

# GREAT PLAINS

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## Technology Center

### BUSINESS DEVELOPMENT CENTER

#### GREAT PLAINS BUSINESS DEVELOPMENT CENTER APPLICATION

THANK YOU FOR YOUR INTEREST IN OUR BUSINESS INCUBATOR. This form, once completed should be submitted to Cody B Holt [cholt@greatplains.edu](mailto:cholt@greatplains.edu) 580-250-5519 or dropped off at building 600, Great Plains Technology Center, 4500 W. Lee Blvd., Lawton, OK 73505

The information submitted on this form will be held confidential by the Great Plains Business Development Center (BDC), with the exception of the BDC advisory committee who will determine whether your business is an appropriate tenant for the facility. Examples of businesses that might be found inappropriate would be: one that includes the handling of certain hazardous materials, any business deemed illegal, businesses not in start-up or expansion stage, etc.

Upon review, we may request that you submit a copy of a business plan for the business to be located within the Business Incubator. If you require assistance with preparing a business plan, please contact Jennifer McGrail [jmcgrail@greatplains.edu](mailto:jmcgrail@greatplains.edu) 580-250-5556 or Morgan Gould [mgoald@greatplains.edu](mailto:mgoald@greatplains.edu) 580-250-5553.

#### SECTION 1 – BASIC INFORMATION

1. Date complete/submitted \_\_\_\_\_
2. Applicant's Name: \_\_\_\_\_
3. The name of any other principles/owners or officers of the business, their percentage of ownership, and role they will play in the operation of the business.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Applicant address: \_\_\_\_\_
5. Phone number where you can be reached: \_\_\_\_\_
6. E-mail where you can be reached: \_\_\_\_\_
7. Website address if you have one: \_\_\_\_\_
8. EIN # \_\_\_\_\_ NAICS code: \_\_\_\_\_ DUNs # \_\_\_\_\_  
IF you have the above. If you don't and wish assistance in obtaining them, contact the EDC at 580-250-5550.

**SECTION 2 – THE BUSINESS**

Explain what type of business you will have:

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Statement of purpose/ what is your mission and vision?

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What are your goals for the first six months? Be specific and provide measurable goals such as \$500,000 in sales or the sale of 100 units, or 60 customers, etc.

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What are your goals for the end of the first year? Be specific and provide measurable goals such as \$500,000 in sales or the sale of 100 units, or 60 customers, etc.

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What are your goals for the end of the first three years? Be specific and provide measurable goals such as \$500,000 in sales or the sale of 100 units, or 60 customers, financially stable, ready to graduate, etc.

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Description of business:

1. What is or will be the business legal form: proprietorship or partnership or corporation (“C” Corp, “S” Corp. or LLC) \_\_\_\_\_
2. List any city, county or state licenses and/or permits you will need.

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**SECTION 3 FACILITIES**

1. Why do you wish to locate within the Great Plains Business Development Center (Incubator)?  
\_\_\_\_\_  
\_\_\_\_\_
2. What is your target date for locating in the Great Plains Business Development Center (Incubator)?  
\_\_\_\_\_
3. What kind of space will you need? Check all that apply.

a. Office space – approximately 200 - 300 square feet	
b. Coworking office space	
c. Light manufacturing space 850 square feet	
d. Light manufacturing space 1,700 square feet	
e. Use of the commercial kitchen	
f. Use of secured dry storage space within the commercial kitchen at an hourly fee	
g. Use of cold storage space within kitchen – additional fee	
h. Use of the shared art studio space	
i. Secured non-shared studio space within the arts studio – rate is higher than shared	
j. Other? Explain below	

3. What special facility requirements (electrical, ventilation, floor load, etc.) will you need?  
\_\_\_\_\_
4. What types of equipment will you bring into the facility?  
\_\_\_\_\_
5. What OSHA safety standards will apply to your business?  
a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_
7. How many employees will you have when you take up tenancy? \_\_\_\_\_
8. How many employees do you think you may have in 3 years? \_\_\_\_\_
9. Will you require the use of conference/seminar facilities? Yes\_\_\_\_\_ No\_\_\_\_\_ How often? \_\_\_\_\_

**SECTION FOUR SUPPORT SERVICES (anticipated requirements)**

1. Use of a copier (paper cost applies) Yes\_\_\_\_\_ No\_\_\_\_\_ Undecided\_\_\_\_\_
2. Use of a scanner (included) Yes\_\_\_\_\_ No\_\_\_\_\_ Undecided\_\_\_\_\_
3. 3D scanner (per use fee for raw materials) Yes\_\_\_\_\_ No\_\_\_\_\_ Undecided\_\_\_\_\_
4. Food Process Certified kitchen supervisor Yes\_\_\_\_\_ No\_\_\_\_\_ Undecided\_\_\_\_\_
5. Other – please specify \_\_\_\_\_

The incubator is a place for a small business to start and also to learn the skills to become successful. The incubator program includes training in these skill areas. Please tell us what training might be of benefit to you. Check **all** that might be of interest.

1. Developing a business plan \_\_\_\_\_
2. Bookkeeping \_\_\_\_\_
3. Taxes \_\_\_\_\_
4. Marketing \_\_\_\_\_
5. Salesmanship \_\_\_\_\_
6. Social Media \_\_\_\_\_
7. Business networking \_\_\_\_\_
8. Government bidding \_\_\_\_\_
9. Managing employees \_\_\_\_\_
10. Employer regulations \_\_\_\_\_
11. Insurance needs \_\_\_\_\_
12. Risk management \_\_\_\_\_
13. Use of technology \_\_\_\_\_
14. Website development \_\_\_\_\_
15. FDA requirements \_\_\_\_\_
16. Packaging and shipping \_\_\_\_\_
17. Inventory control \_\_\_\_\_
18. Financing a business \_\_\_\_\_
19. Seeking investors \_\_\_\_\_
20. Qualifying for grants \_\_\_\_\_
21. Protecting intellectual property \_\_\_\_\_
22. Exporting \_\_\_\_\_
23. Agricultural management \_\_\_\_\_
24. OSHA and Safety Regs. \_\_\_\_\_
25. Other? \_\_\_\_\_

THANK YOU. Print your application and mail it to Cody B Holt, 4500 W. Lee Blvd, Lawton, OK 73505 or save it and attach it to an e-mail to [cholt@greatplains.edu](mailto:cholt@greatplains.edu) .