

STREAM II: BUSINESS PLAN DEVELOPMENT

BUSINESS PLAN DEVELOPMENT GRANT GUIDE

The foundation will provide grants in the \$8,000 to \$10,000 range for business plan development consultation and support.

Once you have completed a feasibility study and determined that your project is viable and that financing is required the next logical step is a business plan. This will allow your organization to move from the theoretical to the practical in how objectives will be met in order to reach organizational goals.

In order to access a Business Plan Development grant you must demonstrate that you have completed a Feasibility Study (financed by CAIF or otherwise).

Elements of a Business Plan

1. Clear, detailed plan demonstrating that the project can be completed and how;
2. It is anticipated that a consultant would be engaged however, it is important that through the process the organization/grantee retains 'ownership' of the project.

Grant Application Process

The Canadian Alternative Investment Foundation (CAIF) operates with a two-stage application review process:

1. Letter of Inquiry (pre-proposal inquiry) and an;
2. Invited Applicant (full application process).

Pre-Proposal Inquiry The Letter of Inquiry cover page and all other forms are found on the Resources page. Do not fill out the full application unless invited to do so.

Applicants seeking a grant will submit a brief letter of inquiry (maximum of two pages). This pre-proposal inquiry letter should include:

1. A brief description of the funding needs related to financing your project;
2. A brief description of the social impact of your project;
3. The mission and/or vision of your organization;
4. A brief budget and time-line of activities;
5. It should also include the Letter of Inquiry cover page.

Potential applicants are strongly advised to contact the Foundation office prior to submitting a letter of inquiry.

Full Application Process

A Review Committee will evaluate the Letters of Inquiry for their coherence with CAIF objectives and criteria and then invite successful applicants to submit a full proposal.

Please note that the review process takes approximately six – eight weeks from the invited application deadline until board review and approval for all three granting streams.

