

Thank you for your interest in being part of the FIN Food Business Incubator at Spice Bridge!

Spice Bridge provides space and support for the businesses who are part of our Incubator program. Spice Bridge also provides a community hub — a space where people can gather to learn about and celebrate the community's rich food traditions.



Entrepreneurs start working with us 4-6 months before they are

ready to use the commercial kitchen space. In our Incubator, entrepreneurs work on their menus, pricing, marketing, sales channels, recipes, accounting, and other business planning and operations. Once a business is permitted and insured to use the kitchen, we also work together to build a market and customer base.

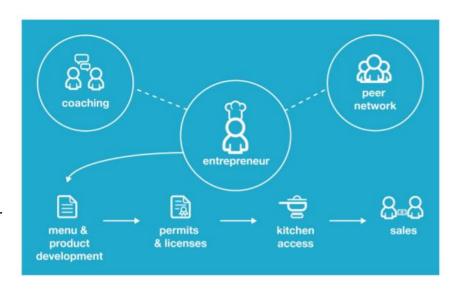
Every applicant is screened to ensure they meet basic program qualifications, including being a resident of South King County.

Who can use the Spice Bridge Kitchen?

We do not offer commercial kitchen space to businesses who are not part of our program. You must meet our eligibility requirements and apply to join the Incubator.

What is the Food Business Incubator?

Our two-year Incubator program supports entrepreneurs in launching their food business by providing affordable commercial kitchen and retail kiosk space, as well as connections to market channels and building necessary skills and experience to grow a stable business. Incubator participants are part of a business network—they participate in trainings, meet regularly with other participants, have shared responsibilities in maintaining the shared kitchen space, and work regularly with a business coach.



What types of food businesses can apply?

Our kitchen and support services support businesses wanting to do: have a restaurant someday, catering, farmers' market/festivals, personal chefs, packaged goods, and food kiosks at Spice Bridge. Our kitchen would not work well for a food truck. We are open to learning about new business ideas, and want to make sure our business support and kitchen are a good match for your business idea.

Who is eligible to apply?

- You must live in South King County.
- We prioritize low-income residents who are immigrants and refugees.
- You must meet our 'business ready' requirements.

What are the 'business ready' requirements?

To help you launch a successful business, it is important you have done some business preparation and planning. This means:

- You must complete an 8-week basic business course from <u>Ventures</u> or <u>Business Impact</u> <u>NW</u> (details below). They have a sliding scale fee and are online. We can help you enroll in one of these business courses.
 - Business Impact NW Launch & Grow Course (virtual) (https://businessimpactnw.org/launch-your-business/launch-grow/) Special rate for FIN businesses: \$249. Email wbc@businessimpactnw.org and identify yourself as a Food Innovation Network business to get this special rate. Partial rebates are available upon completion.
 - Ventures Nonprofit Business Basics Course (https://www.venturesnonprofit.org/courses/business-basics/) Orientation is free. Business Basics is offered on a Sliding Scale.
- 2. You have a written menu with pricing. The business training and coach will help you figure out your menu and pricing.
- 3. You have a Washington State <u>food worker's card</u>. This is to ensure you have basic food safety knowledge.

When do I apply?

You may start the process at any time and encourage you let us know you are interested. We accept new businesses as openings are available. September 1st, 2022 is the deadline for enrolling in the Incubator in 2022. Once accepted into the program, we work with you 4-6 months on required permits, licenses and insurance, marketing needs, and a basic business plan to then use the kitchen.

Contact Njambi Gishuru so we can meet you. Please know she works part-time and may need a couple weeks to schedule a call. Please contact Njambi Gishuru at 206-291-7407 or njambi@foodinnovationnetwork.org.

Step 1: Contact Njambi to discuss the program and whether it is a good fit for your business idea at any point in this process.



Get a Food Worker Card:

https://www.foodworkercard.wa.gov/

Take a business training:

We can help you choose and sign up for a training or you can do this on your own. Please let Njambi know when you complete a training. See below for choices.

Step 2:

You can be working on all of these at the same time.

Fill out FIN Incubator Interest Form:

https://tinyurl.com/FINApp-part1

Attend orientations RSVP to Njambi.



Step 3: Sign up to help with Summer Meal Program and be part of a Paid Summer Kitchen and Food Safety training (June - August). This step is optional but highly encouraged.



Step 4: Invitation to fill out an application after you notify us that step 2 is complete. Applications are accepted ongoing. Must receive by **September 1st** for 2022 enrollment.



Step 5: Application approved and invitation for a food tasting and presentation.



If accepted in the program, pre-incubation starts as we work together to get you ready to start your business! October 1st is last approval for 2022.

When can I start using the kitchen?

Entrepreneurs start working with us 6-9 months (pre-incubation) before they are ready to use the commercial kitchen. During this time, we work with you on required permit/licenses, marketing, recipes, accounting, and other business planning and operations. A business must be permitted by Public Health and insured to use the kitchen.



Other things to know:

Some of the requirements to enter our program may take some time for you to complete, so please feel free to begin working on them now to prepare you for our next application phase.

- If you have never worked in a commercial kitchen, consider joining a program like Project Feast to gain these important skills. http://projectfeast.org/training-programs.html. Or, sign up for our Summer Kitchen and Food Safety training.
- If you are not comfortable speaking and writing English, please consider signing up for ESL classes at one of the local community colleges such as Highline College: https://precollege.highline.edu/ESL.php, or visit the King County Library's Welcoming Center at Kent Library for more resources.
- If you are not familiar with basic computer skills, such as writing and responding to email, keeping an online calendar, using the internet to research, or filling out forms online, there are classes available through the King County Libraries or Seattle Public Libraries.

For more information about the Food Business Incubator, please contact Njambi Gishuru at 206-291-7407 or njambi@foodinnovationnetwork.org.