

Are you or someone you know interested in starting a specialty food business? Do you want to take that “secret recipe” that everyone begs you for and turn it into a profit? Than this is the place for you!

The Kitchen Incubator at CTTC was established in 2008 to help local entrepreneurs start and maintain successful food businesses.

What are some examples of products that can be produced in the Kitchen Incubator?

- Candy
- Jams and Jellies
- Marinades, Sauces and Spreads
- Salsas
- Pies, Cakes, Cookies and other Baked Goods
- Dried Herbs
- Dip Mixes
- Breads and Doughs
- And many others!

Other Resources available:

In partnership with the SBDC assistance is available through their First Steps and Building Your Business Seminars as well as a one on one appointment to assist in writing your business plan. Prospective tenants are strongly encouraged to take advantage of these trainings.

Do you already have a specialty food business, but need a licensed kitchen to produce your products?

Not sure how your product might be received? We can provide a focus group “testing” in partnership with the SBDC (Small Business Development Center) as we are seen doing here with one of our Kitchen tenants:



Participants taste-tested the product and shared their feedback via a questionnaire developed by SBDC staff. The questions covered many aspects of the product, including taste, packaging, price, distribution, etc.

THE KITCHEN INCUBATOR AT THE CTTC can provide you with the resources and support you need to start, maintain or grow your business!

What does the program offer?

Funded by a U.S. Department of Agriculture Rural Business Enterprise Grant, the program offers:

- Business planning and food production assistance.
- A shared-use, licensed commercial kitchen with state-of-the-art equipment.
- Office and conference room space
- Support in creating marketing plans.

Who does the program serve?

- Farmers looking to develop value-added products.
- Restaurant owners interested in producing salad dressings and sauces or other products for retail sale.
- Talented bakers or cooks who want to sell their goods.
- Anyone looking to start a food business in their home or local community.

What are the steps involved in the process?

1. Call, email or request a tour and receive your initial application for the KI and application for the PA Department of Agriculture. Receive more detailed information about the KI processes and procedures during the initial meeting.
2. Complete and submit an initial application to the CTTC, contact SBDC to start your business plan and contact PA DOA Health Inspector to review information needed for their application.
3. Meet with PDA and CTTC staff to discuss and review specific details and requirements such as production methods, packaging, labeling, etc.
4. Once approved by the PDA, clients will be granted a license to operate their food business within CTTC's Kitchen Incubator facility and will be responsible for paying the annual registration fee to the PDA. Additional information available at www.EatSafePA.com
5. Clients must successfully complete ServSafe® food safety certification prior to using the kitchen. ServSafe® classes are offered approximately once per month, eight times per year at the SBDC. Call 570-941-7588 for schedule and pricing.
6. Clients must obtain appropriate general business liability and product liability insurance and sign a formal agreement with CTTC prior to using the Kitchen Incubator.
7. Clients will then meet with CTTC staff to set a schedule for kitchen usage and will be responsible for paying all applicable rental fees.
8. Once all of the above steps have been completed, the client may begin his or her business utilizing the Kitchen Incubator at CTTC.

**CTTC Kitchen Incubator
Interest Form**

Kitchen Incubator applications can be obtained by filling out and submitting this form or by calling 570-282-1255.

Name: _____

Business Name (if applicable):

Address:

City, State, ZIP:

Daytime Phone: _____ Evening Phone: _____

E-mail Address:

Please briefly describe your business or business idea, including a description of the product(s):

Please mail or fax completed Interest Form to:
**CTTC
10 Enterprise Drive
Carbondale, PA 18407
Fax: 570-282-1426**

**THE KITCHEN INCUBATOR
At the CTTC
Carbondale, PA**



**10 Enterprise Drive
Carbondale, PA 18407
Phone: 570-282-1255
Fax: 570-282-1426
E-mail: paul@cttc.org
www.4cttc.org**

All CTTC programs are Equal Opportunity Programs. Discrimination is prohibited by federal law. Complaints of discrimination may be filled with the Secretary of Agriculture, Washington, D.C. 20250. Hearing and/or speech-impaired users or potential users can contact the CTTC by accessing the Pennsylvania Telecommunications Relay Service listed in their local telephone directories.