

SMALL BUSINESS INCUBATOR APPLICATION PACKAGE



Business and Community Services Division

Finance Management

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PO Box 118

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SMALL BUSINESS INCUBATOR APPLICATION PACKAGE
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DIVISION OF BUSINESS AND COMMUNITY SERVICES

SMALL BUSINESS INCUBATOR PROGRAM

POLICY GUIDELINES

THE DEPARTMENT RESERVES THE RIGHT TO UPDATE THESE INSTRUCTIONS AS NECESSARY TO BE CONSISTENT WITH THE LAW.

ALL INSTRUCTIONS ARE FOR GUIDANCE ONLY AND DO NOT STATE THE COMPLETE LAW.

PURPOSE

The Missouri Department of Economic Development (DED) has the responsibility to approve or deny proposals for small business incubators. These guidelines shall serve to assist local sponsors and contributing taxpayers in the implementation of the small business incubator program (program). The program operates under the provisions of section 620.495, RSMo, as amended.

I. INCUBATOR

WHAT IS AN INCUBATOR PROGRAM?

An incubator is a building, which can be divided into smaller units of space to be leased by small businesses. An incubator is also a program without infrastructure in which participants avail themselves of business development services to assist in the growth of their start-up businesses.

In addition to the space, incubators provide business development services for use by the tenants and participants. These services shall include, but are not limited to, financial consulting assistance, management and marketing assistance, business education, and physical services such as personal computers, copier, facsimile, conference rooms, labs, etc. Because of the shared services and efficient use of the available space, costs are usually much less than for a small business operating independently.

The incubator is not intended to be a permanent home for the new firm. After a period determined by the incubator's policy, a tenant will move from the incubator, thereby making room available in the incubator for a new start-up firm. The local sponsor shall explain this feature of an incubator to all tenants before the execution of the initial lease.

WHO MAY APPLY?

Only local sponsors are eligible to apply for the small business incubator program.

LOCAL SPONSOR DEFINED

Local Sponsor is an organization entering into a written agreement with DED to establish, operate, and administer a small business incubator program or to provide funds to another organization that operates such an incubator program. Local Sponsor includes:

1. Missouri municipalities, counties, special tax districts and regional planning commissions;
2. Missouri universities, community colleges, colleges and area vocational schools; or
3. Not-for-profit corporations.

LOCAL SPONSOR MUST DEMONSTRATE

1. That a program exists that can be transformed into an incubator at a specified cost;
2. The ability to directly provide or arrange for the provision of business development services for tenants and participants of the incubator;
3. A potential for sustained use of the incubator facility by eligible tenants and participants, through a market study or other means; and
4. The ability to manage and operate the incubator program.

LOCAL SPONSOR RESPONSIBILITIES ARE TO

1. Secure title on a facility for the program or a lease of a facility for the program at least for ten (10) years;
2. Manage the physical development of the incubator facility, such as personal computers, copiers, facsimile, conference rooms, labs, etc.;
3. Furnish and equip the program to provide business services to tenants and participants;
4. Market the program and secure eligible tenants and participants;
5. Provide financial consulting, marketing and management assistance services or arrange for the provision of these services for tenants and participants of the incubator, including assistance in accessing private financial markets;
6. Set rental and service fees;
7. Encourage the sharing of ideas between tenants and participants and otherwise aid tenants and participants in an innovative manner while they are within the incubator; and
8. Establish policies and criteria for the acceptance, graduation and termination of occupancy of tenants and participants to maximize the opportunity to succeed for the greatest number of tenants.

ELIGIBLE TENANTS AND PARTICIPANTS

Tenants and participants of the incubator shall be small start-up companies.

FUNDS AVAILABLE FOR FINANCING

The provisions of section 620.495, RSMo, allow for the administration of a loan, loan guarantee, and grant program, as well as a contribution tax credit. The only function that is currently being utilized is the contribution tax credit.

HOW TAX CREDITS ARE AWARDED FOR CONTRIBUTIONS MADE

Certified incubators may receive contributions from taxpayers. The taxpayers in turn may receive tax credits in the amount of 50% of the contributions. An incubator must be approved by DED before receiving contributions from taxpayers. The overall maximum amount of tax credits that can be authorized in any one calendar year is \$500,000.

In order to ensure a fair distribution of the limited authorized tax credits, every certified incubator must complete a “Budget of Revenues and Expenditures” for the coming calendar year and send to DED by January 31st of each year. The budget shall include the previous two years’ budgets. Revenues must clearly detail the expected contributions for which tax credits will be awarded. Incubators must also submit the fund raising plan along with promissory letters from contributors.

DED will review the budget and send a letter stating the amount of tax credits reserved for the incubator. The reserved tax credits will be based upon the appropriate use of contributions, overall competition, and prioritization to support new incubators due to start-up costs.

The contributions for which tax credits are issued shall be used only for establishing, operating, and administering a small business incubator program. No tax credits will be issued for contributions used to finance expenses of graduate companies.

Tax credits for the incubators that submit budgets after January 31st, or an incubator seeking additional tax credits, will be based upon any remaining cap. No tax credits will be awarded to the incubators that do not submit budgets. Unused cap will expire on December 31st of each year.

ELIGIBLE PROJECT COSTS

- £ Acquisition of land and existing buildings;
- £ Leasing of land and existing buildings;
- £ Rehabilitation of buildings or other facilities;
- £ Construction of new facilities;
- £ Purchase of equipment and furnishings;
- £ Business development services included but not limited to business management consulting and business education.

REPORTING REQUIREMENTS

Every certified incubator must complete a “Report on Performance by Missouri Incubators” for the year ending December 31st and send to DED by January 31st of each year. In addition, every incubator must submit an annual financial report audited by an independent certified public accountant.

HOW TO APPLY

An “Application for a Certified Missouri Incubator Designation” and a “Project Narrative of Application for a Certified Missouri Incubator Designation” shall be completed to demonstrate that all the requirements are met, and sent to DED for review.

A business plan must also be completed and sent to DED and shall include the following topics:

- £ Groups of target markets and rationale for such selection.

- £ Explanation of the target market needs that relate to the service provided.
- £ TOWS analysis that identifies and categorizes threats, opportunities, weaknesses, and strengths.
- £ Corresponding strategies developed based upon TOWS analysis.
- £ List and description of the services offered including those that are required by statute.
- £ Explanation of the break-even table and chart as well as underlying assumptions.
- £ Explanation of the sales forecast table and chart. Submit the proposed rental and service fee structure, which will be charged to tenants of the incubator. Separate the sales from rental space, business support services (i.e., secretarial, janitorial, etc.) and technical support services.
- £ Explanation and forecast of the expense forecast table and chart. The projections should include:
 - General administration – salaries, benefits, insurance, travel, management, and professional fees; and
 - Building operation – taxes, utilities, maintenance, depreciation, equipment, interest and principal payments (if any), etc.
 - Do not adjust for changes in the price level.
- £ Contingency plan.

NAICS

NAICS is North American Industry Classification System. The Federal Office of Management and Budget (OMB) adopted the NAICS as the industry classification system used by the statistical agencies of the United States. NAICS replaces the 1987 Standard Industrial Classification (SIC). The NAICS is used for classifying business establishments to assist with gathering data related to measuring productivity, unit labor costs, and the capital intensity of production, employment and other information. Missouri businesses are assigned a NAICS when the company files a “Report to Determine Liability Status” with the Missouri Department of Labor and Industrial Relations, Division of Employment Security to determine Unemployment Tax Liability. Normally, a general business employer becomes liable for the tax and responsible for providing unemployment insurance for its workers when it:

- £ Pays \$1,500 in wages (cash and in-kind) in a calendar quarter, or
- £ Has an employee in some portion of a day in each of twenty (20) different weeks, or
- £ Becomes liable under the Federal Unemployment Tax Act (FUTA) and employs a worker in Missouri, or
- £ Acquires and continues without interruption substantially all the business of a liable employer.

QUALIFYING CRITERIA

DED will review applications for the following criteria:

1. Ability of the local sponsor to carry out the provisions of section 620.495, RSMo;

2. Economic impact of the incubator on the community;
3. Conformance with area-wide and local economic development plans, if such exist; and
4. Location of the incubator, in order to encourage geographic distribution of incubators across the state.

II. NOTICE

The Tax Credit Accountability Act of 2004 (Senate Bill 1099, Sections 135.800 through 135.830, RSMo) makes several changes to the tax credit programs, specifically:

- £ Processing tax credit applications;
- £ Annual reporting requirements; and
- £ Penalty provisions.

CHANGES IN PROCESSING OF TAX CREDITS (SECTION 135.815, RSMo, applicable to Incubator and Contributor)

Prior to authorization of a tax credit, DED will contact the Departments of Revenue and Insurance and verify that the applicant does not owe any delinquent income, sales, use, or insurance taxes, or interest or penalties on such taxes. If a delinquency exists, the amount of tax credits issued will be reduced by the amount of the delinquency. After satisfying all delinquencies, the remaining credits shall be issued.

REPORTING REQUIREMENTS (SECTION 135.805, RSMo, applicable to Incubator)

Certain tax credit recipients are required to annually report information pertaining to the project that received the tax credits to DED. The statute requires that a full year pass after the issuance of the tax credits before SB1099 reporting requirements must be met. The earliest date that SB1099 reporting will be required is June 30, 2006.

The Entrepreneurial Category of tax credits, which includes the small business incubator program, requires recipients to annually report for three (3) years following the date of issuance of the tax credits to the DED the following information:

- £ Amount of investment; and
- £ Names of the project, fund and research project.

PENALTY PROVISIONS (SECTION 135.810, RSMo, applicable to Incubator)

Failure to meet the annual reporting requirements or fraud in the application process if determined by a court, such person or entity shall be subject to penalties.

If the annual report is ninety (90) days past due, DED shall send notice by registered mail to the last known address of the person or entity who is required to complete the annual report. The notice shall inform the person or entity of the past-due report and the pending penalties and their respective deadlines.

If the annual report is six (6) months past due, the DED shall notify the Department of Revenue that the taxpayer is subject to penalties because of failure to report.

Such penalties include the following:

- £ Failure to report for six (6) months but less than one year shall equal a penalty of two percent (2%) of the value of the tax credits issued for each month of the delinquency.
 - **EXAMPLE:** Recipient receives \$10,000 in tax credits. Annual report is due June 30, 2006, however, the recipient does not submit the report until March 30, 2007. The recipient is nine (9) months delinquent and the penalty would equal 2% multiplied by \$10,000 for nine (9) months or \$1800.
- £ Failure to report for more than one (1) year shall equal a penalty of ten percent (10%) of the value of the credits issued for each month of the delinquency, not to exceed one hundred percent (100%) of the tax credit value.
 - **EXAMPLE:** Recipient receives \$10,000 in tax credits. Annual report is due June 30, 2006, however, the recipient does not submit the report until March 30, 2008. The recipient is twenty-one (21) months delinquent and the penalty would equal 10% multiplied by \$10,000 for twenty-one (21) months or \$21,000, however, the statute limits the penalty to the amount of the tax credits, therefore, and the penalty would be \$10,000.

The taxpayer shall be liable for any penalties as of December 31 of any tax year and the liability shall be due as of the filing date of the taxpayer's next income tax return.

If the taxpayer is not required to file an income tax return, the taxpayer's liability for penalties shall be due as of April 15th of each year.

The Director of the Department of Revenue shall offset any tax credits claimed on a filed tax return against an outstanding penalty before applying such credits to the tax year against which they were originally claimed.

Any nonpayment of liability for penalties shall be subject to the same provisions of law as a liability for unpaid income taxes, including but not limited to, interest and penalty provisions.

Penalties shall remain the obligation of the person or entity obligated to complete the annual report without regard to any transfer of the credits.

CLOSED RECORDS (SECTIONS 610.255 and 620.014, RSMo, applicable to Incubator and Contributor)

Before August 28, 2004 and pursuant to Section 620.014, DED had the authority to close certain records except for the name of the tax credit recipient and the amount of the tax credit. SB 1099 removes this broad exception but DED retains the authority to close records or documents that "relate to financial investments in a business, or sales projections or other business plan information which may endanger the competitiveness of a business" or as also allowed by law.

III. CONTRIBUTOR

WHO MAY APPLY?

Any taxpayer, including non-for-profit corporations, except those that benefit directly from General Revenue such as public universities, may be a contributor. Applications can be submitted to DED year-round, but decisions will be made on a first-come basis based on the annual amount of tax credits allocated to an approved incubator.

ISSUANCE OF TAX CREDITS

Taxpayers contributing to the incubator shall receive a tax credit against a tax otherwise due under the provisions of chapter 143, RSMo (income tax), excluding withholding tax imposed by sections 143.191 to 143.265, RSMo, or chapter 147, RSMo (corporation franchise tax); or chapter 148, RSMo (financial institution tax). The tax credit will be 50% of any amount contributed to the incubator during the taxpayer's tax year. Tax credits will be issued for the year in which the contribution was made.

Any excess tax credits may be carried forward for up to five (5) years. A taxpayer may sell tax credits allowed under section 620.495, RSMo, under the following conditions:

- £ For no less than 75% of the par value of such credits; and
- £ In an amount not to exceed 100% of the tax credit amount.

The assignee may use the acquired credits to offset up to 100% of the tax liability under the same provisions as the assignor.

ELIGIBLE CONTRIBUTIONS:

1. Cash;
2. Marketable securities (publicly traded stocks, bonds, and mutual funds); and
3. Equipment, furniture, and construction materials used in the incubator.

Tax credits for donated marketable securities will be awarded based upon the following:

1. Net liquidated proceeds of the sale, which are calculated by taking the sale proceeds and reducing that amount by broker's fees, bank charges, etc.
1. The liquidation should take place within fifteen (15) days from the date of receipt. The contribution date is the date the securities are transferred to the approved incubator. Securities received after December 16th must be liquidated by December 31st to be eligible for those calendar years' tax credits.
3. Contributor application shall be completed after the liquidation has occurred. The application should be signed by the contributor and the incubator and must be mailed to DED along with documentation satisfactory to the department that the transaction has occurred.

Tax credits for donated equipment, furniture, and construction materials will be awarded based upon an invoice or an appraisal (no more than six months old).

HOW TO APPLY

A contributor must complete a "Verification of Contribution to a Certified Missouri Incubator" and send to DED for review along with the proof of contribution. Acceptable proof of cash contribution includes a cancelled check, bank statement, or wire transfer. Once approved, DED will send a certificate of tax credit to the contributor.

To transfer the earned tax credits, the assignor shall enter into a written agreement with the assignee establishing the terms and conditions. The assignor must also complete Missouri Transfer Form MO-TF and send it to DED for the issuance of a new certificate to the assignee

along with the proof of sale. Acceptable proof of sale includes a cancelled check, bank statement, or wire transfer.

CONTACT INFORMATION

Missouri Department of Economic Development
Division of Business and Community Services
Finance Management
301 West High Street, Room 770
P.O. Box 118
Jefferson City, MO 65102
Phone: 573-751-4539 Fax: 573-522-4322
E-mail: dedfin@ded.mo.gov



**APPLICATION FOR A CERTIFIED MISSOURI INCUBATOR DESIGNATION
SMALL BUSINESS INCUBATOR TAX CREDIT PROGRAM, SECTION 620.495 RSMo**

To become a certified Missouri Incubator, a local sponsor must complete this application and meet other requirements, and send to the department for review. For more information, please refer to the policy guidelines of the Small Business Incubator Program.

1. LOCAL SPONSOR	NAME		FEDERAL TAX ID NUMBER	
	ADDRESS (STREET, PO BOX)		MITS/MISSOURI TAX ID NUMBER	
	CITY	STATE	ZIP	NAICS CODE
	TELEPHONE NUMBER () -		FACSIMILE NUMBER () -	
	Type of Local Sponsor <input type="checkbox"/> College <input type="checkbox"/> Community College <input type="checkbox"/> Vocational School <input type="checkbox"/> University <input type="checkbox"/> County <input type="checkbox"/> Municipality <input type="checkbox"/> Special Tax District <input type="checkbox"/> Regional Planning Commission <input type="checkbox"/> Not-for-Profit Corporation <input type="checkbox"/> Other			
2. CONTACT PERSON	FIRST NAME		MIDDLE NAME	LAST NAME
	ADDRESS (STREET, PO BOX)			
	CITY		STATE	ZIP
	TELEPHONE NUMBER () -		FACSIMILE NUMBER () -	EMAIL ADDRESS
3. INCUBATOR	NAME			
	ADDRESS (STREET, PO BOX)			
	CITY		STATE	ZIP
	CURRENT OWNER OF THE BUILDING		ZONING DESIGNATION OF INCUBATOR SITE	
	SIZE OF THE BUILDING (SQ. FEET)		SIZE OF RENTABLE UNIT (SQ. FEET)	
	NUMBER OF UNITS		TOTAL PROJECT COST \$	

4. FOCUS	<p>Note: Explain in the Project Narrative the rationale for the chosen focus of incubator companies.</p> <p>£ Product Manufacturing £ Product Development £ Research and Development</p> <p>£ Business Development Services £ Other</p>			
	<p>Note: Explain in the Project Narrative the rationale for the chosen type of incubator project</p> <p>£ Acquisition of Land £ Leasing of Land £ Acquisition of Existing Building</p> <p>£ Leasing of Existing Building £ Rehabilitation of Buildings or Other Facilities</p> <p>£ Construction of New Facilities £ Purchase of Necessary Equipment and Furnishings</p>			
6. PROJECT COST ESTIMATES	<p>Note: If the project involves acquisition and rehabilitation of a facility in which only a portion of the space will be used as the small business incubator, eligible costs will be calculated either on a square footage basis or a valuation basis, whichever is most appropriate.</p>			
	6.1 Acquisition	<p>Note: Explain in the Project Narrative how the building chosen is suited to the purposes of the incubator project.</p>		
		TYPE	COST	ASSET LIFE (YEARS)
		Land	\$	
		Building	\$	
		TOTAL	\$	
	6.2 Leasing	TYPE	COST	ASSET LIFE (YEARS)
		Land	\$	
		Building	\$	
		TOTAL	\$	
6.3 Rehabilitation of Buildings or Other Facilities	TYPE	COST		
	Electrical	\$		
	Fire Protection System	\$		
	Heating/Ventilating/Air Conditioning	\$		
	Insulation	\$		
	Lathing/Plastering/Painting	\$		
	Plumbing	\$		
	Roof	\$		
	Sewer/Septic System	\$		
	Water	\$		
	Other (Explain in the Project Narrative)	\$		
TOTAL	\$			
6.4 Construction	TYPE	COST	ASSET LIFE (YEARS)	
	Building	\$		
	Other Facilities (Explain in Project Narrative)	\$		
	TOTAL	\$		

6.5 Related Costs	Note: The costs below are NOT eligible costs. However, this is required to process the application.				
	TYPE		COST		
	Appraisal Fees		\$		
	Architectural Design/Inspections		\$		
	Contingencies (10% Maximum)		\$		
	Engineering Design		\$		
	General Insurance		\$		
	Legal Fees (not related to closing costs)		\$		
	Title Insurance		\$		
	Working Capital		\$		
Other (Explain in the Project Narrative)		\$			
TOTAL		\$			
6.6 Equipment	Note: Attach additional sheets if necessary.				
	ITEM	QUANTITY	UNIT PRICE	ITEM TOTAL	ASSET LIFE (YEARS)
			\$		
			\$		
			\$		
			\$		
			\$		
TOTAL					
6.7 Furnishings	Note: Attach additional sheets if necessary.				
	ITEM	QUANTITY	UNIT PRICE	ITEM TOTAL	ASSET LIFE (YEARS)
			\$		
			\$		
			\$		
			\$		
			\$		
TOTAL					
6.8 Summary of Costs	TYPE		COST		
	Acquisition		\$		
	Lease		\$		
	Rehabilitation of Buildings or Other Facilities		\$		
	Construction of New Facilities		\$		
	Equipment		\$		
	Furnishings		\$		
	TOTAL		\$		
	Related Costs		\$		
GRAND TOTAL		\$			

6,9 Basis For Costs	Note: Attach copies.		
	Bids		\$
	Engineering/Architectural Estimates		\$
	Contractor Estimates		\$
	Other (Explain in the Project Narrative)		\$
7. FINANCING	Note: Explain in the Project Narrative the sources of the project financing. Additionally, complete the "Method of Financing Worksheet" for the commercial part of financing that excludes the use of tax credits, donations, and grants.		
	Small Business Incubator Contributions		\$
	Federal		\$
	Local		\$
	Private		\$
	Other		\$
	TOTAL		\$
8. CERTIFICATION	<ul style="list-style-type: none"> • I certify that I am an authorized representative of the applicant and as such am authorized to make the statement of affirmation contained herein. • I certify that the applicant does NOT employ illegal aliens and that the applicant has complied with federal law (8 U.S.C. § 1324a) requiring the examination of an appropriate document or documents to verify that an individual is not an unauthorized alien. • I understand that if the applicant is found to have employed an illegal alien in Missouri and did not, for that employee examines the document(s) required by federal law, that the applicant shall be ineligible for any state-administered or subsidized tax credit, tax abatement or loan for a period of five years following any such finding. • I attest that I have read and understand the Small Business Incubator Tax Credit Program guidelines, specifically as it relates to the Tax Credit Accountability Act of 2004 (SB 1099). • I hereby agree to allow representatives of the Department of Economic Development access to the property and applicable records as may be necessary for the administration of this program. • I certify under penalties of perjury that the above statements, information contained in the application and attachments are complete, true, and correct to the best of my knowledge and belief 		
9. SIGNATURE	Must be signed in the presence of a notary.	CONTRIBUTOR'S SIGNATURE W	DATE / /
	NOTARY EMBOSSER SEAL	STATE	COUNTY
		MY COMMISSION EXPIRES	
		<p>On this ____ day of _____, 200__, before me, _____, a Notary Public in and for said state, personally appeared _____, known to me to be the person who executed the Certification and acknowledged and states on his/her oath to me that he/she executed the same for the purposes therein stated.</p>	
	NOTARY PUBLIC SIGNATURE	NOTARY RUBBER STAMP	
<p>RETURN TO:</p> <p>Department of Economic Development Division of Business and Community Services Finance Management 301 West High Street, Room 770 P.O. Box 118 Jefferson City, MO 65102</p>			



PROJECT NARRATIVE OF APPLICATION FOR A CERTIFIED MISSOURI INCUBATOR DESIGNATION

Please answer all the questions below in full and provide the supporting documents or spreadsheets where necessary and applicable.

I. A POTENTIAL EXISTS FOR SUSTAINED USE OF THE INCUBATOR PROGRAM BY TENANTS AND PARTICIPANTS

- £ Describe the current or potential need for the incubator program as revealed in the business plan.
- £ Describe how the incubator program will meet the needs identified in the business plan.
- £ Explain why existing facilities and services in your region are inadequate for start-up companies.
- £ Explain why companies will choose your incubator as opposed to other incubators in your region, in the state, or in the nation.

II. ABILITY TO DIRECTLY PROVIDE AND ARRANGE BUSINESS DEVELOPMENT SERVICES FOR TENANTS AND PARTICIPANTS

- £ List the services, which will be provided to all incubator tenants as part of the local sponsor's basic package.
- £ List services which will be offered to tenants for a fee.
- £ Indicate which services will be offered by local sponsor and which will be offered by outside providers through contracts. Attach resumes of outside service providers that show their ability to perform the services offered.
- £ Explain how you are going to manage the physical development of the incubator program, including the provision of common conference or meeting space.
- £ Explain how you are going to provide or arrange the provision of financial consulting, and marketing and management assistance, and business education including assistance in accessing private financial markets.
- £ List equipment and furnishings you are going to provide to the tenants and participants.
- £ Provide policies and criteria for acceptance of tenants and participants into the incubator.
- £ Provide policies and criteria for graduation of tenants.
- £ Provide policies and criteria for termination of occupancy of tenants.

III. ABILITY TO MANAGE AND OPERATE THE INCUBATOR PROGRAM

- £ Include a management organization chart with names of individuals filling the positions.
- £ Include resumes or biographical sketches of the incubator staff.
- £ Describe the methods to be used to recruit businesses into your incubator.
- £ Describe how you are going to market the program and secure eligible tenants and participants.
- £ Describe how you are going to encourage the sharing of ideas between tenants and participants.

IV. IV. ECONOMIC IMPACT

- £ Explain how the facility complements and conforms to the economic development strategies of the local and regional development agencies.
- £ Estimate the total number of firms to be housed in the incubator annually.
- £ Estimate the average graduation period of tenants.
- £ Estimate the total number of jobs that will be created by these firms over the next three years.
- £ Submit the following information for firms that have expressed interest in securing incubator space:
 - Firm name, address, and telephone number;
 - Principal contact person;
 - Business description;
 - Type of product and technology being developed;
 - Number of current employees;
 - Number of jobs to be created over three years; and
 - Space requirements.

V. V. REQUIRED EXHIBITS

Exhibit A: DEED

Submit a copy of the deed to the property or the lease agreement.

Exhibit B: COMMITMENTS

Submit letters of commitment or other documentation to support the figures contained in Section 7 of "Application for a Certified Missouri Incubator Designation." These letters or documents should specifically state the amounts committed interest rates and terms. In cases of donated equipment, the letters should state the value of the equipment "as is."

Exhibit C: BUILDING CODE CERTIFICATION

Include a letter from the local jurisdiction certifying that the building conforms to all applicable building and energy codes.

1. INCUBATOR	TARGET MARKETS		
	SERVICES OFFERED		
	ENTRANCE CRITERIA		
	SUCCESS GRADUATION CRITERIA		
	FAILURE EXIT CRITERIA		
	CURRENT OCCUPIED CAPACITY (%)		
	SOURCE OF FUNDING	NAME OF ALL PROGRAMS UTILIZED OR BEING UTILIZED	TOTAL AMOUNT
	FEDERAL		
	MISSOURI		
	LOCAL		
PRIVATE			
OTHER			
TOTAL		\$	

2. TENANTS	<p>In a separate document, please provide information for each tenant, including whether a company came from another state or country, and explain why that company chose Missouri and your incubator:</p> <ul style="list-style-type: none"> £ Name £ Contact Information £ Occupancy Length (years) £ Occupancy Size (%) £ Expected Graduation Date £ Business Description £ Recent Developments £ Other <p>The following information is required (total for all tenants):</p> <p>£ Number of Jobs # (created/maintained) £ Total Payroll \$</p>
3. MISSOURI GRADUATES	<p>In a separate document, please provide information for each graduate that operates in Missouri:</p> <ul style="list-style-type: none"> £ Name £ Contact Information £ Occupancy Length (years) £ Date of Graduation £ Business Description £ Recent Developments £ Reasons Why the Company Decided to Stay in Missouri <p>The following information is required (total for all graduates):</p> <p>£ Number of Jobs # (created/maintained) £ Total Payroll \$</p>
4. OTHER GRADUATES	<p>In a separate document, please provide information for each graduate that left Missouri:</p> <ul style="list-style-type: none"> £ Name £ Contact Information £ Occupancy Length (years) £ Date of Graduation £ Business Description £ Recent Developments £ Reasons Why the Company Decided to Leave Missouri
5. FAILED TENANTS	<p>In a separate document, please provide the following information for each failed company:</p> <ul style="list-style-type: none"> £ Name £ Occupancy Length (years) £ Date and Reasons for Failure £ Business Description £ Recent Developments
<p>RETURN TO:</p> <p>Department of Economic Development Division of Business and Community Services Finance Management 301 West High Street, Room 770 P.O. Box 118 Jefferson City, MO 65102</p>	



DEPARTMENT OF ECONOMIC DEVELOPMENT

**BUDGET OF REVENUES AND EXPENDITURES
FOR A YEAR ENDING DECEMBER 31, _____**

DEADLINE: JANUARY 31, _____

NAME OF INCUBATOR:

YEAR	CURRENT YEAR OF _____	PREVIOUS YEAR 1 _____	PREVIOUS YEAR 2 _____
OPERATING REVENUES	AMOUNT	AMOUNT	AMOUNT
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL OPERATING REVENUES	\$	\$	\$
OPERATING EXPENSES	AMOUNT	AMOUNT	AMOUNT
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL OPERATING EXPENSES	\$	\$	\$
OPERATING PROFIT (LOSS)	\$	\$	\$

4. CERTIFICATION	<ul style="list-style-type: none"> I certify that I am an authorized representative of the applicant and as such am authorized to make the statement of affirmation contained herein. I certify that the applicant does NOT employ illegal aliens and that the applicant has complied with federal law (8 U.S.C. § 1324a) requiring the examination of an appropriate document or documents to verify that an individual is not an unauthorized alien. I understand that if the applicant is found to have employed an illegal alien in Missouri and did not, for that employee examines the document(s) required by federal law, that the applicant shall be ineligible for any state-administered or subsidized tax credit, tax abatement or loan for a period of five years following any such finding. I attest that I have read and understand the Small Business Incubator Tax Credit Program guidelines, specifically as it relates to the Tax Credit Accountability Act of 2004 (SB 1099). I hereby agree to allow representatives of the Department of Economic Development access to the property and applicable records as may be necessary for the administration of this program. I certify under penalties of perjury that the above statements, information contained in the application and attachments are complete, true, and correct to the best of my knowledge and belief 			
5. SIGNATURE	Must be signed in the presence of a notary.	CONTRIBUTOR'S SIGNATURE W	DATE / /	
	NOTARY EMBOSSER SEAL	STATE	COUNTY	MY COMMISSION EXPIRES
	On this ____ day of _____, 200__, before me, _____, a Notary Public in and for said state, personally appeared _____, known to me to be the person who executed the Certification and acknowledged and states on his/her oath to me that he/she executed the same for the purposes therein stated.			
	NOTARY PUBLIC SIGNATURE		NOTARY RUBBER STAMP	
6. INCUBATOR'S VERIFICATION	NAME OF INCUBATOR			
	ADDRESS (STREET, PO BOX)			
	CITY		STATE	ZIP
	TELEPHONE NUMBER () -		FACSIMILE NUMBER () -	
	I have examined this application and all attachments and believe it to be an accurate description of the contribution received by our organization for the purposes of carrying out this application project.			
	INCUBATOR'S SIGNATURE W			DATE / /
RETURN TO: Department of Economic Development Division of Business and Community Services Finance Management 301 West High Street, Room 770 P.O. Box 118 Jefferson City, MO 65102				



MISSOURI DEPARTMENT OF REVENUE
**MISCELLANEOUS INCOME
 TAX CREDITS**

**2004
 FORM
 MO-TC**

Attachment Sequence No. 1040-02, 1120-04,
 1120S-02, 1120A-01

NAME (LAST, FIRST)		SOCIAL SECURITY NUMBER/FEIN
SPOUSE'S NAME (LAST, FIRST)		SPOUSE'S SOCIAL SECURITY NUMBER/FEIN
CORPORATION NAME	MITS/MO I.D. NUMBER	CHARTER NUMBER

- Each credit will apply against your tax liability in the order they appear on the form.
- If you are claiming more than 10 credits, attach an additional sheet.
- If you are filing a combined return, both names must be on the certificate/form from the issuing agency.

USE THIS FORM TO CLAIM INCOME TAX CREDITS ON FORM MO-1040, MO-1120, MO-1120A, MO-1120S, OR MO-1041. ATTACH TO FORM MO-1040, MO-1120, MO-1120A, MO-1120S, OR MO-1041.

	BENEFIT NUMBER (Assigned by DED only)	ALPHA CODE (3 Characters) from back	CREDIT NAME	• YOURSELF • one income • corporation income • fiduciary		• SPOUSE on a combined return • corporation franchise		DOR USE ONLY
				Column 1	Column 2	Column 1	Column 2	
1.				1	00		00	
2.				2	00		00	
3.				3	00		00	
4.				4	00		00	
5.				5	00		00	
6.				6	00		00	
7.				7	00		00	
8.				8	00		00	
9.				9	00		00	
10.				10	00		00	
11.	SUBTOTALS — add Lines 1 through 10.			11	00		00	
12.	Enter the amount of the tax liability from Form MO-1040, Line 29Y for yourself and Line 29S for your spouse, or from Form MO-1120, Line 13 plus Line 14 for income or Line 15 for franchise; Form MO-1120A, Line 6 for income or Line 10c for franchise; Form MO-1120S, Line 15 for franchise tax; or Form MO-1041, Line 17.			12	00		00	
13.	Total Credits — add amounts from Line 11, Columns 1 and 2. (Enter here and on Form MO-1120, Line 17; Form MO-1120A, Line 12; Form MO-1120S, Line 16; Form MO-1040, Line 36; or Form MO-1041, Line 18.) Line 13 cannot exceed the amount on Line 12, unless the credit is refundable.			13			00	

MO 860-2274 (11-2004) For Privacy Notice, see page 43 of the Form MO-1040 instructions.

Instructions

If you are filing an individual income tax return and you have only **one** income, use Column 1.

If you are filing a combined return and **both** you and your spouse have income, use Column 1 for yourself and Column 2 for your spouse.

If you are filing a fiduciary return, use Column 1.

If you are filing a corporation income tax return, use Column 1. If you are filing a corporation franchise tax return, use Column 2.

If you are a shareholder or partner and claiming a credit, you must attach a copy of the shareholder listing, specifying your percentage of ownership.

Benefit Number:
 Only the credits issued by the Department of Economic Development (DED) will have a benefit number. The number is located on your Certificate of Eligibility Schedule (Certificate).

Alpha Code:
 This is the three character code located on the back of the form. Each credit is assigned an alpha code to ensure proper processing of the credit claimed.

Miscellaneous tax credits are administered by various agencies. For more information, forms, and approval to claim these credits, contact the following departments. Visit <http://www.dor.mo.gov/tax/misc/taxcredit> for a description of each credit and more contact information for agencies administering each credit. *Approved by the Issuing Agency

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT

PO BOX 118, JEFFERSON CITY, MO 65102-0118
<http://www.ded.missouri.gov>

Alpha Code	Name of Credit and Phone Number	Attach to Form MO-TC
BFC	New or Expanded Business Facility — (573) 751-0717	Schedule 150, K-1, Form 4354
BJI	Brownfield "Jobs and Investment" — (573) 522-8004	Certificate*
CBC	Community Bank Investment — (573) 751-9051	Certificate*
DPC	Development Tax Credit — (573) 751-3181	Certificate*
DTC	Demolition — (573) 522-8004	Certificate*
EZC	Enterprise Zone — (573) 751-9051	Schedule 250, K-1, Form 4354
FDA	Family Development Account — (573) 526-5417	Certificate*
FPC	Film Production — (573) 751-0717	Certificate*
HPC	Historic Preservation — (573) 522-8006	Certificate*
ISB	Small Business Investment (Capital) — (573) 751-0717	Certificate*
NAC	Neighborhood Assistance — (573) 522-2629	Certificate*
NEC	New Enterprise Creation — (573) 751-0717	Certificate*
RCC	Rebuilding Communities — (573) 751-3181	Certificate*
RCN	Rebuilding Communities and Neighborhood Preservation Act — (573) 522-8004	Certificate*
REC	Qualified Research Expense — (573) 751-0717	Certificate*
RTC	Remediation — (573) 522-8004	Certificate*
SBI	Small Business Incubator — (573) 751-0717	Certificate*
SBG	Small Business Guaranty Fees	Certificate*
SCC	Missouri Business Modernization and Technology (Seed Capital) — (573) 751-0717	Original Certificate*
TDC	Transportation Development — (573) 751-3181	Certificate*
WGC	Wine and Grape Production — (573) 751-0717	Certificate*
YOC	Youth Opportunities — (573) 751-4539	Certificate*

MISSOURI DEVELOPMENT FINANCE BOARD

PO BOX 567, JEFFERSON CITY, MO 65102-0567
<http://www.mdfb.org> • (573) 751-8479

Alpha Code	Name of Credit	Attach to Form MO-TC
BUC	Missouri Business Use Incentives for Large Scale Development (BUILD)	Certificate*
DRC	Development Reserve	Certificate*
EFC	Export Finance	Certificate*
IDC	Infrastructure Development	Certificate*

MISSOURI DEVELOPMENT HOUSING COMMISSION

3435 BROADWAY, KANSAS CITY, MO 64111
<http://www.mhdc.com>

Alpha Code	Name of Credit and Phone Number	Attach to Form MO-TC
AHC	Affordable Housing Assistance — (816) 759-6662	Certificate*
LHC	Missouri Low Income Housing — (816) 759-6668	Eligibility Statement, K-1, 8609A, 8609 (first yr.)

MISSOURI DEPARTMENT OF REVENUE

PO BOX 2200, JEFFERSON CITY, MO 65105-2200
<http://www.dor.mo.gov/tax> • (573) 522-2089 or (573) 751-4541

Alpha Code	Name of Credit	Attach to Form MO-TC
AMC	Advantage Missouri	Certificate*
ATC	Special Needs Adoption	Form ATC
BFT	Bank Franchise Tax	Form INT-2, Form BFT, Schedule BF
BTC	Bank Tax Credit for S Corporation Shareholders	Form BTC, Form INT-2, K-1
DAC	Disabled Access	Federal Form 8826 and Form MO-8826

MISSOURI AGRICULTURAL AND SMALL BUSINESS DEVELOPMENT AUTHORITY

PO BOX 630, JEFFERSON CITY, MO 65102-0630
<http://www.mda.mo.gov> • (573) 751-2129

Alpha Code	Name of Credit	Attach to Form MO-TC
APU	Agricultural Product Utilization Contributor	Certificate*
NGC	New Generation Cooperative Incentive	Certificate*

MISSOURI DEPARTMENT OF NATURAL RESOURCES

JEFFERSON CITY, MO 65105
<http://www.dnr.missouri.gov>

Alpha Code	Name of Credit and Phone Number	Attach to Form MO-TC
CPC	Charcoal Producers — (573) 751-4817	Certificate*
WEC	Processed Wood Energy — (573) 751-3443	Certificate*

MISSOURI DEPARTMENT OF SOCIAL SERVICES

3515 AMAZONAS DR., JEFFERSON CITY, MO 65109
<http://www.dss.missouri.gov> • (573) 751-8934

Alpha Code	Name of Credit	Attach to Form MO-TC
MHC	Maternity Home	Certificate*

MISSOURI DEPARTMENT OF PUBLIC SAFETY

PO BOX 749, JEFFERSON CITY, MO 65102-0749
<http://www.dps.mo.gov> • (573) 751-5103

Alpha Code	Name of Credit	Attach to Form MO-TC
DVC	Shelter for Victims of Domestic Violence	Certificate*

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

PO BOX 480, JEFFERSON CITY, MO 65102-0480
<http://www.dese.mo.gov> • (573) 751-4192

Alpha Code	Name of Credit	Attach to Form MO-TC
SMC	Sponsorship and Mentoring Program	Certificate*

MISSOURI DEPARTMENT OF HEALTH DIVISION OF SENIOR SERVICES

PO BOX 570, JEFFERSON CITY, MO 65102-0570
<http://www.dhss.missouri.gov> • (800) 235-5503

Alpha Code	Name of Credit	Attach to Form MO-TC
SCT	Shared Care	Must Register Each Year With Division of Aging—Attach Form MO-SCC

Missouri Certified Incubators Contact Information List

1. Black Economic Union/Economic Growth Group (BEU)

Sponsor: Black Economic Union/Economic Growth Group
 Contact: Chester Thompson
 1601 E. 18th
 Kansas City, MO 64108
 Phone: (816) 474-1080
 Fax: (816) 474-5805
 E-mail: chester@beukc.org
 Website: www.beukc.org

2. Center for Emerging Technologies (CET)

Focus: Bio and Medical Technologies
 Sponsor: Center for Emerging Technologies
 Contact: Barbara Enneking
 4041 Forest Park Avenue
 St. Louis, MO 63108-3213
 Phone: (314) 615-6900
 Fax: (314) 615-6901
 E-mail: benneking@emergingtech.org
 Website: www.emergingtech.org

3. Joseph Newman Business and Technology Innovation Center (JNB TIC)

Focus: Under Construction
 Sponsor: Joplin Area Chamber of Commerce Foundation
 Contact: Steve Russell
 320 E. 4th
 St. Joplin, MO 64801
 Phone: (417) 624-4150
 Fax: (417) 624-4303
 E-mail: srussell@joplin.com
 Website:

4. Life Sciences Business Incubation Center (LSBIC)

Focus: Under Construction
 Sponsor: Missouri Innovation Center
 Contact: Dr. Jake Halliday
 306 Cornell Hall
 Columbia, MO 65211
 Phone: (573) 884-0496
 Fax: (573) 884-3600
 E-mail: hallidayja@missouri.edu
 Website: <http://www.ourincubator.com>

5. Missouri Innovation Center (MIC) - not active *

Sponsor: Missouri Innovation Center
 Contact: Dr. Jake Halliday
 306 Cornell Hall
 Columbia, MO 65211
 Phone: (573) 884-0496
 Fax: (573) 884-3600
 E-mail: hallidayja@missouri.edu
 Website: <http://www.missouriinnovation.com>
 *Still active as an innovation center

6. Missouri IncuTech Foundation (MITF)

(DBA Missouri Enterprise Business Assistance Center)
 Focus: Mfg, IT, Life Sciences
 Sponsor: Missouri Enterprise
 Contact: Rick Prugh
 800 University Drive
 Rolla, MO 65401-2157
 Phone: (573) 341-0117
 Fax: (573) 341-0135
 E-mail: rprugh@missourienterprise.org
 Website: www.missourienterprise.org

7. Nidus Center for Scientific Enterprise (NIDUS)

Focus: Plant and Life Sciences
 Sponsor: Monsanto Corporation
 Contact: Susan Pais
 893 North Warson Road
 St. Louis, MO 63141
 Phone: (314) 812-8001
 Fax: (314) 812-8080
 E-mail: susan.e.pais@niduscenter.com
 Website: www.niduscenter.com

8. Ozark Foothills Development Association (OZARK)

Focus: Mfg (manufacturing)
 Sponsor: Ozark Foothills Regional Planning Commission
 Contact: Greg Batson
 3019 Fair Street
 Poplar Bluff, MO 63901
 Phone: (573) 785-6402
 Fax: (573) 686-5467
 E-mail: ofrpc@ofrpc.org
 Website: www.ofrpc.com/incubator.html

9. Small Business Synergy Center (SBSC)

Focus: Mixed Use
 Sponsor: Small Business Synergy Center
 Contact: Greig Frahm
 5988 Mid Rivers Mall Drive
 St. Charles, MO 63304
 Phone: (636) 441-6880
 Fax: (636) 441-6881
 E-mail: cfrahm@edcstcharlescounty.com
 Website: www.stcc-edc.com/index.php3

10. Southeast Missouri Innovation Center (SMIC)

Focus: Mixed Use
 Sponsor: Missouri Research Corporation
 Contact: Kathy Mangels
 One University Plaza, MS 3300
 Cape Girardeau, MO 63701
 Phone: (573) 651-2286
 Fax: (573) 651-5061
 E-mail: kmangels@semo.edu
 Website:

11. St. Louis Enterprise Center-Wellston (StLEEC)

Focus: Mixed Use
 Sponsor: St. Louis County Economic Council
 Contact: Jan A. DeYoung
 6439 Plymouty Ave.
 Wellston, MO 63133
 Phone: (314) 615-7621
 Fax: (314) 615-7666
 E-mail: jdeyoung@stlouisco.com
 Website: www.slcec.com

12. Technology Entrepreneur Center (TEC)

Focus: IT and Communication Technologies
 Sponsor: Technology Entrepreneur Center
 Contact: Francis Chmelir
 210 N. Tucker, Suite 600
 St. Louis, MO 63101
 Phone: (314) 436-3500
 Fax: (314) 333-0409
 E-mail: fchmelir@tecstl.org
 Website: www.tecstl.org

13. Thomas Hill Enterprise Center (THEC) - not active

Sponsor: Thomas Hill Enterprise Center
 Macon, MO

Geographical Distribution of Missouri Certified Incubators

Missouri Certified Incubators

