

# Creative Entrepreneur and Culinary Entrepreneur Scholarship Initiative

The goal is to cultivate entrepreneurship among creatives, artists and emerging chefs which leads to higher occupancy rate in commercial space as well as a more vibrant and dynamic food scene by providing scholarships of a small stipend and month-long commercial space leases for pop-up shops or month-long access to a certified commercial kitchen.

## **Downtown Kokomo Pop-up Shop Initiative timeline:**

January 15st	Deadline for Creative & Culinary Entrepreneur Application
January 17-21	Applications reviewed by committee
January 24th	Applicants notified of inclusion in initiative
January 25-31st	Entrepreneurs matched with pop-up locations or kitchen hours through discussions with committee and property owners
February 1st-11th	Applicants access and complete small business resource links
February 14th	Entrepreneur Logo due to facilitator to be included in promotions
February 25-28	Entrepreneurs move in to commercial Pop-up space Culinary Entrepreneurs receive orientation to kitchen space
March 1-3rd	Soft Open/Kitchen hours can commence
March 4th	Pop-Up Shop Open House 5:30-9pm Chefs may participate if ready
April 1st	Chef food product featured at First Friday open house Final Business Day and evening open house 5:30-9pm
April 2-4th	Entrepreneurs moved out of space, key returned to building owner Chef final days to access kitchen and remove personal supplies
April 5	Completed Review survey due to facilitator

## **Creative Entrepreneur Pop Up Shop**

### About:

The Pop-Up Program is an initiative of Greater Kokomo Downtown Association, Greater Kokomo Economic Development Alliance and private property owners in downtown Kokomo designed to offer low rate or free, short-term leases to local entrepreneurs. We are seeking proposals from local businesses, entrepreneurs, start-ups to participate in this program. Selected applicants will occupy vacant storefronts and/or share retail spaces with the potential for long-term occupancy. The ultimate goal of the Pop-Up Project is to create a vibrant Downtown that serves as a destination. We will achieve this goal by facilitating the short-term lease of vacant storefronts in the heart of Kokomo to assist small retailers with entering the downtown market.

### Eligibility Requirements:

Eligible program participants (pop- up shop business owners) include creative entrepreneurs and businesses seeking to develop a presence in downtown Kokomo. Local or regional establishments and start-ups that feature art and art-related services and gifts, home goods and decor, apparel and accessories, specialty foods, books, sporting goods, pet supplies, boutique items, locally-made goods, and books and toys are encouraged to apply.

### Legal Requirements:

Program participants will sign a short-term lease which stipulates the terms of the short-term space use, and wherein they agree to return the space to its original condition at the end of the lease.

Participants shall comply with insurance requirements as well as applicable City of Kokomo, Howard County and State of Indiana rules and regulations for property use.

Selected participants who do not comply with these rules or the rules outlined by the Pop-up Shops Program will be evicted from the pop-up space and will be required to refund the Program and/or the landlord the grant money awarded. The Program Administrator will provide a draft lease agreement unless the property owner (Lessor) and program participant (Lessee) have their own agreements.

#### Selection Process:

Applications will be accepted on a rolling basis and evaluated on the following:

- Product mix, store concept, marketing approach, operations strategy, availability to install, events, readiness to proceed references, willingness to work with the Greater Kokomo Downtown Association and other retailers, store design.
- Ability of Program Applicant to meet program requirements as noted above.
- Eligibility of project and applicant and completeness of application.
- General application form (see below)
- All necessary licenses/certifications

Greater Kokomo Downtown Association

Creative Entrepreneur and Culinary Entrepreneur Scholarship Initiative

## **Culinary Entrepreneur Commercial Kitchen Usage**

#### About:

The Culinary Entrepreneur Commercial Kitchen Initiative is a program of Greater Kokomo Downtown Association, Greater Kokomo Economic Development Alliance and commercial kitchen owners in downtown Kokomo designed to offer free, short-term usage to local culinary entrepreneurs. We are seeking proposals from emerging chefs, farmers, prepared food developers, food truck operators to participate in this program. Selected applicants will gain access to a Howard County Health Department approved commercial kitchen. The ultimate goal of the Commercial Kitchen Initiative is to give culinary entrepreneurs access to a kitchen to start, develop, and grow a food-based business or pop-up restaurant that adds to the vibrancy of Downtown Kokomo. We will achieve this goal by facilitating the short-term lease of a commercial kitchen in downtown of Kokomo.

#### Eligibility Requirements:

Eligible program participants include culinary entrepreneurs, start-up restaurateurs, caterers, farmers, food product developers and meal preparation service start-ups as well as food truck start-ups seeking to develop a presence in downtown Kokomo. Local or regional start-ups and chefs wanting to offer pop-up restaurant experiences, cooking and nutrition training to the downtown Kokomo community are encouraged to apply.

#### Legal Requirements:

Program participants will sign a short-term kitchen usage agreement which stipulates the terms of the kitchen use, and wherein they agree to return the space to its original condition and abide by all kitchen rules throughout the usage term.

Participants shall comply with insurance requirements as well as applicable City of Kokomo, Howard County and Howard County Health Department and State of Indiana rules and regulations for kitchen use.

Selected participants who do not comply with these rules or the rules outlined by the Culinary Entrepreneur Commercial Kitchen Program will be disallowed access to the kitchen and will be required to refund the value of the unused proportion of the grant money awarded if any. The Program Administrator will provide a draft kitchen usage agreement.

Selection Process:

Applications will be accepted on a rolling basis and evaluated on the following:

- Food Product idea, pop-up restaurant concept, marketing approach, operations strategy, availability, events, readiness to proceed, references, willingness to work with the Greater Kokomo Downtown Association and other facilitators, business plan.
- Ability of Program Applicant to meet program requirements as noted above.
- Eligibility of project and applicant and completeness of application.

## Creative and Culinary Entrepreneur Scholarship Application

### Applications should include:

- General application form (see below)
- All necessary licenses/certifications
- A business and marketing plan (minimum of 2 pages) along with photos of products and sample social media posts (if you are unsure of how to create business/marketing plans, see resources section below)

### Personal Information

Full name: \_\_\_\_\_ Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

### Business Information

Business name: \_\_\_\_\_ Phone(s): \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_ Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_ Twitter: \_\_\_\_\_

Are you interested in assistance with developing a website? Yes No

Category: \_\_\_\_Retail \_\_\_\_Arts/Music \_\_\_\_Food/Beverage Other: \_\_\_\_\_

This is a(n): \_\_\_\_existing business \_\_\_\_start-up business

Do you currently have a business location? Yes No

Are you considering locating in downtown Kokomo? Yes No

Provide a brief description of your background and why you would like to participate in this program:

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Include any additional information on a separate page.

Please describe how your business was established: \_\_\_\_\_

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Describe your shop concept and product(s): \_\_\_\_\_

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Describe your staffing strategy: \_\_\_\_\_

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**Pop-Up Shop applicants:**

Minimum square footage you require: \_\_\_\_\_

This project requires the tenant to be responsible for all store equipment and furniture. Are you able to provide your own equipment and furnishings? Yes      No

Please indicate the hours of operation you would utilize if selected to participate:

Sunday: \_\_\_\_\_ to \_\_\_\_\_

Monday: \_\_\_\_\_ to \_\_\_\_\_

Tuesday: \_\_\_\_\_ to \_\_\_\_\_

Wednesday: \_\_\_\_\_ to \_\_\_\_\_

Thursday: \_\_\_\_\_ to \_\_\_\_\_

Friday: \_\_\_\_\_ to \_\_\_\_\_

Saturday: \_\_\_\_\_ to \_\_\_\_\_

Include any additional information below or on a separate page.

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Creative and Culinary Entrepreneur Application

Additional Materials:

Please indicate you have attached all necessary materials required with this application.

If selected to participate, I will obtain and provide comprehensive general liability insurance prior to opening which contains limits of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 per aggregate, insuring against the program participant's liability for property damage and bodily injury, including death, related to the program participant's use of the space. The property owner and the Greater Kokomo Economic Development Alliance will be named as additional insured (to be provided at a later date).

☐ Yes ☐ No

I possess and attached a valid copy of my Indiana Retail Certificate and agree to include payment of the Indiana State Sales Tax on transactions.

☐ Yes ☐ No

I have attached my business and marketing plan along with images of my product and sample social media posts.

☐ Yes ☐ No

I have read and agree to abide by all program requirements including local and state Covid-19 regulations.

☐ Yes ☐ No

I agree to provide receipts for purchases made with stipend provided by Greater Kokomo Downtown Association which will be between \$250-\$500.

☐ Yes ☐ No

All information provided in this application is true and accurate.

☐ Yes ☐ No

**Commercial Kitchen participants:**

I have obtained and attached proper licensing and inspection from the Howard County Health Department (food-related businesses only).

☐ Yes ☐ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit application and materials to Susan Alexander via postal service to 700 E Firmin St., Suite 100, Kokomo, IN 46902 or via email to [salexander@greaterkokomo.com](mailto:salexander@greaterkokomo.com)