



Starting a Co-operative

ICOS Business Plan Template

Document outlining the business plan for a proposed co-operative

Starting a Co-operative: Business Plan Template

The following document serves as a guide document only. It is an example of the questions and thought process that the Irish Co-operative Organisation Society (ICOS) expects prospective co-operatives to discuss prior to submitting an application for registration of a new co-operative.



1. CONTACT DETAILS

Proposed Co-operative Name	
Proposed Registered Office Address	
Secretary Name	
Secretary Phone Number	
Secretary Email Address	
Names and Addresses of the seven Special Members	
1.	
2.	
3.	
4.	
5.	
6.	
7.	



2. Co-OPERATIVE DETAILS

Co-operative Outline and Business Activities	Brief outline of the history of the enterprise. Outline the primary business activities of the enterprise. Outline the common need and set out how the proposed co-operative aims to satisfy this need.												
Co-operative Purpose	<p>Has the enterprise selected an accountant and auditor for the enterprise? If yes, please detail;</p> <table border="1"><thead><tr><th>Year</th><th>Number of Members</th><th>Expected Turnover</th></tr></thead><tbody><tr><td>Year 1</td><td></td><td></td></tr><tr><td>Year 2</td><td></td><td></td></tr><tr><td>Year 3</td><td></td><td></td></tr></tbody></table>	Year	Number of Members	Expected Turnover	Year 1			Year 2			Year 3		
Year	Number of Members	Expected Turnover											
Year 1													
Year 2													
Year 3													
Management Details	Has the proposed enterprise decided on a management team and board of directors? If yes, please detail;												
Accountant	Has the enterprise selected an Accountant and Auditor for the Enterprise? If yes, please detail;												



3. MARKETING PLAN

Feasibility of the Co-operative

3.1 Will the enterprise be offering a service or produce a product or goods? Please specify.
3.2 What is the expected demand for these goods or services? Please specify.
3.3 Has a feasibility plan been conducted for the enterprise? If yes, please attach this document to your business plan.

Pricing and Market Positioning

Have the founding members discussed the pricing & positioning of these services/goods in the market place? Please specify.



4. OPERATIONAL PLAN

Proposed Start Date	What is the planned start date/operational date of this enterprise?
Operational Plan	Are there manufacturing/services delivery plans in place at this stage?
Staffing & Training	Are there staffing and training plans in place at this stage?



5. FINANCIAL PLAN

Funding Requirements	What is the total funding requirements to deliver the proposed product or service that the co-operative intend to deliver?
Members Input	What % of this funding will be provided by the members of the co-operative?
# Members	How many members have been canvassed to initially form the co-operative?
Members: Financial Contribution per Member	What is the proposed financial input in terms of share capital by the individual members in the co-operative?
Other Funding Sources	Outline other sources of funding that are being sought or secured, e.g grants etc.
Bank Funding	Has funding being sought or committed by a bank or other credit institution? If yes, specify the name of the bank.



6. OTHER DETAILS

Please state other pertinent details or information relevant to this business plan



Irish Cooperative Organisation Society

Contact us:

ICOS
The Plunkett House
84 Merrion Square
Dublin 2
D02 T882

Tel: +353 1 676 4783
Email: info@icos.ie
Web: www.icos.ie
www.coop.ie

