



APPLICATION PROCESS FOR NEW TENANTS

1. Schedule a meeting with Craig Frahm, Incubator Manager, 636.441.6880 x228, or email cfrahm@edcsc.com to tour the facility and receive an information packet containing an application and sample business plan format. A potential incubator client should be prepared to discuss his/her business and space requirements.
2. Prepare a business plan. On-site Missouri Small Business and Technology Development Center offers one-on-one counseling; no fee required for counseling services and/or business plan assistance. To set up an appointment contact Ron Mueller at 636.928.7714 or email rmueller@edcsc.com
3. Prospective incubator clients must appear before a meeting of the Incubator Advisory Committee, giving a brief presentation of his/her business, use of space, job creation, and anticipated length of stay. Committee meets the third Wednesday of each month to review applications. Contact the incubator manager for their meeting schedule.
4. Typically, decisions to approve or deny applications occur at the meeting of business plan presentation.
5. Approved clients are under no obligation to move in once approved.
6. Approved clients have 45 days from date of approval to move into the incubator, provided space is available.
7. Clients approved for space that is unavailable at the time of approval will be placed on a waiting list.
8. Once approved, a business may move in once all requirements have been met, typically 2 weeks.
9. A floor plan of the office and production spaces available is located on the EDC site or a hard copy can be obtained at our EDC offices.
10. Incubator clients are reviewed annually by the Small Business and Technology Development Center director.
11. Office clients may operate in the incubator for three years and manufacturing clients for five years. The Incubator Advisory Committee may grant one-year extensions following the Extension Application and review.

** The application and business plan must be received in the EDC offices no later than 1 p.m. THE FRIDAY PRIOR to the meeting selected for presentation and review. Plans submitted after the deadline may be held until the following month's meeting.