

AABI Incubator of the Year 2018 Award NOMINATION FORM

Eligibility:

AABI member incubators and their associations are eligible to be nominated as a candidate for AABI Award. In the case that an incubator that is not yet an AABI member wishes to be nominated, it can be a candidate only if it agrees to become an AABI member. (The nomination shall not be preceded without Application form for “Incubator Member” attached.)

The Incubator of the Year Award recognizes overall excellence in incubation performance. The award-winning incubator will receive a plaque. Further, AABI will announce the winner on its website and other media. Incubator Award winners and their clients can gain significant recognition from this.

Selection Process of AABI Award

The chairmen, together with the AABI president, have prepared the selection criteria and the selection process.

Each AABI member’s country or region can submit only 2 nomination forms for this Award.

The Selection Committee will receive and evaluate the nominations, and select one that best meets the award criteria.

Schedule

January 15, 2018	submissions due
February 28, 2018	an expert judging panel will select the winners
March 15, 2018	winners will be notified

※ The winner will receive an official invitation to attend the ceremony during the AABI Assembly.

Nomination Form

Please use the form below.

AABI INCUBATOR OF THE YEAR 2018
NOMINATION FORM

Name of Business Incubator _____
 Address: _____
 Country: _____ Postal Code: _____
 Representative Name: _____ Title: _____
 Contact person: _____ Position: _____
 Tel: _____ E-mail: _____
 URL: _____

Incubator Profile		
Basic Information about Incubation Program		
1	When was the incubator operational, year?	
2	Main sponsors of the incubator	
3	Legal status of incubator: 1 = Public entity, 2 = Private, 3 = Other	
4	Affiliation 1 = University, 2 = Research, 3 = Tech park, 4 = Corporation, 5 = Other	
5	Incubation model: 1= for profit, 2 = non profit, 3 = Other – please specify	
6	Incubator classification: 1=Technology, 2=Manufacturing, 3=Service	
For each of the parameters below, summarize the main features of the proposed incubator in <u>no more than 200 words.</u>		
A. Competence of Board and Management Team (15 points)		
Describe the qualifications of the board and management team with specific reference to: <ul style="list-style-type: none"> • Number and affiliations/interests of the board members (academia, business, government, etc) • Relative autonomy of board from sponsoring organization and frequency of meetings each year • Names of sub- and advisory-committees to assist the board • Number and designations of management team members • Entrepreneurial experience, if any, of the incubator manager on running a business • Team's experience in training or consultant services 		
B. Range of Services provided and good practices (20 points)		
Describe the types of support services provided by the management to its client ventures: <ul style="list-style-type: none"> • Counseling on business and financial management • Training on business plan preparation, entrepreneurship development, leadership • Networking with university faculty/students, private corporations, other service providers • Facilitation in securing funds for clients • Mentoring by board and other external specialists • Innovative practice, e.g. in-house seed capital fund, pre- & post-incubation, biz plan contests, etc • Service fee and rental arrangements • Evaluation and monitoring of incubator and its clients 		

C. Current numbers of clients, affiliates, and working area (15 points)

Indicate key statistics of successful incubation, such as:

- Number of graduating clients in last year, and since start of operations
- Numbers of present clients and affiliates being served outside incubator,
- Anchor tenants and their role
- Gross area in sq.m. of incubator and leasable area
- Were market feasibility analyses and business plan prepared before starting incubator

D. Program results – No. of jobs created, patents (20 points)

Describe the incubator’s results in relation to its development objectives, specially regarding:

- Numbers of jobs created in incubator and by graduating businesses
- Patents taken by clients, joint-ventures formed
- Estimated personal and corporate taxes paid by incubator clients
- Satisfaction of the stakeholders and community for the incubators performance
- Obstacles that may have been overcome to achieve the good results

E. Financial stability – Revenue \$ last year vs Expenses (15 points)

Provide recent information on the incubator’s finances, such as:

- Sources of revenue as well as of any external subsidy, with percentage of each in total
- Main items of expenditure, incl. depreciation if provided
- Prospects of financial self-sustainability, if sustainability is an objective
- Innovative ways of enhancing revenue, cutting expenses
- How was initial cost of establishing the incubator financed

F. Success stories – Two examples of innovations/ventures from incubator (15 points)

Provide two case studies of accomplishments of the incubator, for example:

- Describe an innovation introduced to the market based on the incubator management’s support, the precise role of the management/board in this success,
- Major award won by a client based on the incubator’s efforts
- Venture capital attracted by a client

The examples of information you can provide are indicative. You may add or substitute other information to support your nomination. (Ex. award recognition, brochure, newsletter, annual report etc.)

Nomination Form Prepared by:

Designation:

Date: