

The Incubation Process

- **Application and Acceptance:** Native American entrepreneurs must apply to the program with a basic business outline that includes discussion of the business concept (including concept viability, or the “market need/opportunity”), anticipated target market, competitive market analysis (who are the existing competitors in the marketplace, if any) and anticipated company milestones.
- **Assessment and Work Plan:** Both the MEC Incubator Program and the business will perform assessments of need, and jointly prepare a work plan. The work plan will include tasks with measurable goals, a schedule, and a prioritization of tasks. The results will be evaluated by both the business and the MEC Incubator Program. This process of assessment, work plan, and evaluation will be repeated as critical milestones are met.
- **Incubation Company Milestones:** MEC-IP will work with companies accepted into the program, as well as SBA as appropriate, to establish milestones and metrics.
- **Continued Support:** As the company matures, MEC-IP will ensure that they have the appropriate resources to support the business, or will help hand the mentoring task off to an organization that does.

www.mandaree.com

Mandaree Enterprise Corporation

1 Community Center Road
Mandaree, ND

in partnership with US Small Business Administration

The MEC Incubator Services:

- **Mentoring:** MEC Incubator Program (MEC-IP) will work with the business to jointly assess the business idea, market, and implementation. MEC-IP and the client will create a work plan specific to the needs of the individual business.
- **Access to Operational Services:** Human resources departments, legal departments, information technology support, marketing and business development departments and accounting/finance departments.
- **Access to Capital:** The MEC Incubator Program is experienced in gaining capital, and will support with identification of appropriate sources, strategies, introductions, and assistance in applications.
- **Access to Networks:** MEC-IP will provide contacts and networking opportunities for Native American entrepreneurs to obtain business guidance and share information, experiences and best practices, as well as make new contacts that can assist with problem solving and create new opportunities.
- **Access to Facilities and Technology:** For startup businesses on the Fort Berthold Indian Reservation, MEC-IP will provide access to office space and to MEC's computer network. This is a shared space, available on a sign-up basis.

The MEC Incubator is headquartered in new office facilities in Mandaree, ND, and serves Native American entrepreneurs nationwide.

MEC-IP will provide its best effort, experience, and insight, but cannot guarantee success. The business success is a product of the client's enthusiasm, work ethic, and the strength of the business idea.



**MANDAREE ENTERPRISE
CORPORATION**



INCUBATOR PROGRAM

The MEC Incubator mission:

Support Native American businesses and startups through direct hands-on mentoring, and fill critical voids in critical business infrastructure areas for Native American businesses.

The Project's goals include:

- Nurture successful new Native American businesses, through planning, partnerships, and mentoring, as well as enable success and growth of existing Native American businesses.
- Increase national advocacy for Native American business development.
- Leverage the experience, resources and contacts of MEC to help provide access to facilities, technology, operational services, capital and networks.

***Economic Development Projects for
Native American Entrepreneurs***

Standard Services, provided without fee

- Office Space: Available on a "sign-up" schedule basis in Mandaree, ND.
- Shared Common Areas: Conference rooms and classrooms available on a "sign-up" schedule basis.
- Shared Computer Resource: Computer resources available on a "sign-up" schedule.
- High-speed Internet/Communications: Remote incubator companies can access network resources using the internet.
- Secured Access: Secured, electronic access to ensure safety and privacy to the Mandaree site.
- Shared Operational Resources:
 - Business and Strategic Planning: Basic business and strategic planning guidance, including review and analysis of business and strategic plans, and introductions to funding sources.
 - Legal Department: General legal counseling, preparation and review of basic incorporation documents.
 - Marketing, Business Development: Review and analysis of marketing and business development plans to maximize marketing efforts with limited marketing budgets.

- Information Technology Department: Technical staff "help desk" support available as a shared resource to troubleshoot basic technology issues.
- Human Resources Department: Counseling on routine human resources issues in conjunction with Legal Department.
- Accounting/Finance Department: Guidance and information for establishing basic billing, AR/AP, payroll, and financial statements.

Fee-Based, Value-Added Services

- Office Administration Accounts: Code-based office administration accounts to copiers, fax machines, metered mail and courier services at the Mandaree site.
- Clerical Services: Services available as needed at an hourly rate to handle such tasks as typing documents and handling dictation.
- Value-Added Operational Resources:
 - Business and Strategic Planning: Draft customized business and strategic plans, and proposal preparation in response to commercial and government requests for proposals and invitations for bids, as well as funding source presentation coaching.

- Legal Department: Counseling related to, and preparation of, custom contracts, due diligence documents for capital funding, independent lease agreements and intellectual property filings (trademarks, copyrights and patents). Value-added services also include negotiation of contracts and legal representation on behalf of companies accepted into MEC's incubator program.
- Marketing and Business Development: In-depth market research and reports, presentation coaching, preparation of custom marketing and business development plans. Use of the MEC Incubator's professional staff for business development presentations to a company's potential clients and customers.
- Information Technology Department: Website design and hosting, set-up and support of virtual private networks and custom programming.
- Human Resources Department: Negotiate with benefits providers on behalf of incubation companies to accomplish agreed-upon goals.
- Accounting/Finance Department: Service payroll and AP/AR/Financials on behalf of incubation companies.

