

FEDERATION OF FREE WORKERS – SOCIAL CREDIT FUND
FEDERATION OF FREE WORKERS
FFW Bldg., 1943 Taft Avenue, Malate, Manila

BUSINESS PLAN
(For Livelihood Projects)

I. GENERAL INFORMATION

- A. NAME OF THE ORGANIZATION** : _____

- B. AMOUNT OF LOAN REQUESTED** : _____
- C. TITLE OF PROJECT** : _____

II. TARGET BENEFICIARIES

Who and how many are the target beneficiaries of the project?

III. OBJECTIVES

Explain briefly the purpose of the project. How is it expected to help its target beneficiaries?

IV. PROJECT DESCRIPTION

A. Production Aspect

1. Describe the products/services that will be produced/sold. Describe its applications or uses that may not be readily apparent. Note the competitive advantages that the product has over other similar products.

B. Marketing Aspect

1. Identify the primary customers.

Target Market	Location	Quantity of Products Required

C. Project Management

1. State how many people will be involved in the management of the project. What will be their specific functions?

Personnel Involved	Specific Functions

D. Financial Aspect

1. **What would be the expenses for the implementation of the project?**
This would include items under pre-operating expenses like licenses; purchase of fixed assets like equipments; operating expenses like salaries

and purchase of materials, etc.

PRE-OPERATING EXPENSES

Items	Amount

TOTAL _____

PURCHASE OF FIXED ASSETS

Items	Amount

TOTAL _____

2. Identify the Competitors :

Name	Quantity Products Sold	Selling Price

3. Present the price list of the proposed products/services.

What is the percentage of mark-up used? Indicate the terms of the sales, for example, COD, credit, cash basis, etc. Please use additional sheets, if needed.

2. **Operation's Input** - Indicate all assumptions used for expenses. (For example, no. of paid staff, supply of material's costs, rentals, periodic cost increases of the above, etc.)

Items	Amount (monthly)

TOTAL _____

3. **Revenues from goods produced** - Indicate all assumptions used for income projections. (For example, selling price and frequency of sales; increase in selling price of goods/services in reference to inputs/V-2, (You may use additional sheet of paper).

Items	Amount (monthly)

TOTAL _____

4. **List down expected sources of income and their corresponding amounts per month.**
 (For projects like livestock raising and similar ventures with sales cycle of more than one month, meaning it takes more than one month of preparation before a sale can be realized. (You may use separate sheet of paper for this.)

Items	Amount (periodic)
TOTAL	

5. **Describe how the profit/ net surplus will be allocated to the Organization and its Members :** a) by equitable sharing ; b) by Cooperative Code /RA # 6938 ; c) by other means, pls. specify.

6. **How much and how often is each member required to contribute for the capital build-up ?**

Certified true and correct :

Signature over printed Name

Position

Date