



## **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

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



## 2. CO-OPERATIVE DETAILS

<b>Co-operative Outline and Business Activities</b>	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.												
<b>Co-operative Purpose</b>	Has the enterprise selected an accountant and auditor for the enterprise? If yes, please detail; <table border="1" data-bbox="555 920 1487 1205"><thead><tr><th data-bbox="555 920 868 969">Year</th><th data-bbox="868 920 1174 969">Number of Members</th><th data-bbox="1174 920 1487 969">Expected Turnover</th></tr></thead><tbody><tr><td data-bbox="555 969 868 1046">Year 1</td><td data-bbox="868 969 1174 1046"></td><td data-bbox="1174 969 1487 1046"></td></tr><tr><td data-bbox="555 1046 868 1122">Year 2</td><td data-bbox="868 1046 1174 1122"></td><td data-bbox="1174 1046 1487 1122"></td></tr><tr><td data-bbox="555 1122 868 1205">Year 3</td><td data-bbox="868 1122 1174 1205"></td><td data-bbox="1174 1122 1487 1205"></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													
<b>Management Details</b>	Has the proposed enterprise decided on a management team and board of directors? If yes, please detail;												
<b>Accountant</b>	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

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



## 5. FINANCIAL PLAN

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

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