

# Apollo – Pre-Application Checklist for Startup Albania

## 1. Company Registration & Legal Setup

- Make sure Apollo is officially registered in Albania (likely as an sh.p.k. = LLC).
- Open a bank account in Albania under the company's name (needed for grant disbursement).
- Register for VAT & tax ID number.

## 2. Startup 'Passport' / Eligibility Documents

- Apply for the Startup Albania ID/Passport (through e-Albania portal).
- Gather legal docs: registration certificate, statutes, founder ID, lease or address proof.

## 3. Business Plan (Investor-Ready)

- Prepare a short but detailed business plan (10–15 pages) including market analysis, financial projections, and marketing/distribution strategy.
- Show clearly how €20K will accelerate Apollo's growth.

## 4. Proof of Traction (even small scale)

- Produce pilot samples or test batches (even 50–100 L).
- Get letters of intent or interest from 2–3 hotels, cleaning companies, or distributors.
- Gather photos of your sample box / bottles / website demo to include in the application.

## 5. Financial Records & Co-Funding

- Show you already invested part of your own capital (e.g., equipment purchase, labels, packaging).
- Keep invoices/receipts as proof of co-investment.
- Be ready to show you can cover operating costs beyond the grant.

## 6. Team & Governance

- Define your core team (founder, chemist/production lead, sales/distribution partner).
- Prepare short bios (1 paragraph each).
- Demonstrate execution capacity.

## 7. Pitch Deck (Visual)

- Prepare a 10–12 slide deck with Apollo branding.
- Include: problem, solution, products, market size, traction, financial ask, impact.
- Use visuals and mockups to strengthen the case.

## Summary

- Company registered with tax ID + startup passport.
- Sample products ready (even small batch).
- Letters of intent from hotels/cleaning companies.
- Business plan & financials (projections + proof of investment).
- Team bios.
- Pitch deck visuals.