Include a profit and loss (P&L) statement (clearly indicating detailed revenues, sources of revenue, and expenses), a balance sheet, and a cash flow statement. Address the following questions: Where did the original businesses' funding come from? On what other funding sources does the business rely?

Describe the process used to determine the annual budget. Is the business fully self-financing, if not how does it make up the gap between revenue and expenses? Will it be self-financing? What is the sustainability plan?

Incorporate three year financial projections plan with realistic growth estimates.

### **d) Economic Impact**

Identify existing and expected outcomes and economic impact to the local economy. Address the following questions: How many clients does the business currently serve? Describe the number and kinds of jobs the business has created.

### **e) Vision and Focus**

What is the business vision, mission, focus and what are the related core values/beliefs? What is the type business? Does the business aim to provide services and or a product to the local and or regional area?

**f) Incorporation, Governance, and General Policies**

State whether the business is incorporated as a nonprofit or as a for-profit entity, and provide the organization's precise IRS designation (i.e. S corporation, LLC, Sole Proprietor, etc.). How is the business governed or managed? Applicants should provide resumes of management and Executive team. )

**g) Facilities**

Does the business want to rent or own a building? Provide information about the desired space needed to run the startup business and what the future needs will be once the business grows.

**h) Staffing and Services**

How many staff members does the business employ? Provide a brief description of the staff member roles. Does the business use any volunteers or have arrangements with professionals who donate their services to clients?

*As part of the application process a business plan must be completed and must contain the items as outlined above. Additional Business Planning Assistance can be obtained by contacting the Kalispell Small Business Development Center Director Chris Parson.*

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