**FAIM Program**

**Client & Coach Guide to Business Development Requirements**

1. **Business Plan** – must be detailed! The reader should have a clear understanding of the business after reviewing. FAIM offers a business plan template in Microsoft Word. If the client chooses to use a different template to create their business plan, the following topics are FAIM requirements and must be addressed:
2. **Business info page** – listing legal name of the business, location, owner info
3. **FAIM client’s experience/background/knowledge in this type of business.**
4. **Description of the goods/services to be sold/provided to the customers**
5. **Market analysis**
6. **Marketing plan**
7. **Management and staffing plan** - detailing each person’s roles/responsibilities
8. **Financial projections (Income Statements, Balance Sheets, Cash Flow Statements)**
9. **Plan describing the intended use of the FAIM funds and how/why the funds will benefit the business**. Funds may be used for business start-up or enhancement/expansion. An explanation of how the funds will be used to capitalize the business must be written into the plan. Eligible use of IDA funds includes costs for “start-up expenses, equipment, rent, supplies, targeted marketing or advertising expenses, and inventory expenses”.
* **Using FAIM funds for vehicle purchase is very restricted, has additional requirements and must be pre-approved by FAIM Admin. Ask FAIM coach for more information.**
* **The following are not eligible uses of FAIM funds: cash, working capital, starting cash, etc.**
1. **Separate itemized list for intended use of FAIM funds** – Microsoft Excel template including budget available through FAIM. The client must also provide an itemized list that breaks down the intended use of FAIM funds as described in the business plan. The list must total at least the amount of the FAIM payout (savings and match) being requested.
2. **Itemized projected budget (Jan–Dec) for 12-24** **months** – Microsoft Excel template available through FAIM.
3. **FAIM Business Plan Approval form signed by client and qualified reviewer**
4. Qualified reviewer is someone from “a financial institution, a microenterprise development organization or a nonprofit loan fund having demonstrated fiduciary integrity”
* Before signing the form, the qualified person is to review the business plan, including budget, for integrity/sustainability and provide feedback/input for any areas needing improvement.
* FAIM client should take reviewer suggestions into consideration, revise the plan as needed and go back to the reviewer (if needed) for final review and completion of the Business Plan Approval form.
* The person reviewing the business plan is not responsible if the FAIM client’s business is not successful.
1. **W9 form completed by the client/business owner with EIN assigned by the IRS**
2. Client must choose a name for the business rather than doing business under his/her legal name.
3. Must apply for an EIN from IRS US Treasury Department - even if operating as a sole proprietorship.
4. Social security number will not be accepted on the W9 form.
5. **Proof of current business checking or savings account open at a financial institution**.  Starter checks will not be accepted – the business information must be imprinted on the check/deposit slip. We may accept business account opening documents or a copy of the business account statement if checks haven’t been printed yet.
6. **Client must retain a file of the receipts, invoices, etc**. for the purchases made using FAIM funds for a period of at least 7 years in case of audit or program review.