

BUSINESS PLAN OUTLINE

1. EXECUTIVE SUMMARY

The Executive Summary should be brief and provide key aspects of the business plan, including a brief financial outline.

2. BUSINESS DESCRIPTION

Describe in detail the product or service you are offering, and place of business. Service businesses should outline their service area. If you are a home-based business please identify which area of the house you will be allocating for working space.

Regulations and Insurance

- i) You will be required to provide a copy of the Business Name Registration if you are approved for an Award. Most Program Providers will be able to assist you with registration and provide you with information on regulations, taxes and insurance. Here are some resources online:

[Your Guide to Small Business](http://www.sbe.gov.on.ca/ontcan/sbe/en/st_yrguide_en.jsp)

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[Business Start-up Info](http://www.cbbsc.org/servlet/ContentServer?pagename=CBSC_ON/display&c=GuideInfoGuide&cid=1085667968434&lang=en)

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[Ontario Business Connects](http://www.cbs.gov.on.ca/obc)

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- ii) Are any other permits or licences necessary for your business (e.g. renovator's permit, health permit and cartage licence)? Contact your Municipal Licensing Commission office for any of the above licenses.

- iii) Will you be obtaining insurance for your business?

Please indicate what insurance you intend to purchase and the cost e.g. third party business liability (property damage and/or personal injury), contents, commercial, vehicle, etc.

- iv) Are you planning to hire employees? If you are you will need to apply for an employer number. Are you aware of the deductions you must make? Contact the nearest Canada Customs and Revenue Agency (blue pages of your telephone book). If you have employees you should contact the Workers' Safety and Insurance Board (blue pages of your telephone book). Program Providers have information on all these topics.