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Guideline for a Loden Business Plan

This guideline document is prepared to assist applicants in designing an appropriate business plan by referring to this skeleton guideline but without necessarily having to follow it "to the letter," as business plans generally vary depending on the type and size of the business. This document attempts to provide you with general basics; although adherence to this guide doesn't guarantee financial support from Loden or any other sources, it is solely meant to help you with the basic structure of the business plan.

1. Executive Summary

It is advisable to write an executive summary after the completion of the main business part, as it is generally meant to be a comprehensive summary of your business plan. You must include key points from all relevant chapters, preferably summarised in 500 words or less.

2. About the business

Provide a brief overview of your business, highlighting its current operations, products, and key stakeholders. Additionally, introduce the purpose of your proposed agriculture project and its alignment with the broader goal of accelerating agribusiness growth in Bhutan.

Also, offer a thorough description of the property where your agriculture project will be implemented. Include information on location, topography, soil composition, climate, recent property improvements, and any exposure to natural calamities.

3. Agriculture Proposal Details

This section describes the agriculture project for which you are developing this proposal. Select a purpose for the project, then insert a detailed description.

a. Project Description: Explain how your proposed project factors in or implements agriculture best practices, incorporates technology, and creation of employment or income for farmers and or cooperatives
b. Technological aspect: List and detail the technology you will be using and its effect on the entire project and its outcomes
c. Long-term project Impact: Detail the long-term impact of the proposed project on your business.- environmental, social, economic
d. Project Description Justification: Explain how you will monitor the project to ensure that the deliverables outlined in this proposal are adhered to and fulfilled)

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e. Sustainability: Explain how the project will sustain itself after the completion of the project
f. Compliance Plan Details: List the experience, education, and additional qualifications of the owner and any managing partners or supervisors.

4. Funding Schedule

Provide a table detailing the stages of your project, the funding required for each step, and the estimated date for each stage.

5. Brief Investment Plan

Outline the investment plan for your business, including machineries, vehicles, working capital, constructions, HR expenses, operational expenses, and equipment.

6. Risk Analysis

Document the risk analysis for the agriculture project, including risks, likelihood, consequences, and mitigating actions.

7. Project Background

Include additional details about your project that may aid the committee in decision-making.

8. Project Justifications

Provide detailed justifications for pursuing this project, including statistics and data supporting your rationale.

9. Scope of Work

List all work responsibilities you will undertake for the project.

10. Project Objectives

Summarize the objectives of the project and outline how you plan to achieve them.

11. Next Steps…

Highlight the necessary next steps to ensure the project achieves its milestones.

12. Financial Planning

Include your business's profit and loss statements, balance sheets for the past two years, and financial projections.

Note: *Make sure you write the name of your company, logo (if you have one), location of your company, name of the applicant and your contact details on the cover page of your business plan. Your business plan shouldn't exceed 15 pages.*