

Kenmore Virtual Business Incubator Program Client Agreement

Each applicant will agree to the following items listed below to be considered as a KBI client. In addition to agreeing to these specific items, the KBI clients will be required to follow all relevant policies and procedures as established by the City of Kenmore and its KBI.

1. Be an existing micro/small business, already legally established with relevant business documentation:
 - a. Applicable business licenses/certifications
 - b. Relevant Insurance
 - c. Verification of Current Tax Return Filings (Personal or Corporate)
2. Submit a completed application and sign a Program Client Agreement
3. Demonstrate ability to pay the monthly program fee of \$75, payable to the City of Kenmore on the first of each month. The program fee should be sent to City of Kenmore Attn. Finance, PO Box 82607, Kenmore, WA 98028. If a business joins the Virtual program after the 15th of the month, the first monthly fee can be prorated
4. Agree to a background check to include financial, criminal, and references.
5. Participate in a personal interview and KBI orientation.
6. If the business has a physical location in Kenmore, it is required to obtain a Kenmore Business Registration through the WA Department of Revenue Business Licensing Service. <http://business.wa.gov/BLS> 1-800-451-7985 Businesses with a Kenmore Business Registration have the option to be listed in the online Kenmore Business Directory www.findkenmore.org
7. Agree to provide confidential, basic metrics on business activity that will be aggregated for program evaluation purposes during and following KBI tenure for up to 3 years.
8. Participate in workshops, seminars, mentoring sessions, and monthly progress review meetings.
9. Be well suited as a business to the incubator environment such as a early stage, transitioning home-based business or an established business with growth potential.
10. Illustrate good potential for business advancement after a maximum of 2 years of Incubator support. Agree to provide at least two weeks notice prior to discontinuing the program, and be available for a post-program meeting to provide feedback on the program experience so we may continue to improve our services.

11. Following KBI tenure, agree to make best efforts to locate in Kenmore. Agree to be listed as a program participant/graduate.

Agreed to:

Client Signature

Date

Kenmore Business Incubator

Date

Eligibility Requirements

In order to be eligible for consideration, an Incubator candidate should:

1. Be a venture that is a for-profit business in the early stages of business development or an established business with growth potential.
2. Have a product or service that can be commercialized or expanded within two years.
3. Demonstrate strong market for products or services.
4. Have potential for positive economic impact on the community through:
 - A technology, product or service deemed to have a high potential impact in the marketplace or community.
 - Potential for company growth and the associated creation of new high paying jobs.
 - Positive impact on the tax base of local and state government.
5. If at all possible the company should plan to remain headquartered in Kenmore, and be willing to be listed as graduates/participants in the program.
6. The Founder/President/CEO/Director will be located in the incubator.
7. Have a basic business plan or a written description of the business, a market analysis, and a financial forecast.
8. Have a management team plan that demonstrates an ability to handle both the technical and managerial aspects of the business.
9. The management team is willing to seek and accept assistance from the KBI and its partners and service providers.
10. Be well-suited as a business to benefit from the KBI services, the business incubator environment, technical and business expertise.
11. Be compatible with other participants in order to maintain a productive environment for all participants. As applicable, adhere to KBI policies regarding video/computer game content.
12. Should not be in direct competition with other Incubator businesses
13. Agree to participate in the incubator's business assistance/networking programs and to cooperate in achieving the incubation program's mission.
14. Willingness to attend an agreed upon number of business incubation program educational seminars/workshops per year.

Client Review and Progress

Each KBI client will have a monthly review with the KBI and mentors. This is a regular progress review.

The client will produce a brief written update and be involved with in a collaborative discussion
The report will detail overall progress with a focus on the preceding review period.

KBI Graduation Requirements

Prior to graduation, each KBI client needs to show that it has completed a comprehensive business plan. In addition, the client will have worked with an assigned mentor who provides the KBI with a positive assessment of the progress made by the clients and that the new venture has launched and has met its go-to-market objectives OR the client has sufficiently achieved its planning goals to implement go-to-market strategies.

More specifically, the client may graduate from the incubator when one or more of the following achievements have been met.

The new venture has launched and reaches annual sales of \$1 million.

The company may have been acquired by a more established firm and can continue to foster its growth.

The startup receives a successful public or private stock offering of more than \$250,000.

The firm exceeds the physical capacity of the KBI. (pertains to resident companies only)

The company is a client for more than two years.

Kenmore Business Incubator (KBI)

Rate Schedule

- One desk space with 24 hour access - \$150 per month
- Separate Office (depending on space)-- \$250/\$300/\$350 per month
- Security Deposit--\$250 or the equivalent of one month's rent, whichever is greater
- Virtual Incubator Program: \$75 per month

Program and Lease Payments are due the on the first day of each month and should be sent to:

City of Kenmore
Attn. Finance
PO Box 82607
Kenmore, WA 98028

Payments may also be made at Kenmore City Hall during regular business hours
9:00 AM-5:00 PM
Monday-Friday