

Business Plan Template

This business plan template provides an indication of what you need to provide in your own business plan:

1. The organisation

What you should include here:

- Information on your organisation – number of members, when was it formed?
- Evidence that you meet the policy criteria under ‘Who can apply?’

2. The proposal

What you should include here:

- An overview of your project/proposal
- Evidence that the proposal meets the policy criteria under ‘What kinds of projects are eligible for funding?’

3. Timeline

- When are you expecting to commence your project?
- When are you expecting to complete your project?
- What are the other key dates for your project?

3. The project property details

What you should include here:

- What is the physical location/address of project
- What is the legal description of the property where the project is located

4. What are the benefits?

What you should include here:

- What are the objectives of the project
- What are the benefits of the project to your organisation
- What are the benefits of the project to the community

5. Community consultation/support

What you should include here:

- Who has your group consulted with on the project?
- Are there any expressions of community support for the project?

6. Funding/financial information

What you should include here:

- Whether or not you are registered for GST
- How you are funding the project, including secured and potential funding sources
- Details on the costs and funding of the project (including GST), itemising and quotes where appropriate. Include self labour (hours involved) or contracted labour (costs involved).

7. Resource consent

What you should include here:

- Include some details about your resource consent (have you applied yet, why you need resource consent)

8. Anything else?

Do you have any other information or supporting documents?