(Please ensure this is the first page of your entry)

|  |  |
| --- | --- |
| **Entrant Name** |  |
| **Proposed / Actual Business Name** |  |
| **Mailing Address** | |
| **Telephone** |  |
| **Cell Phone** |  |
| **Fax** |  |
| **Email** |  |
| **Business Type** | New  Start-up  Diversification |
| **Location of business (physical address if known)** | |

**Stage 1 Entry Requirements check list:**

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Completed Abbreviated Business Plan

Financials

Resume

Other Supporting Documents (optional)

**Submit your entry by 4:30pm February 10, 2023:**

**In person:** RDBN office located at 37 3rd Avenue, Burns Lake, BC

**Mail:** Regional District of Bulkley-Nechako, Attn: Business Contest, Box 820, Burns Lake, BC V0J 1E0

**Email:** [economic.development@rdbn.bc.ca](mailto:economic.development@rdbn.bc.ca)

Please limit text to 300 words or less per section. Only the first 300 words will be considered.

**Business Idea Overview**

Describe your business, business idea, or diversification plan including its history, the product/service you will provide and the industry you will be a part of. Include length of time you have been in business or when you plan to start-up your business.

Click here to enter text.

**Customer/Market Description**

Include a description of your target customer and how their number and demand for your product/service may shrink or grow over the next few years.

Click here to enter text.

**Local Market Outreach**

Include one or more letters from members of your target market detailing the need for your product or service and their desire to begin your business.

Click here to enter text.

**Competition**

Identify your competitors and compare how their products/services compare to yours. Describe what will make your product/service stand out from the competition. Describe how your target customers will hear about and choose your business over the competition.

Click here to enter text.

**Marketing and Sales**

Describe what your marketing strategy is going to be.

Click here to enter text.

**Operations**

Describe what you will need to conduct your operation including the facility, suppliers, employees, technology and equipment.

Click here to enter text.

**Management Skills**

Describe your skills and qualifications relating to your operation, marketing, financial management and administration. Remember to attach your resume to the application. If possible, obtain a letter of support from a member of your business community.

Click here to enter text.

**Risk Assessment**

Describe any conditions that may put your business success at risk.

Click here to enter text.

**Summary**

Describe why you consider your business proposal to be viable using such factors as financing, demand, product/service characteristics, personal skills and how you plan to address any identified weaknesses.

Click here to enter text.

**Other**

Include any other information you think is relevant but has not been included elsewhere.

Click here to enter text.

**Financial Details**

* If you are a business planning to start-up within the next 6 months, the Business Startup Financial Worksheet and [Cash](http://www.rdbn.bc.ca/economicdevelopment/rdbn-business-events/start-up-business-contest/2017-rdbn-start-up-business-contest#contest-documents-forms-and-spreadsheets) Flow Financial Worksheets must be filled out.
* If you are an existing business, the Cash Flow Financial Worksheets must be filled out.
* Note that there are multiple sheets within each excel workbook.
* Be sure to refer to the instruction sheets provided with the cash flow and financial worksheets for assistance in filling the forms.

**Attachments**

Include any other attachments you think are important to your business planning.

***It is the responsibility of the entrants to ensure their entries have been received***