

ALBERTA
INDIAN INVESTMENT
CORPORATION
(AIIC)

Business plan information request

Alberta Indian Investment Corporation

Required Client Information

Starting or operating a business can provide you the entrepreneur and your community with many rewards. A sound business plan requires important planning and attention to details. You will require information about the industry you are getting into. A business plan acts as a blueprint for your business. Your business plan will assist you in where you want to go and how to get there.

You are the prime user of your business plan. The business plan will help you address the weaknesses and to capitalize on your business strengths. Investors want to know how you will repay your debt. Your business plan should be written in such a way that an uninformed reader can understand your business and what you want to accomplish.

A business plan is necessary to obtain financing from the A.I.I.C. or any financial institution. As part of A.I.I.C's requirements the following information is required as part of your business plan.

EXECUTIVE SUMMARY

- * Brief Summary of the high lights of your business proposal: (how did you get started and whom do you work for?)
- * The Nature & amount of loan requesting (what is the purpose?)
- * The contact persons name (who will manage the business?)

FINANCING & CAPITALIZATION

- * The purpose of financing (what are you purchasing? A bill of sale or written quotes of all equipment)
- * Listing all sources and uses of financing (how much is your equity, are you expecting any grant monies and how much do you need to borrow?)
- * Indicate the amount and form of your equity toward the proposal (how much cash are you putting into the project?)
- * Indicate the terms of the loans you are applying for (amount, terms, rate, when required)
- * List what security you have to offer (both personally and within your business).

STRUCTURE & OWNERSHIP

- * Provide a brief description of your business and the services/products that you provide within your industry.
- * Indicate what form your business will be operating under (Sole Proprietorship, limited company, partnership).
- * List of agreements & contacts in force with Band/Tribe or other organizations.

MARKETING PLAN

- * Indicate who are your primary customers and note if any contracts or agreements are in place.
- * Types of advertising or promotions to be used.
- * Discuss the following: - pricing policy – distribution policy
- * List any other markets that you may be able to sell your services/products.
- * Discuss your marketing advantage.
- * Indicate who is your immediate competition.
- * Indicate the types of services and the location of your major competition.

OPERATIONAL PLAN

- * Please provide a description of the equipment required and facilities.
- * Please provide copies of quotes from suppliers.
- * List any suppliers.
- * Please discuss the following: - inventory – suppliers - material
- * Please include personal policy (duties and responsibilities of yourself and staff)
- * Description of insurance coverage along with the insurers name (supply policy along with a quote that notes the description of the coverage.)
- * Names and addresses of accountants, lawyers, advisors.
- * Please provide copies of equipment appraisals if applicable (transportation industry)
- * Please provide copies of operator's certificates and drivers abstract (transportation industry)
- * If your business is located on-reserve, please provide a Band Council Resolution (standard BCR wording attached)

FINANCIAL ANALYSIS

- * provide projected cashflow statements (detailed monthly forecasts of cash inflows & outflows for three/five years)
- * provide projected income statements (detailed monthly operating expenses which details all revenue and expenses for three/five years)
- * provide assumptions on all financial information (how you arrived at your numbers)
- * provide information on the following: - operating line of credit, collateral security, other loans outstanding, name of banking institution & account types, personal debt, co-signed guaranteed of other loans.

**ALBERTA INDIAN INVESTMENT CORPORATION
BUSINESS PLAN CHECKLIST**

Have you included:

- 1) An introductory letter
- 2) An Executive Summary
- 3) Business & Industry Description
 - characteristics
 - trends
 - barriers
- 4) Product/Service Description
 - strengths, weaknesses, opportunities, threats of particular product/service
 - patents, copyrights
- 5) Marketing Plan
 - Assessment of target market
 - assessment of competition
 - assessment of total market
 - marketing advantage
 - advertising/promotion plan
 - pricing policy
 - distribution policy
- 6) Operational Plan
 - description of equipment & facilities
 - operations
 - inventory
 - supplies
 - materials
 - suppliers
- 7) Financial Requirements
 - capital requirements
 - source and uses of funds
 - cashflow statements
 - Proforma Income Statement
 - Proforma Balance Sheet (existing business)
 - Assumptions
 - Personal Net Worth Statement

**** Existing businesses please provide historical financial statements**

NETWORKING

A.I.I.C. networks with Other Agencies that provide funding/assistance to Native Business Persons, such as:

- 1) Aboriginal Business Canada (ABC):
 - grants/contributions
 - loan guarantees
 - funding for feasibility studies
 - funding for business plan preparation (approximately 75% of cost)
 - funding for after care
- 2) Canadian Executive Services Organization (CESO):
 - business consultation (free – from experienced business people)
 - business plan preparation (to some degree)
 - appraisals of equipment, real estate, etc...
- 3) Band Economic Development Officers:
- 4) Bands:
 - grants/contributions
 - loans and loan guarantees
 - Band Council Resolutions (BCR)
- 5) Community Futures Programs and Business Development Centres:
 - loans
 - business plan preparation
 - business consultation
- 6) Mainstream Banking:
 - loans (operating, capital)