

## **CVC Community Entrepreneurship Checklist**

6-1-2004

### **Assessment of Entrepreneurial Center/Association/Incubator Activities**

#### **Part 1. Community Leadership and Programs for Entrepreneur Development**

- ☐ 1. Point of contact for local entrepreneurial learning resources & network access
- ☐ 2. Access to regular entrepreneurship training programs
- ☐ 3. Access to legal expertise with experience specializing in business startups
- ☐ 4. Access to accounting & finance management expertise for client industries
- ☐ 5. Access to marketing expertise for client industry markets
- ☐ 6. Access to revolving loan, guarantees, and micro loan programs for entrepreneurs
- ☐ 7. Access to experienced mentors, facilitators, business coaches, & SCORE
- ☐ 8. Access to entrepreneur clubs, networks, peer groups that meet regularly
- ☐ 9. Local business plan competitions highlighting local resources & opportunities
- ☐ 10. Recognition programs and awards for successful entrepreneurs to tell their story
  
- ☐ 11. Visitations and surveys of local entrepreneur goals, plans, needs, and progress
- ☐ 12. Public awareness of entrepreneurial center, association, & client industry focus
- ☐ 13. Champions for community entrepreneurial initiatives & initiative board members
- ☐ 14. Access to web site design, internet technical, & marketing expertise
- ☐ 15. Access to shared-secretarial and reception services, shared-equipment and computers, and appropriate incubator facilities for client focus.
- ☐ 16. Community seed/venture capital fund and local formal or informal angel networks
- ☐ 17. Active links to SBDCs, client industry expertise, and external incubator networks
- ☐ 18. Active links to SBIR and entrepreneurial assistance programs sponsored by state and federal government
- ☐ 19. Active links to regional, state, and national networks of angel and venture capital
- ☐ 20. Foundation endowments for supporting local entrepreneurship programs
  
- ☐ 21. Sponsor of entrepreneurial intern programs with colleges and universities
- ☐ 22. Active community program to recruit new entrepreneurs to the community
- ☐ 23. Sponsor of entrepreneurship programs for youth
- ☐ 24. Sponsor of entrepreneurship programs for women and/or new resident cultures
- ☐ 25. Sponsor of local micro enterprise programs and/or home-based businesses
- ☐ 26. Create and assist alliances that develop value-added entrepreneurial projects
- ☐ 27. Access to expertise with a track record in conducting feasibility studies
- ☐ 28. Access to expertise with a track record in implementing entrepreneurial projects
- ☐ 29. Initiatives to work with local government, business, and development leaders to enhance local policy environment, regulations, and culture for entrepreneurship
- ☐ 30. Active links to workforce development capacity for new labor of client industries

#### **Assessment Scale**

**Class I Entrepreneurial Portfolio:**  
**Class II Entrepreneurial Portfolio:**  
**Class III Entrepreneurial Portfolio:**

**5-10 items implemented**  
**11-20 items implemented**  
**21-30 items implemented**

## **Part 2. Community-based Entrepreneurial Center/Entrepreneurial Association Summary Statistics**

### **A. Startup Statistics**

1. Number of startups assisted                      Last year     \_\_\_\_  
   2 years ago    \_\_\_\_  
   3 years ago    \_\_\_\_
2. Jobs created by startups assisted              Last year     \_\_\_\_  
   2 years ago    \_\_\_\_  
   3 years ago    \_\_\_\_
3. Average wage: \$ \_\_\_\_\_ Above or below Community average \_\_\_\_\_
4. New Capital Invested for Startups Last Year \$ \_\_\_\_\_.

### **B. Second Stage Statistics**

5. Number of firms expanded or retained      Last year     \_\_\_\_  
   2 years ago    \_\_\_\_  
   3 years ago    \_\_\_\_
6. Number of Jobs expanded or retained      Last year     \_\_\_\_  
   2 years ago    \_\_\_\_  
   3 years ago    \_\_\_\_
7. Average wage: \$ \_\_\_\_\_ Above or below Community average \_\_\_\_\_
8. New Capital Invested for Expansions Last Year \$ \_\_\_\_\_.

### **C. Consultation Statistics**

9. Number of entrepreneurial client consultations      Last year     \_\_\_\_  
   2 years ago    \_\_\_\_  
   3 years ago    \_\_\_\_

### **D. Community/Region Characteristics**

10. Population of community or region served \_\_\_\_\_.

Compiled by the Community Vitality Center from various sources including: *Entrepreneurship and Community Vitality: Report of Ten Public Deliberation Forums Across Iowa*, Community Vitality Center, January 2003; *Grassroots Rural Entrepreneurship* by the Kauffman Foundation and National Center for Small Communities, December 2003; "Creating a Regional Business Incubation System," presentation by Dr. Tom Lyons, University of Louisville at National Business Incubation Association Annual Meetings Atlanta GA April 26-28, 2004; "Incubation As a Strategy to Build Strong Rural Economies," presentation by Don Macke, Co-Director, National Center for Rural Entrepreneurship at the National Business Incubation Association Annual Meetings, Atlanta GA April 26-28, 2004; Lincoln County Minnesota Sirolli Project; and comments from Burt Chojnowski, President, Fairfield Entrepreneurs Association.