

Name

Phone Number | Email Address

OBJECTIVE

To _____ to _____ my business

(Example: To purchase equipment to improve efficiency of my business, To purchase main item to start my business)

Work Experience

Business Name 1 Place

Dates of Employment

- List specific tasks done of job for each bullet
- .
- .
- .

Business Name 2 Place

Dates of Employment

- List specific tasks done of job for each bullet
- .
- .
- .

EDUCATION

Name of School 1

Date Attended

- List any achievement, honor, or noteworthy point of pride

Name of School 2

Date Attended

-

EXTRACURRICULAR ACTIVITIES AND SERVICE

Name of Organization/Club/Group 1

Dates of Participation

- List specific tasks or highlights of involvement
- .

Name of Organization 2

Dates of Participation

- .
- .

Name of Organization 3

Dates of Participation

- .
- .

References

1. Name - Agency/Business - phone number, email address
2. Name - Agency/Business/Organization - phone number, email address
3. Name - Agency/Business/Organization/School - phone number, email address

(Name of Business) - Business Plan 2025

Identity

(Name) is a (type of) business, run by (name of person), specializing in (list items)

Problem worth solving

(One sentence about a service or item lacking that fits the need your business will fulfill)

Our solution

(One sentence how business will address the need or problem)

Target market

(1 - 2 sentences describing who your business will have as clients/customers)

Competitive landscape

(1 - 2 sentences that describes other similar businesses to yours in your area)

Sales channels

(1 - 2 sentences about how your business will get sales - example: Farmers Markets, online website, physical building, food truck, etc)

Marketing activities

(List ways your business will advertise)

Revenue

(1 - 2 sentences that describes how your your business will get income/sales)

Expenses

(1 - 2 sentences about the major expenses your business will have to either start-up or expand)

Milestones and Setbacks

(2 - 4 sentences that describe some things you have already accomplished for your business as well as things that interfered with your progress)

Team and roles

(1 - 2 sentences about who is involved with your business)

Partners and resources

(1 - 2 sentences about who has helped you with your business).

(Name of Business) - Expense Report

(Date) Investments

Describe anything you already have in to your business

Examples: consulting with someone, purchasing items, start-up funds received, loans, etc

(Date) Initial Operating Costs

If appropriate - describe what expenses you had to get your business functional and running

Examples: ingredients/items to sell, licenses, training, accounts, etc

(Date) Results

If appropriate - describe what your results have been so far with your business

Examples: number of events, clients/customers, inventory, sales, profits

(Date) Projections

I plan to be in operation (dates). I expect the following by (date).....List your goals, examples: profits, sales, number of customers, etc.

- .
- .
- .
- .

Grant Request & Impact

I am asking for the following specific funds:

- \$_____ to purchase _____ which will help to (do what for your business)
- \$_____ to purchase _____ which will help to (do what for your business)
- .
- .