



## **BUSINESS PLAN TEMPLATE**

### **Introduction**

*This template is designed to assist in completion of the requirement to submit a business plan to Pro Bono Partnership as part of your request for legal assistance and as part of our screening process.*

*Please complete what you can as thoroughly as you can.*

*The type of information requested as part of the Request for Pro Bono Legal Assistance from groups seeking to obtain a 501(c)(3) tax exemption will be required to be provided in the application to the Internal Revenue Service for tax exemption. Receipt and review of this information will allow Pro Bono Partnership to determine if it can provide the legal assistance requested.*

### **Mission**

### **Proposed Activities that Will Accomplish the Mission**

### **Beneficiaries of the Proposed Activities**

### **Communities Where the Activities will be Conducted**

### **Groups Addressing the Same Mission and How You Differ**

### **Sources of Financial Support**

## **Fundraising Plans**

### **Proposed Three-Year Budget**

	<u>Current Year</u>	<u>Second Year</u>	<u>Third Year</u>
Revenues (Specific Line Items)			
Expenses (Specific Line Items)			

#### Notes:

1. If you have been in operation for more than the current year, you should provide actual numbers for completed years and expected or estimated numbers for the current year and the next two years.
2. Itemize revenues and expenses as specifically as possible.
3. For new organizations, please give some thought to what activities you expect to accomplish to further your mission, what you will need to spend to implement these activities, and potential sources of revenue. We understand that these will be estimates.

#### **Potential Board Members (at least three)**

#### **Staffing (employees and volunteers)**

#### **Previous Experience of Applicant**

#### **Your Activities to Partner with Another Organization with a Similar Mission**