

## Qualified Indiana Business Application Instructions

To have your application processed please provide a full business plan, including pro forma financial statements and the most current interim financial statements. Also try to include the following: product/service description; management overview; product/service development strategy; target market and marketing plan; operational summary; critical market risks; financing plan; milestones and exit strategies. Also include a separate and complete executive summary of the business plan that summarizes the entire plan in 3-4 pages. Failure to provide a complete business plan and executive summary may delay the processing of the application.

Processing these applications may take up to 4-6 weeks from the date of receipt of a complete application. If the allotted time elapses without a decision letter from us, please contact Lee Robinson at 317-233-3638, or [Lrobinson@iedc.in.gov](mailto:Lrobinson@iedc.in.gov).

A business wanting to be certified for the VCI program must state that it intends to satisfy the eligibility requirements of IC 6-3.1-24-7(a) for two years.

The IEDC's certification of a company as a Qualified Indiana Business is based upon representations contained herein. The information contained in this application is subject to verification by the IEDC. If the IEDC is unable to verify any information contained herein or determines any of the information to be inaccurate or misrepresented, a company's designation as a Qualified Indiana Business may be revoked at the IEDC's sole discretion.

To the extent feasible and permissible by law, the IEDC will honor an applicant's request that confidential information submitted to the IEDC remains confidential. The IEDC will treat the information as confidential only if: (i) the information is in fact protected confidential information such as trade secrets or privileged or confidential commercial or financial information, (ii) the information is specifically marked and identified as confidential by the applicant, (iii) the information is segregated and placed in a separate appendix to the application, and (iv) no disclosure of the information is required by law or judicial order.