



**PHASE ONE BUSINESS INCUBATOR PROGRAMME**  
**RULES & GUIDELINES**

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1. There is no charge to enter the Phase One Business Incubator Programme.
2. Entry to the Programme occurs every 2 months. To find out when the next cohort starts, please visit our [webpage](#).
3. Only complete application forms are considered and candidates may be asked to provide further information to support their application.
4. To be eligible for the Phase One Business Incubator Programme, businesses must:
  - Be a pre-start business or an existing business less than 12 months old.
  - Have less than 3 employees at the point of application.
  - Be an innovative business, working within the digital, creative, technology and science sectors.
5. To take part in the Phase One Business Incubator Programme, participants must:
  - Attend an induction day.
  - Pay a £20 deposit for each item issued eg keys/fobs/coffee token.
  - Attend in-person workshops and networking events during the 12-month programme.
  - Deliver a pitch-style presentation at the application stage and at pitch events (when required).
6. We review applications after each deadline. Our admission process consists of the following:
  - If your application form is successful, we will email you to attend a panel interview. You will need to present a 10-minute presentation followed by 10 minutes of questions.
  - Our evaluation panel will make a final decision on whether to accept you on to the Phase One programme.
  - If you are accepted, the Phase One team will be in touch with your place confirmation email, agreement and further details about the onboarding process. If you are unable to attend the induction day, you will need to wait for the next cohort's induction day.
7. Applicants should contact the [Phase One team](#) with any questions they may have about the application process.
8. The Phase One team reserves the right to rescind your membership if you are not making the most out of the programme e.g. not attending workshops without a valid reason, not attending catch up sessions, not making use of workspace, etc.



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