**Collaborative Innovation Workshop O’BOTAMA**

**INCUBATION PROGRAM**

Summary sheet – *My business*

*This information document is intended to provide a first overall view of your business or business plan as well as its state of progress. It will allow us to orient your file and to better understand your needs. This form will be treated confidentially and will be limited to the incubator team and the members of the selection committee.*

 **1 – PROJECT HOLDER**

Name of the principal project holder :

Phone number :

Email address :

Postal address :

Name of the project or company :

State of progress :

 Company not yet existing

 Existing company

With annual turnover = 0

With annual turnover between 0 and 10 million (XAF)

With an annual turnover of between 10 and 20 million (XAF)

With an annual turnover of between 20 and 50 million (XAF)

With an annual turnover of more than 50 million (XAF)

 **2 - INFORMATION ON THE PROJECT HOLDER(S)**

1. **The project team**

What are the profiles of your team? What are your main strengths? Your main weaknesses?

Why do you want to start a business or why did you create your business?

1. **– DESCRIPTION of the company or project**
* Company created

Date of creation of the company:

Legal status of the company:

* New idea

Expected date of creation of the company:

Legal status planned for the company:

**Quick description of the project or company**

1. **Description of the products and services proposed by the company or the business project:**
2. **Which market are you aiming for and how do you intend to proceed ?**
3. **Are you aware of any plans of creation of competing companies or, of any existing competing companies? If so, which ones? :**
4. **Financial means that you mobilize / plan to mobilize to develop your business ?**

Personal means:

Anticipated investments:

Aid sought and/or already obtained:

1. **Human resources that you mobilize / plan to mobilize to develop your business ?**

**Full time Half time Other**

1. **Does your company have a social or environmental impact ? If so which one ?**

**4 - Identified needs of the project / company you want O’BOTAMA to ADDRESS** (highlight the most important)

Physical accommodations

Marketing, sales and prospecting

Finance, accounting

Fundraising

Industrial property

Training and capacity building

Administrative type hosting

Installation of the company (legal, tax, accounting, social...)

Intermediation with financial institutions and other partners

Other identified needs :

**5 - OTHER COMMENTS**

**6 - COMMITMENT OF THE PROJECT HOLDER**

I certify on honour the accuracy of this information, and I undertake to communicate to O'BOTAMA any possible changes that would occur during the processing of my file.

Date :

Name:

***Please fill out this form and send it by email to****:* contact@obotama.com

**Do not hesitate to attach to your email any piece that seems useful: Business Plan, presentation documents, CV of the main human resources mobilized...**