

# Social Entrepreneur Project

## Business Plan Assignment & Questions by Section

FROM: The Nonprofit Business Plan - Program Precedes Money. Planning Precedes Program, Don Griesmann's Nonprofit Blog. SATURDAY, JULY 26, 2008 <http://dongriesmannsnonprofitblog.blogspot.com/>



### SECTION 4: Operations

#### **Description & Overview:**

Explain how you will create and how you will deliver your service and meet the identified priorities and need(s). Specify how you will get your service out the door to customers/clients or supporters and meet the needs you see.

Give the location of your service and state how and why that location was selected.

Are there any barriers for your clients/customers because of this location? Will you be compliant with all laws regarding disabilities? Do you have a storage area? Where will your inventory be warehoused or kept?

Create a flow chart that shows the steps you will take to offer and to provide the service. What records will you need to keep and what reports will you prepare about the organization? The State, IRS and funders require written reports, usually annually. In order to be recognized as a tax exempt organization (so that contributors may take a tax deduction for contributing) you have to complete and file IRS Form 1023. Form 1023 will take you hours and hours to complete. One of the most difficult sections of 1023 is Part IV where it states "describe your *past*, *present*, and *planned* activities in a narrative". See also Part VIII where you are asked to list and discuss certain specific activities. The information you provide in your Business Plan here will help you be prepared for that IRS' narrative and required details.

#### **Questions to Guide Discussion, Research, and Writing:**

1. How will you create your service and meet identified priorities and needs?
2. How will you deliver your service?
3. How will you get your service out the door?
4. What is the location of your service?
5. How and why was this location selected?
6. Will you be compliant with all laws regarding disabilities?
7. Do you have a storage area?
8. Where will your inventory be warehoused or kept?
9. What steps you will take to offer and to provide the service? Create a flow chart.
10. What records will you need to keep and what reports will you prepare about the organization?
11. What form must you fill out, annually, to be recognized as tax exempt organization?