

# APPLICATION CHECKLIST

Start On Your Journey Today

## Follow these steps to get started on your application

This application checklist will guide you through the application process, from submission to selection.

Our aim is to make each step of your journey to becoming a participant in our program clear, straightforward, and enjoyable. If you need assistance at any point, our team is here to support you in taking your next steps.

### 1. Must be a registered as a CNMI SBDCN Client

The first step is to register as a CNMI SBDCN Client. Once you have created an account, you will gain access to events and workshops that provide technical assistance, counseling, training, and support to help your business innovate, adapt, and grow.



#### REGISTER NOW

Scan this QR Code with your smartphone camera or visit [bit.ly/CNMISBDC](https://bit.ly/CNMISBDC)

### 2. Gather Supporting Documents

To complete your application for the CNMI Innovation Incubator, you must gather the following supporting documents:

- 1. Proof of Residency:** Verify your CNMI residency with a utility bill, CNMI Driver's License, or government-issued ID.
- 2. Business License:** Include a copy of your current business license to confirm legal registration. (If Applicable)
- 3. Business Plan:** Submit a comprehensive business plan outlining your goals and strategies.
- 4. Tax Clearance:** Provide a tax clearance certificate to show your business is in good standing with local tax authorities.
- 5. Financial Projections:** Share your expected financial performance, including income statements and cash flow forecasts.

**Note:** When submitting your financial projections, please include a minimum of three (3) vendor quotations for the equipment you intend to acquire, **if applicable**.

These documents are essential for a smooth review process and will enhance your application. If you have any questions, feel free to contact our team for assistance!



### 3. Fill out CNMI Innovation Incubator Application Form

Now that you have gathered all your documents, please proceed to include them in the application form.

Whether you're a local entrepreneur or an early-stage startup seeking to innovate, we are dedicated to helping you thrive.

Your application will provide us with the necessary insights to assess your potential fit within the program, ensuring that we can effectively support your innovative journey.

**Important:** Please provide as much detail as possible when filling out the application form. This will enable us to better understand your vision and determine how we can best assist you.



#### Access Online Application

Scan this QR Code with your smartphone camera or visit [bit.ly/INNOVATIONAPPLICATION](https://bit.ly/INNOVATIONAPPLICATION)

### 4. What to do during waiting period?

Now that you've submitted your application for the CNMI Innovation Incubator program, here are a few ways to stay productive while you wait:

**Refine Your Business Ideas:** Use this time to further develop and strengthen your concepts.

**Enhance Your Business Plan:** Review and improve your business plan to clearly communicate your vision.

**Explore Resources:** Check out workshops and resources from CNMI SBDC to help you prepare.

**Stay Updated:** Monitor your email and our social media for application updates.

**Check Our Website and Socials:** Visit regularly for important dates and program details.

**Reflect on Your Goals:** Take time to plan your next steps once a decision is made.

By staying engaged, you'll be ready to seize the opportunities ahead!

### Thank You for Your Interest!

We appreciate your interest in our application process. Our goal is to ensure a smooth and efficient experience for you.

If you need any assistance or have questions regarding the application, please don't hesitate to reach out. You can contact us via email at [cnmi.incubator@marianas.edu](mailto:cnmi.incubator@marianas.edu) or by phone at the following numbers:

**Saipan:** 670-234-5498 ext. 9214/9215

**Tinian:** 670-237-9211

**Rota:** 670-532-9513

