

Business Community Ownership Fund (BCOF) Intake Form

Please visit the webpage to learn more about the Business Community Ownership Fund - bit.ly/BCOFund

NOTE: Submission of a Business Interest Form **DOES NOT** guarantee a business will be matched with a real estate project.

*****If you close out of this screen before saving all of your information, you will have to restart from the beginning. You can open a new webpage or leave and return, but don't hit the X in the top right corner to avoid losing your progress*****

BCOF prioritizes projects based on the following criteria:

- **Equity:** We will prioritize projects serving business owners at higher risk of displacement and those located in historically underinvested/underserved neighborhoods including businesses owned by Black, Indigenous, People of Color, or Women.
- **Viability:** We will evaluate strength and sustainability of the business through analysis of gross sales, income, and business owner's experience.
- **Project readiness:** We can provide business consultants for each phase of the new space to ensure you are ready to open and operate simultaneously.
- **Impact:** We will require business owners to provide public benefits that invest back into community.

Businesses interested in BCOF typically fall under these categories:

- Existing for-profit business with 50 or less full-time equivalent (FTE) employees.
- Has been operational as a brick & mortar location for a minimum of three years or has a minimum of 3 years of industry experience.
- Generates under \$5 million in revenue and is a non-franchised business.
- Business provides a **public benefit** to the community that can be demonstrated (e.g., creating jobs, supporting events, or donating meals).
- Active City of Seattle Business License.
- Business and Occupation (B&O) taxes in compliance and filed.

Businesses NOT suitable for BCOF partnership include:

- Businesses located in unincorporated King County
- "Adult Entertainment" businesses regulated under Seattle Municipal Code 6.270
- 501(c)(3), 501(c)(6) or 501(c)(19) nonprofit entities

BUSINESS OWNER INFORMATION

1. First Name *

2. Last Name *

3. Phone Number *

4. Confirm Phone Number *

5. Email Address: *

6. Confirm Email Address *

7. What is your Race/Ethnicity? *

- ☐ Asian
- ☐ Black or African American
- ☐ Middle Eastern or North African
- ☐ Native American or Alaskan Native
- ☐ Hispanic or Latino/a/x
- ☐ White
- ☐ Decline to state
- ☐ Some other race
- ☐ Other

8. Primary language spoken at home *

- ☐ English
- ☐ Spanish
- ☐ Cantonese
- ☐ Mandarin
- ☐ Vietnamese
- ☐ American Sign Language
- ☐ Amharic
- ☐ Arabic
- ☐ Bhutanese
- ☐ Burmese/Karen
- ☐ Congolese
- ☐ Farsi
- ☐ Japanese
- ☐ Korean
- ☐ Laotian
- ☐ Mon Khmer/Cambodian
- ☐ Oromo
- ☐ Nepali
- ☐ Pashto/Dari
- ☐ Russian
- ☐ Somali
- ☐ Tagalog
- ☐ Thai
- ☐ Tigrinya
- ☐ Ukrainian
- ☐ Other (Please Specify: _____)

9. What is your gender identity? *

- ☐ Female
- ☐ Male
- ☐ Non-binary
- ☐ Prefer not to say
- ☐ Different Gender/Other
- ☐ Other

10. Please list any additional business partners that own at least 20% of the business. *

BUSINESS SPECIFIC INFORMATION

11. Business Legal Name *

12. Business DBA (Doing Business As) - if applicable

13. Unified Business Identifier (UBI) number *

14. Seattle Business License Tax Certificate number *

15. Business Primary Location (address) *

16. Business mailing address (If different from location above)

17. What industry is your business in? *

Please select at most 3 options.

- ☐ Biotech and Life Science
- ☐ Catering
- ☐ CleanTech/GreenTech
- ☐ Construction
- ☐ Creative Economy
- ☐ Education
- ☐ Financial Services
- ☐ Food or Beverage Manufacturing
- ☐ Health Care
- ☐ Manufacturing
- ☐ Maritime
- ☐ Mobile Vending
- ☐ Nightlife
- ☐ Professional Services
- ☐ Restaurant
- ☐ Retail
- ☐ Technology
- ☐ Tourism
- ☐ Other

18. How long have you been in business? *

- ☐ Less than 3 years
- ☐ 3-4 years
- ☐ 5-9 years
- ☐ 10+ years

19. Did you answer "Less than three years" to question 16? If so, you do not qualify for the BCOF Program. *

☐ Yes

☐ No

20. Website (if applicable)

All about your business

21. How long has your business been operating in its current physical location? *

- ☐ No current Location / Start-up
- ☐ 1 - 2 years
- ☐ 3 - 5 years
- ☐ 6+ years

22. Are you current on all debt and rent? *

- ☐ Yes
- ☐ No

23. Do you have business tax returns for last year? At some point, we will request the last 3 years of returns. *

- ☐ Yes
- ☐ No

24. Do you have an accountant? *

- ☐ Yes
- ☐ No

25. Do you have Internal interim financial statements for last year (profit and loss and balance sheet)? *

- ☐ Yes
- ☐ No

26. If you answered no to question 25, how do you track income and expenses for your business? If you answered YES to question 25, you may fill with N/A. *

27. What were your total sales in revenue in last year? *

28. What was your net income or (loss) last year? *

29. Did your business make enough money to pay yourself and pay all liabilities (i.e. expenses, debt payments) last year? *

Commercial Space Questions

30. What is your current business location?

- ☐ Home office
- ☐ Pop-up location
- ☐ Shared Real Estate (co-location or sublease)
- ☐ Brick and Mortar
- ☐ 2nd location (expansion)

31. Are you at risk of being displaced?

- ☐ Yes
- ☐ No
- ☐ Maybe

32. Please describe your current situation if you responded with Yes or Maybe to question 31. If you responded no, please fill with N/A. *

33. Please describe your business and the goods/services provided. *

34. How many FTE/PTE employees do you currently have? *

- ☐ Non-employer business
- ☐ 1-4
- ☐ 5-19
- ☐ 20-50
- ☐ 50-100
- ☐ 101-499
- ☐ 500+

35. If you are looking for a new commercial space, what neighborhood(s) do you prefer your business to be located in? *

- ☐ South Park
- ☐ Rainier Beach
- ☐ Rainier Valley
- ☐ Central District
- ☐ Beacon Hill
- ☐ West Seattle Junction
- ☐ First Hill
- ☐ Downtown Pike/Pine
- ☐ University District
- ☐ Ballard
- ☐ Lake City
- ☐ Phinney Greenwood

36. Why is it important for your business to be in your desired neighborhood? *

37. Are there any general considerations or needs for the commercial space? *

- ☐ Hood Access
- ☐ Loading Dock
- ☐ Parking Spaces
- ☐ Floor Drainage
- ☐ Designated Bathroom
- ☐ Minimum AMP (Amount can be specified in 'other' box)
- ☐ Other

38. Is there a range of square footage you desire for the new space? *

- ☐ 0-500 SQFT
- ☐ 501 - 1000 SQFT
- ☐ 1001-3000 SQFT
- ☐ 3001+ SQFT
- ☐ Other

39. Any projects with public funds invested will require a business and/or project to provide measurable community benefits. **Please share any initial thoughts about community benefits your business does/could/will provide if you partnered with the Business Community Ownership Fund.** *

Please add additional detail below.

- ☐ In-kind services or donations (describe below)
- ☐ Public space improvements and activities (describe below)
- ☐ Create permanent local jobs (describe below)
- ☐ Community services (mentoring, workshops, clinics, etc) (describe below)
- ☐ Space for community meetings or gatherings (describe below)
- ☐ Other (describe below)

40. Please provide any additional details.

BUSINESS RESOURCES & NEXT STEPS

41. The Community Wealth Building Team through the Office of Economic Development has additional resources that may be available for you and your business. Those resources can be determined and provided based on the current stage of your business. Assistance offered through our Commercial Space Consultants can be helpful when going through BCOF partnership process.

Thank you for your interest in partnering with the Business Community
Ownership Fund.

Additional information about the Business Community Ownership Fund and business support resources is available
here: <http://bit.ly/BCOFund>

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