

APPLICATION TO BECOME A TENANT AT THE COFFS HARBOUR INNOVATION CENTRE

Applicants are requested to complete all sections/questions and return the completed form to the Coordinator at the Coffs Harbour Innovation Centre by emailing coordinator@coffsinnovation.com.au or posting to

Coordinator, Coffs Harbour Innovation Centre .

Coffs Harbour Education Campus

363 Hogbin Drive, Coffs Harbour NSW 2450 Australia

Please note that it will be necessary to have an interview with the Coordinator prior to any commitment to your tenancy by the CHIC Board.

YOUR NAME:
BUSINESS NAME:
BUSINESS ADDRESS:
BUSINESS PHONE NUMBER:
BUSINESS EMAIL:
WEBSITE ADDRESS:
SOLE TRADER/PARTNERSHIP/ COMPANY:
ABN/ACN:
ENTRY CRITERIA
<u>Business Product and Information</u>
1. Please advise commencement date of your business.

2. Please describe your business. In particular, please indicate why your product or service is innovative.	
3. Please indicate which industry your business forms part of: <i>(Indicate by ticking the appropriate sector/s)</i>	
<input type="checkbox"/>	Manufacturing
<input type="checkbox"/>	Education & Training
<input type="checkbox"/>	Technology
<input type="checkbox"/>	Community development
<input type="checkbox"/>	Arts
<input type="checkbox"/>	Creative Industries
<input type="checkbox"/>	Consulting
<input type="checkbox"/>	Other (please describe)
4. Please describe your product. <i>(Please attach any prospectus you may have)</i>	
5. Please describe your product testing to identify its feasibility. <i>(Please attach any proof you may have)</i>	

6. Describe the market analysis you have made to determine product demand and placement. (Please attach any analysis you may have)

7. Have you a business plan? (Please attach)

8. What is your anticipated income generation and on what basis has this been determined?

9. When do you anticipate your product reaching the market?

10. How will your product enhance employment in Coffs Harbour and or the NSW Mid North Coast?

11. Describe the skills necessary for employees to create your product.

12. How do you see your business developing in terms of export, investment, and growth revenue?

The financial viability of your business

Prospective tenants must supply a budget and information on their ability to pay rent, utility and business operating costs for a minimum of two years. (Please attach)

Business entrepreneurial skills and abilities

1. Please advise the skills/experience you have to make the proposed business a success.

2. What skills' gaps do you have?

3. How do you intend addressing these gaps?

4. To what professional organisations do you belong? Are you a committee/board member of these?

Working in the Innovation Centre Community
1. Why do you wish to locate to the Innovation Centre?
2. What are your expectations of the Innovation Centre?
3. Do you currently have any synergies with the Coffs Harbour Education Campus (CHEC)?
4. What suggestions do you have for research and training within the CHEC community?
5. What skills/information would you be willing to bring to the Innovation Centre community?
Please provide any other relevant information about your business which would assist in assessment of your application with regard to regional development, employment, research and training opportunities.

NOTES ON THE PROCESS

- ***Before admitting companies, personal references and a credit check may be sought.***
- ***A basic 'due diligence' process will run alongside the selection process. This will particularly seek to assess the viability of the proposed business or technology, and may call upon expert advice.***
- ***Finally, the selection process aims to assist with the identification of the clients' development needs, and to establish milestones for key actions.***
- ***The Coffs Harbour Technology Park Board in considering applications will assess the 'fit' of the proposed business in the educational environment of the Campus.***
- ***The suitability of the applicant to become a tenant of the Coffs Harbour Innovation Centre will be assessed by the applicant's business meeting the following criteria to a greater or lesser degree:***
 - ✓ ***It has an innovative concept or innovative approach to an existing industry.***
 - ✓ ***It is in an incubation phase.***
 - ✓ ***It is able to contribute to the knowledge base at the Coffs Harbour Education Campus either through research programs or ability to offer training/skills development..***
 - ✓ ***It has potential to contribute to the economic development of the Coffs Harbour region.***
 - ✓ ***It can demonstrate synergies with other Innovation Centre tenants. (That is, run a similar business or able to provide mentoring and willing to engage in business networking with other tenants.***