

Application

The information requested in this data sheet will be used by KTEC to further understand your business venture. All company information provided in section I is subject to Kansas Open Records Act (KORA). KTEC will maintain strict confidentiality of all proprietary and confidential company and project information described in the other sections of the application form.

I. General Information

Date: _____

Company Name: _____ Company Type (C, S, LLC): _____

Founding Date: _____ State of Incorporation Date: _____

Company Address: _____

City, State, Zip: _____ County: _____

Company Phone: () _____ Fax: () _____

Company web site address: _____ Referred by: _____

Federal Tax ID #: _____ NAICS Code: _____ (See www.naics.com for code)

Project Information

Project Description (8 word limit): _____

Requested Funds: _____ Matching Funds: _____ Current No. of Employees: _____

Economic Impact Information

Projected Employees (five year plan):

Year: _____ Number: _____ Year: _____ Number: _____

Year: _____ Number: _____ Year: _____ Number: _____

Year: _____ Number: _____

II. President/CEO Background Check Information:

Name: _____ Date of Birth: _____ Social Security #: _____

E-Mail: _____ Cell: () _____ Business Phone: () _____

Please list previous Counties, Cities, States resided in during the last 10 years, including dates.

Are there any significant legal, regulatory, or environmental issues pending against your company?

Yes: _____ No: _____ If so, please describe: _____

To be signed by President/CEO:

Everything that I/we have stated in this application is correct, to the best of my/our knowledge. I/We understand KTEC will retain this application whether or not it is approved. I/we also authorize KTEC to check my/our credit and background, for which purpose I/we have provided the information requested in this application.

Name: _____ Signature: _____

Title: _____ Date: _____

III. Business Plan

Please attach your business plan here.

If you don't have a business plan, please visit our website at www.ktec.com and review the business plan guide to help you write one. For business assistance you may contact one of our network incubators located in Lawrence, Lenexa, Pittsburg, Wichita, Hutchinson or Great Bend.

Outline for a Business Plan

I. Executive Summary

The Executive Summary should not be a mere listing of topics contained in the body of your business plan but should emphasize the key issues presented. A critical point that must be communicated in the Executive Summary is your company's distinctive competence—the factors that will make your business successful in a competitive market.

II. Market Analysis

The Market Analysis section should reflect your knowledge of your industry and target market, and present highlights and analysis of your market research. Detailed market research studies, however, should be presented as appendices to your plan.

III. Company Description

The Company Description section must provide an overview of how all of the elements of your company fit together without going into detail, since most of the subjects will be covered in depth elsewhere in the plan.

IV. Marketing and Sales Activities

Both general and specific information must be included in this part of your plan. Your objective here is to describe the activities that will allow you to meet the sales and margin levels indicated in your prospective financial statements.

V. Products and Services

Special attention should be paid to the users of your business plan as you develop this section. Too much detail will have a negative impact on most external users of the plan. Avoid turning this section of your business plan into a policies and procedures manual for your employees. This section should include information on any patents, trademarks and copyrights that you might have.

VI. Operations

Here again, too much detail can detract from the rest of your plan. Be certain that the level of detail included fits the specific needs of the plan's users.

VII. Management and Ownership

Your management team's talents and skills are some of the few truly unique aspects of your company. If you are going to use your plan to attract investors, this section must emphasize your management's talents and skills, and indicate why they are a part of your company's distinctive competence that cannot easily be replicated by your competition. Include Title, SSN, email and phone number for each manager and board member, if applicable. This section should also include current ownership. Do not use this section of the plan to negotiate future ownership of the company with potential investors.

VIII. Funds Required and their Uses

Any new or additional funding reflected in your prospective financial statements should be discussed here. Alternative funding scenarios can be presented if appropriate, as well as a breakdown of the intended use of funds.

IX. Financial Data

The Financial Data section contains the financial representation of all the information presented in the other sections. Pro Forma Income Statements and various prospective scenarios can be included here, if appropriate.

X. Appendices or Exhibits

Any additional detailed or confidential information that could be useful to the readers of the business plan but is not appropriate for distribution to everyone receiving the body of the plan can be presented here. Accordingly, appendices and exhibits should be bound separately from the other sections of the plan and provided on an as-needed basis to readers.

**Please return this form to:
Kansas Technology Enterprise Corporation – KTEC
214 SW 6th First Floor
Topeka, KS 66603
Telephone: (785) 296-5272 Fax: (785) 296-1160**