Business Plan 201



Hello!

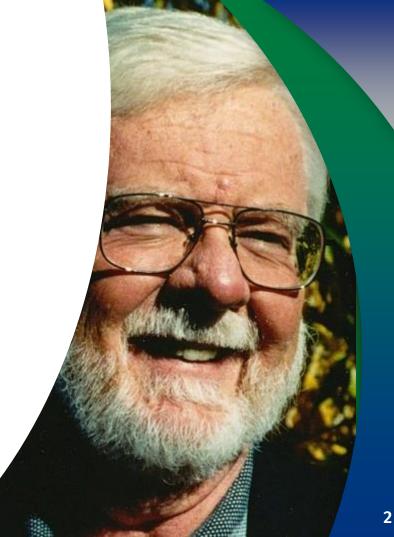
Introducing Mike Forney

Mike has been an SBA-sponsored small business counselor since 2004.

He sold his New Jersey-based commercial mortgage banking business to a national multi-family mortgage company in 2000, was then hired as their president and CEO, and helped take that company public in 2001.

He retired to Steamboat Springs in 2003 and moved to Fort Collins in 2017.

He was a general aviation pilot for more than 50 years and is an active children's storyteller today.

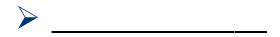


Our Agenda Today

- 1. One-minute introductions
- 2. Recap Business Plan 101
- 3. Business Plan "Lite"
- 4. Traditional Business Plan
- 5. Where's the money?
- 6. Where's the resources?
- 7. Wrap Up
- 8. Evaluations

What's your business/idea?





Make sure we cover this:



A business plan:

- Validates a business idea
- Proves you know what you're doing
- Creates financing opportunities
- Manages the business
- Sets up steps for growth and eventual sale



Business Plan "Lite"

Company Vision - Mission: 1. COMPANY OVERVIEW 3. MANAGEMENT PLAN 2. MARKETING & SALES PLAN A. Key Players (duties, H.R., Contracts) A. Value Proposition A. Marketing Message Skills, expertise, purpose, why are you starting Customer Relationships, Experience Marketing Message? a business? Staff, HR, Employee Duties, operations & Who + What + How? = Message fulfillment. **B. Customer Segments B. Key Resources** Demographics (quantifiable) Things you need to have be able to run your company Psychographic (need, missing, lack, problem) Characteristics (what matters to them, how do they think) B. Sales Plan C. Key Activities C. Products & Services Things you need to do to be able to run your Tactics & Strategy company How are you different? Sales Funnel: What's your business expertise? ~ Lead Generation : Channels & Partners ~ Lead Qualification: Process D. Key Partners What problem are you solving for your customers with your product or service? ~ Lead Conversion: Pricing & packaging People you can partner with to run company most ~ Lead Nurturing: CRM D. Competitive Advantage: Who else shares your target market, create alliance

Business Model Planning

B. Revenue Streams (Income) 4. FINANCING A. Startup Capital

A + B + C = Competitive Advantage

What are your startup

sources of capital.

- · Potential avenues of revenue
- P&S units you expect to sell each month

C. Cost Structure (Expenses)

- Direct unit costs: Costs to produce revenue unit
- Operating Expenses

Capital needed to start D. Gross Profits: company? Expenses?

Revenue - (Expenses + Debts) = Profits



The Basics

Define the Business

What is your product or service?

What are your benefits (outcomes)?

What customers will pay for it?

Who else is providing it?

1. COMPANY OVERVIEW

A. Value Proposition

Skills, expertise, purpose, why are you starting a business?

B. Customer Segments

- Demographics (quantifiable)
- Psychographic (need, missing, lack, problem)
- Characteristics (what matters to them, how do they think)

C. Products & Services

- How are you different?
- What's your business expertise?
- What problem are you solving for your customers with your product or service?

D. Competitive Advantage:

A + B + C = Competitive Advantage

What's your core value?

- What do people "get from you?
 - Outcomes
 - Relief (Pain Points)
- Why are you different or better?
 - Price?
 - Quality?
 - Service?



The Management

What's your background?

Experience

Accomplishments

Credit worthiness

What resources do you have?

Assets

Co-Founders

Investors

Suppliers

Employees

Family members

How will the business function?

3. MANAGEMENT PLAN

A. Key Players (duties, H.R., Contracts)

Customer Relationships, Experience Staff, HR, Employee Duties, operations & fulfillment.

B. Key Resources

Things you need to **have** be able to run your company

C. Key Activities

Things you need to **do** to be able to run your company

D. Key Partners

People you can partner with to run company most effectively.

Who else shares your target market, create alliance

Why you?



- Your personal and business assets
 - Successful "outcomes"
 - Credit score
 - Financial capacity
 - Business relationships
 - Reputation
- Your competencies
 - Passion
 - Work ethic
 - Problem-solving
 - Creativity
 - Adaptability
 - Communication
 - Resilience

Key management resources

Partners

- Co-owners
- Investors
- Suppliers
- Distributors
- Clients

Advisors "Kitchen Cabinet"

- Immediate family
- Business associates
- Colleagues
- Informal "board" members
- SBDC consultants

Professionals

- Lawyers
- Accountants
- Insurance agents
- Bankers
- Counselors



Selling the "goods"

- Who are my customers?
 - Customer profile
- What drives their purchase
 - Need? Price? Loyalty?
- What is my message?
 - Value proposition
- How do I reach them?
 - Social media? Direct? Referral?
- Who is my competition?
 - How am I better?

2. MARKETING & SALES PLAN

A. Marketing Message

Marketing Message?

Who + What + How? = Message

B. Sales Plan

- Tactics & Strategy
- Sales Funnel:
 - ~ Lead Generation : Channels & Partners
 - ~ Lead Qualification: Process
 - ~ Lead Conversion: Pricing & packaging
 - ~ Lead Nurturing: CRM

The Numbers

4. FINANCING	B. Revenue Streams (Income)	C. Cost Structure (Expenses)			
A. Startup Capital	Potential avenues of revenue	Direct unit costs: Costs to produce revenue unit			
What are your startup sources of capital.	P&S units you expect to sell each month	Operating Expenses			
Capital needed to start company? Expenses?	D. Gross Profits : Revenue - (Expens	ses + Debts) = Profits			

How much cash do you have?

How much cash do you need to start?

How much cash do you need until profitable?

How realistic are your operating projections?

Realistic projections

Revenues

Expenses

Profit (Loss)

Total Revenue (Sales) 100 Expenses Salary expenses Payroll expenses Outside services Supplies (office and operating) Repairs and maintenance Advertising Car, delivery and travel Accounting and legal Rent Telephone Utilities Insurance Taxes (real estate, etc.) Interest Depreciation Other expenses (specify) Other expenses (specify) Other expenses (specify) Misc. (unspecified) 50 Total Expenses Net Profit Cash on hand 1.050 1.050 Cash as of \$1,000

Twelve Month Profit and Loss Projection

Company Name Fiscal Year Begins

Revenue (Sales)

Category 2 Category 3

Cash Position

Jan-24

Traditional business plan

- Lender/investor driven
- Extensive narration
- Detailed. Comprehensive
 - Service or product line(s)
 - Market analysis
 - Organization and management
 - Sales strategies
 - Financial needs (Short and long-term)
 - Extensive financial projections and reports





Table of Contents

Confidentiality Agreement
I. Instructions: Executive Summary Executive Summary
II. Instructions: Company Description Company Description Worksheet
III. Instructions: Products & Services Product & Service Description Worksheet
IV. Instructions: Marketing Plan SWOT Analysis Worksheet Competitor Data Collection Plan Competitive Analysis Worksheet Marketing Expenses Strategy Chart Pricing Strategy Worksheet Distribution Channel Assessment Worksheet

V. Instructions: Operational Plan
VI. Instructions: Management & Organization Management Worksheet Organization Chart
VII. Instructions: Startup Expenses & Capitalization
VIII. Instructions: Financial Plan
IX. Instructions: Appendices
X. Instructions: Refining the Plan
Now That You're (Almost) Finished



I. Executive Summary

- The business idea (Why!)
- Outcomes
- Goals
- Market
- Competition
- Management
- Financial projections

II. Company Description

- Mission (Reason for being)
- Vision (Long-term outlook)
- Goals
- Target market
- Legal Structure

Company Descrip	tion Worksheet
Business Name	
Company Mission Statement	
Company Philosophy/ Values	
Company Vision	
Goals & Milestones	1. 2.
	3.
Target Market	
Industry/ Competitors	1. 2. 3.
Legal Structure/ Ownership	



III. Products and Services

- Benefits, features and solutions
- Creation, piece parts and delivery
- Competitive advantage
- Pricing and profit margin

Product & Service Description Worksheet

	·
Business Name	
Product/ Service Idea	
Special Benefits	
Unique Features	
Limits and Liabilities	
Production and Delivery	
Suppliers	
Intellectual Property Special Permits	
Product/ Service Description	



IV. Marketing Plan

- Market research
- Challenges and barriers
- Risks and opportunities
- Features and benefits
 - Primary customers
 - Key competitors
 - Brand/positioning
 - Advertising plan
 - Budget
 - Pricing
 - Fulfillment/distribution
 - Sales forecast





V. Operational plan

- Production
- Quality control
- Physical location
- Legal requirements
- Personnel
- Inventory
- Suppliers
- Credit policies

VI. Management & Organization

- Owner(s) and key employees
- Advisors
- Roles and responsibilities

Job Analysis Worksheet Before hiring, you need to determine what type of employee would best fit your business. Use this worksheet to determine the scope of responsibilities and the qualities needed from your employee. Once you've completed it, you can use this information to create the job description and job ad-Job Title Job Responsibilities Define the overall goals of the job, such as "provide administrative and bookkeeping support for the CEO." List the day-to-day tasks involved in the job responsibilities, such as answering phone calls or creating invoices. Required Education/Training If the job requires professional certifications, degrees or special training, indicate them here Required/Preferred Experience What previous job experience is required or preferred?



VII. Startup expenses & capitalization

- Capital investment
- Source of funds (initial)
- Sources of fund (operating)
- Inventory
- Fixed expenses
- Contingency reserve

Startup Expenses

February 14, 2024 •



20	1		
27	Startup Expenses		
28			
29	Buildings/Real Estate		
30	Purchase	\$	-
31	Construction		-
32	Remodeling		-
33	Other		_
34	Total Buildings/Real Estate	\$	-
35			
36	Leasehold Improvements		
37	Item 1	\$	-
38	Item 2		-
39	Item 3		-
40	Item 4		-
41	Total Leasehold Improvements	\$	-
42			
43	Capital Equipment List		
44	Furniture	\$	-
45	Equipment		-
46	Fixtures		-
47	Machinery		-
48	Other		-
49	Total Capital Equipment	\$	_
50			
51	Location and Admin Expenses		
52	Rent & Related Costs	\$	-
53	Utility deposits		-
54	Legal and accounting fees		-
55	Prepaid insurance Pre-opening salaries		-
56	Other		-
57	Total Location and Admin Expenses	\$	_
58	Total Location and Admin Expenses	3	_
59	Opening Inventory		
50	Opening Inventory Category 1	S	
51	Category 2	9	-
52	Category 2		_



VIII. Financial Plan-Projections

12-Month Profit and Loss Projection

January 31, 2024 •



													
Profit and Los Enter your Compa				12 N	l onti	ns)							
Fiscal Year Begins Jan-18	s												
	Jan. 18	Feb. 78	War 78	Por 18	May. 78	Jun. 78	Jul. 18	44g. 78	Sep. 78	O _{OK 78}	Nov. 78	OBC, 78	ASARA T
Revenue (Sales)													
Category 1													0
Category 2	\vdash		\Box	\Box				\Box	$\neg \neg$				0
Category 3	\Box												0
Category 4	\top												0
Category 5	\Box			\Box	\Box		\Box						0
Category 6	\vdash							\Box					0 0 0 0
Category 7													0
Total Revenue (Sales)	0	0	0	0	0	0	0	0	0	0	0	0	0
Cost of Sales													
Category 1													0
Category 2													0 0 0 0 0 0
Category 3													0
Category 4													0
Category 5													0
Category 6													0
Category 7													0
Total Cost of Sales	0	0	0	0	0	0	0	0	0	0	0	0	0
Gross Profit	0	0	0	0	0	0	0	0	0	0	0	0	0
Expenses													
Salary expenses	4												0
Payroll expenses													0
Outside services	-	-	\vdash	$\overline{}$					\neg				0



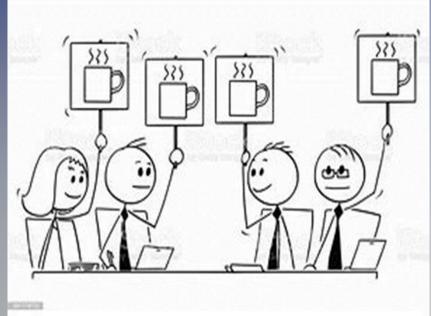
VIII. Financial Plan-Cash Flow



Cash Flow (12 months)						En
	Pre-Startup EST	Jan-19	Feb-19	Mar-19	Apr-19	
Cash on Hand (beginning of month)		0	0	0	0	
CASH RECEIPTS						
Cash Sales						
Collections fm CR accounts						
Loan/ other cash inj.						
TOTAL CASH RECEIPTS	o	0	0	0	0	
Total Cash Available (before cash out)	0	0	0	0	0	Ì
			_			4
CASH PAID OUT						
Purchases (merchandise)						+
Purchases (specify)						L
Purchases (specify)						
Gross wages (exact withdrawal)						1
Payroll expenses (taxes, etc.)						
Outside services						
Supplies (office & oper.)						
Repairs & maintenance						
Advertising						
Car, delivery & travel						
Accounting & legal						
1						

Break...





Where's the money?

Loans

- Banks and Credit
 Unions
- SBA-Guaranteed Lenders
- Micro-Lenders

Equity

- Personal assets
- Family and Friends
- Investors
- Crowdfunding

Grants

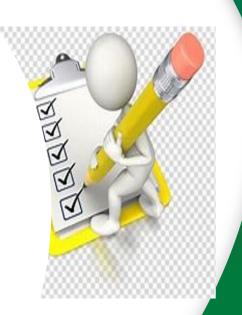
- Foundations
- R&D and Specific Purpose Awards

Banks and Credit Unions

- Generally lower interest rates
- Require good credit (700+ FICO score)
- Demand personal guarantees
- Interested in full service "relationships"

Five "C's" of credit

- CAPACITY (Why? What? How?)
- COLLATERAL (Personal assets)
- CREDIT (FICO rating; Character)
 - CAPITAL ("Skin in the game.")
 - CIRCUMSTANCES/Conditions



Applying for a loan

New business projections

- Income statements 1-3 yrs
- Cash flow statements 1 yr
- Balance sheets 1-3 yrs

Existing business statements

- Balance sheets (last 3 yrs)
- Income (last 3 yrs)
- Cash flow (12 months



Lender requirements

- Current personal financials
- Prior year tax return
- Review of projected ratios
 - Liquidity
 - Leverage
 - Operating
 - Profitability



How SBA helps small businesses get loans



7(a) loans

A group of SBA loans which guarantee portions of the total amount, cap interest rates, and limit fees.



504 loans

Long-term, fixed-rate financing to purchase or repair real estate, equipment, machinery, or other assets.



Microloans

Our smallest loan program, providing \$50,000 or less to help businesses start up and expand.



SBA BACKED FUNDING - COMMERCIAL LENDERS

Lender Match connects you to lenders Get matched to potential lenders offering SBA-backed funding. Content How it works Get ready. Details

https://www.sba.gov/funding-programs/loans/lender-match-connects-you-lenders/



Colorado Housing and Finance Authority





Community and Micro-Lenders



Name	State / Territory	Contact information 3200 Wayne Avenue Kansas City, MO 64109 info@altcap.org 833-549-2890 1888 Sherman Street, Suite 530 Denver, CO 80203 info@coloradoenterprisefund.org 303-860-0242		
AltCap of	Colorado, Kansas, Missouri, Nebraska, Texas			
Colorado Enterprise Fund e	Colorado			
Community Enterprise Development Services	Colorado	1450 S. Havana St. #620 Aurora, CO 80012 303-569-8165		
Region 10 LEAP for Economic Development	Colorado	300 North Cascade Street, Suite 1 Montrose, CO 81401 Michelle@Region10.Net ☎ 970-249-2436		
Region 9 Economic Development District of SW Colorado a	Colorado	135 Burnett Drive, Unit #1 Durango, CO 81301		

- Lower credit requirements
- Fewer personal assets

- Lower loan proceeds
- Higher interest rates
- Relationship to lender's "mission

HTTPS://WWW.SBA.GOV/FUNDING-PROGRAMS/LOANS/MICROLOANS/LIST-



Overview

Type: Loans

For: Small businesses

Application period: Businesses to apply directly with lenders beginning in September 2022 and applications will be accepted on a rolling basis through March 2032

Amount: Loans between \$10,000-\$150,000 dependent

upon offerings of lender

OEDIT division: Business Funding and Incentives

- New and existing businesses
 * No access to traditional loans
- Covid 19 impacted business
- Businesses in underserved areas

Equity Sources

- Personal assets
- Family and friends
- Crowd Funding
- Angel Investors
- Venture Capital



- Source of advice/support
- Some investor control
- Ownership diluted
- More difficult to obtain



Equity Investors

Venture Capital Authority

Summary

- Official Colorado State association
- \$50,000-\$3.25M
- Seed and early-stage startups
- Five active funds

https://oedit.colorado.gov/venture-capital-authority



Venture Capital Investor & Angel Investor in Colorado

- Investors by location
- By industries
- By investment stages
- By location
- By market

https://angelmatch.io/investors/by-location/colorado





Funding is one of the most vital aspects of starting or growing a business. It's also notoriously hard to obtain. The Startup Colorado Funding Database aims to remedy that problem by providing an inclusive and easily-navigable list of funding options for startups and early-stage businesses in Colorado.

Below you'll find the following funding categories:

- Loans
- Venture Capital
- Grants
- Revenue-sharing
- Crowd-funding

https://startupcolorado.org/resource-center/funding-database

Grants



Foundation and Federal Grants

- Nonprofits
- Small businesses
- Individuals

https://www.grantwatch.com





FIND. APPLY. SUCCEED."

For non-profits, targeted community programs

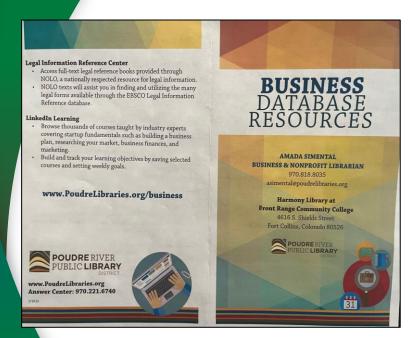
Government-funded programs and projects

- Search for grants
- Grant policies
- Granting agencies

https://grants.gov

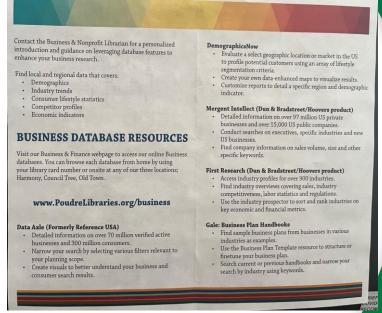
Innovation Research and Technology

Resources



Amada Simental
Business & Nonprofit Librarian
970-818-8035
asimental@poudrelibraries.org





Harmony Library at
Front Range Community College
4618 South Shields Street
Fort Collins, Colorado 80525

Business Databases 🕒









Industry:

- Industry overviews
- Growth ratings & drivers
- Industry opportunities
- Business challenges





MRI SIMMONS

Market:

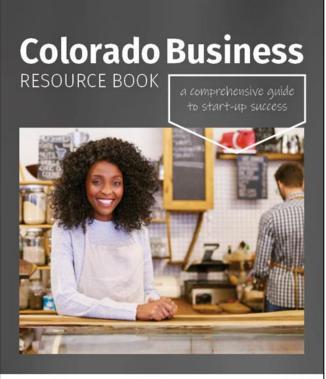
- Demographics
- Brand/product preferences
- Lifestyle segmentations
- Psychographics

data axle



Competition:

- Filter equipped business directories
- U.S. & international businesses
- Financial information
- Industry codes







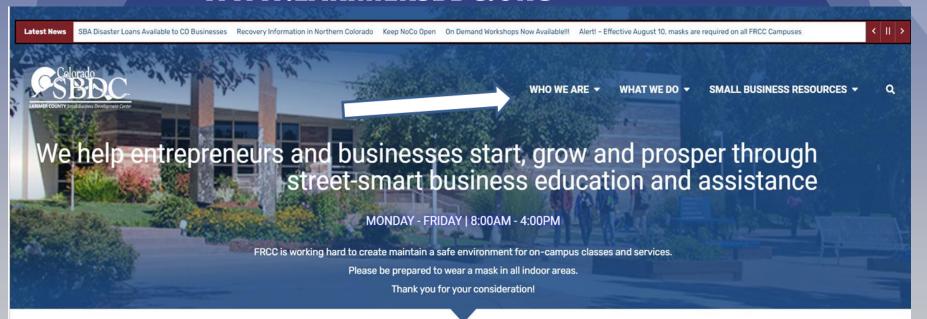


https://coloradobusinessresourcebook.com/

(English and Spanish versions)



WWW.LARIMERSBDC.ORG



Free, Confidential One-on-One Consulting

- ✓ We will match you with one of our 40+ Business Consultants whose experience and expertise can best assist you
- Consulting is free, confidential and tailored to your business
- Provide specific, in-depth assistance with your business
- Our consultants can advise you on a wide range of business opportunities and challenges

https://larimersbdc.org/what-we-do/consulting/



STARTING YOUR BUSINESS

Business planning

Demographic and industry data

Licensing and registration



GROWING YOUR BUSINESS

Financial analysis
Marketing and sales
Social media and websites
Pricing products and services



SUSTAINING YOUR BUSINESS

Disaster preparedness
Strategic planning
Lean manufacturing
Contracting opportunities
Capital formation



HELPING YOU PROSPER

Expanding locations and products
Export opportunities
Rebranding and retooling
Exit strategies

REQUEST AN INITIAL APPOINTMENT

New to the SBDC? To request your first consulting appointment through Colorado SBDC website, please click

REQUEST INITIAL APPOINTMENT

REQUEST A FOLLOW-UP APPOINTMENT

If you've already met with an SBDC consultant, request a follow-up appointment here:

REQUEST FOLLOW-UP APPOINTMENT

SIGN INTO YOUR CLIENT DASHBOARD

Sign into your client dashboard on the Colorado SBDC website to view upcoming appointments, register for workshops and more:

EXISTING CLIENT SIGN-IN

https://larimersbdc.org/consultants/

WHO WE ARE ▼

WHAT WE DO ▼

SMALL BUSINESS RESOURCES ▼

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FRIDAY | 8:00AM -

in a safe environment for ed to wear a mask in all you for your considerat ABOUT US

MEET OUR TEAM

CONSULTANTS

INSTRUCTORS

LOCATIONS

SUCCESS STORIES

OUR SPONSORS AND PARTNERS

CONTACT

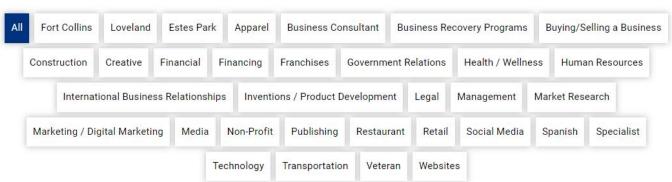
CONSULTANT TOOLS

prosper through and assistance

ervices.

https://larimersbdc.org/consultants/

Larimer SBDC Consultants





Adam Shake



Bill Scott



Bonnie Johnson



Brandon Lee



Curt Bear

Today's Review

Business Plans

- * "Lite"
- * Traditional

Where's the money?

- *Loans
- *Investors
- *Grants

Where's the help?

- * Colorado OEDIT
- * SBDC
- * Poudre Library



Questions?



Who we are & what we do









www.LarimerSBDC.org



www.score.org

Thank you!

Please tell your business friends to find us at www.larimersbdc.org







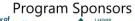




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The End

