**The condensed version of a business plan is designed for small businesses that have been established more than three years, and the original extended version of their plan was submitted to the Certified Business Enterprise (CBE) at the D.C. Department of Small and Local Business Development. This is continuation of the original plan and it states specifically the business needs and projections as they relate to their new loan, community reinvestment and DCCSP eligibility.**

Table of Contents:

1. Executive Summary 2. Strategic Implementation 3. Financial Plan

1. Executive Summary

1. What does your business do?
2. Who are the founders of the business?
3. What are the land, equipment, number of employees and financial resources?
4. Who is the CEO and legal structure of the company (Corporation, Partnership or Proprietorship)?

|  |
| --- |
|  |

2. Strategic Implementation:

1. How will you increase product production?
2. How many employees will you hire to meet your new needs?
3. What type of equipment, physical expansion or increase suppliers will you need?
4. What is your new sales and marketing plan?
5. How will the DCCSP program help your business and the community?

|  |
| --- |
|  |

Financial Plan and Projections:

1. How will manage the financial risk your business faces?
2. What operating procedures, such as cash flow budgets spending limits, will you have to ensure adequate money for debt repayment?
3. How will the new employees increase your profits?
4. With the increase of working capital from a line of credit or the benefit of a term loan how will that affect your profits over the next three years?
5. What are the proceeds of the loan going to be spent on? (Personnel, expansion, equipment or renovation). How will the funding be used to enhance your business?

|  |
| --- |
|  |

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_