

# MWBC Shop Local Retail Incubator Program Application

Thank you for your interest in our MWBC Shop Local Retail Business Incubator. At each location, we typically offer two cohorts each year, with up to six retailers per cohort.

Please answer all questions accurately and honestly to the best of your knowledge. Only completed applications will be considered. Additional information or documentation may be requested throughout the process to complete your application. Failure to submit additionally requested items or information in a timely manner may result in delays in application processing and review.

**Application Deadline: April 28**

*\* Indicates required question*

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1. Select which storefront location you are applying to: \*

*Mark only one oval.*

- MWBC Shop Local Rockville, 36-D Maryland Ave, Rockville, MD 20850
- MWBC Shop Local Powered by Savage Mill, 8600 Foundry St, Savage, MD 20763
- MWBC Shop Local Powered by Lotus, 8249 Main St, Ellicott City, MD 21043

2. How did you hear about MWBC Shop Local?

*Mark only one oval.*

- MWBC Shop Local Website
- Maryland Women's Business Center Website
- Social Media
- Email Newsletter
- Word of Mouth
- Other: \_\_\_\_\_

## About the Applicant

3. Applicant Name \*

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4. Applicant Email Address \*

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5. Applicant Phone Number \*

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6. Select all that apply to you/your business:

*Check all that apply.*

- Asian
- Black/African American
- Hawaiian/Pacific Islander
- Indigenous
- Latinx/Hispanic
- LGBTQIA+
- Middle Eastern
- Person with Disabilities
- Veteran
- Woman

7. Do you have a full-time job or other full-time commitments outside of your retail business? \*

*Mark only one oval.*

Yes

No

8. Why do you want to participate in the MWBC Shop Local Program? \*

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**About the Applicant's Business**

9. Business Name \*

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10. Please provide the name that your business is registered under, if different from business name provided.

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11. Business Description \*

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12. Price Range of Products \*

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13. How long have you been in business? \*

*Mark only one oval.*

Less than 1 year

1-2 years

3-4 years

5+ years

14. Business Website \*

Official website, Etsy, Shopify, etc.

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15. Business Social Media Handles \*

Instagram, Facebook, TikTok, etc.

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16. Business Address \*

NOTE: Your business must be located in Maryland to be eligible.

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17. Is your business registered with the state of Maryland as a corporation, LLC, or DBA/sole proprietor? \*

*Mark only one oval.*

Yes

No

18. Do you have a valid business license?

*Mark only one oval.*

Yes

No

19. If you answered "yes", please provide a copy of your business license.

Files submitted:

20. Do you have a valid sales tax license? \*

*Mark only one oval.*

Yes

No

21. Is your business in good standing with the state of Maryland? [Click here](#) to check your business status. \*

*Mark only one oval.*

Yes

No

22. Please provide all legal documentation of your business. This can include Articles of Incorporation, Company By-laws, Corporate Resolutions, DBA or Trade Name, and any deed(s) showing ownership interest in the business.

Files submitted:

23. Are your products manufactured locally? \*

*Mark only one oval.*

Yes

No

24. Are you able to maintain a minimum of 3 months of product inventory? \*

*Mark only one oval.*

Yes

No

25. Does your business already have an existing Point of Sale (POS) system, OR are you capable of investing in one? \*

*Mark only one oval.*

Yes, I have a POS system.

No, I don't currently have a POS system and do not plan on obtaining one.

I don't have a POS system, but I am willing to make the investment for one.

26. Optional: Upload your Business Plan

Files submitted:

## Terms & Conditions

Applicants must agree to ALL of the following Terms & Conditions to be considered for the program.

27. By checking "yes", you agree to all Terms & Conditions to be considered for the MWBC Shop Local program. \*

- Consent to sharing revenue and profit information when requested by MWBC.
- Obtain a Sales Tax License.
- Work at the MWBC Shop Local storefront for at least one day per week, one Sunday every six weeks, and availability for holiday shifts as per schedule.
- Allocate one hour per month for technical assistance, attending three hours of training sessions monthly, and participating in one or two follow-up meetings with the cohort each month.
- Ensure the business is registered with the state of Maryland as a corporation, LLC, or DBA/sole proprietor.
- Maintain good standing with the state of Maryland.
- Hold General Liability Insurance (details will be provided).
- Cover incubation fees of \$250 per month.

*Mark only one oval.*

Yes

No

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