EDO TOOLKIT HOW TO MANUAL

Getting the most out of your Toolkit

Introduction

Welcome to your EDO Toolkit!

The toolkit is made up of a variety of folders, one is for proposal writing, one is for writing a basic business plan, one is for developing a variety of RFPs, one is for outfitters and tourism establishments, one holds information on a number of government programs, and there is one that contains a number of funding resources for any sort of project you are potentially interested in doing in your community. Finally there is one folder with a business glossary and another one with useful contact information.

Business Glossary Folder

In this folder, you will find one document, it is a business glossary so you can familiarise yourself with a number of business terms. Things such as accounts payable, accounts receivable, accrual basis, amortization, bank reconciliation, balance sheet, balance of trade, bad debt, capital, capital asset, capital loss, capitalisation rate, collateral, chattel mortgage, cost-benefit analysis, debentures, debt, debit, equity, escrow, earnings per share, earnings before taxes, financial breakeven point, fixed asset, fixed cost, fiscal year, general ledger, generally accepted accounting principles, goodwill, grace period, gross domestic product (GDP), gross national product (GNP), gross profit, gross sales, growth rate, all the way to things such as write offs and zero-base budgeting. It has 104 pages of business definitions that are of use to you as an EDO.

Business Planning Folder

In this folder, you will find a sub folder on financial statements and several documents which will help you either develop a business plan or evaluate one that has been given to you by a client.

Let's start with the possibility that a business plan has been given to you by John's Taxi, so you open up the plan and have never read one before. So what are you looking for? What things should you keep in mind when reading a plan and seriously what makes a good plan compared to one that is not going to be funded.

Lucky for you, inside the toolkit are 32 basic questions to help you evaluate the plan that is before you. So before you read the plan, read the 32 questions and keep a copy of them beside you as you read the plan so you know what to ask as you read, and if something is not

answered by the plan itself, that means you can go back to the client and state that certain things are missing and need to be addressed prior to it being handed in to a funder.

Now say you want to develop a plan for John's Taxi since he came through your door and stated that he wanted to start a business. You would undertake the following steps with your client.

1. Open the **Worksheets Questions** and answer as many questions as possible with your client as the answers will form the base for their business plan.
2. Open your **Interactive Business Planner** when your client has left and start answering the questions found in each section. You can use the template at the back of the **Interactive Business Planner** or the **Template Business Plan** included in this folder.
3. To see some other templates and to obtain any additional sort of help, you can check out all of the web addresses we have included in the **Reference Material – Web Addresses** document. Here is where you will find a variety of useful links to help you develop the plan for John's Taxi.
4. Once you have collected all of your research and have answered all of the relevant questions found in the **Worksheets** and the **Interactive Business Planner** you are in a position to lay out the entire written portion of your plan.
5. Open the **Financial Statements** folder now to develop the financial statements for John's Taxi.
6. Open the Word document **Notes for Financial Statements** first and read it thoroughly prior to opening the spreadsheets.
7. Open the Excel spreadsheet **Financial Statements and Ratio Calculators** fill in the sheets accordingly.
8. Prepare final plan for your client

Funding Resources

This file folder has a document in it called Funding Resources 2015. This document contains details on funding programs for projects in Arts and Crafts, Economic Development Programs, Health and Justice Programs, Infrastructure Programs, Skills Development/Training Programs, and Youth Programs. This document was originally developed by the Government of Nunavut Department of Health. However they do not make it very easy to find and therefore we created a hardcopy for the EDOs of Nunavut.

Government Programs

In this folder there are two documents, the first document *Government Departments and Inuit Organisations* contains a list of all of the GN departments and their web addresses as well as all of the Inuit organisations in the country that are relevant to each community. Once you visit one of their sites, you can find what programs they are offering. There is also a list of Federal Departments that you will find useful and helpful. The second document is *Nunavut Business Development Programs* and once you open that document, you will see descriptions of the various programs and their funding levels for various types of business development projects.

This can be supplemented by the Funding Programs file where a number of the programs are expanded on.

Proposal Writing Folder

In this folder, you will start with the Interactive Proposal Writer. There are all the steps you need to follow as well as a template. We have also included a proposal that was written for a community freezer for Igloolik. It is just a sample of another format for you to follow. The Interactive Proposal writer operates a lot like the Interactive Business Planner.

When you write a proposal, you need to make sure you understand who you audience is and what program you are writing to and the goals and objectives of the program. Some important things to keep in mind are the eligibility criteria, evaluation criteria, the eligible costs and the deadlines. The template that has been included and all of the questions that need answering will allow you to prepare a quality proposal for your projects.

RFP Folder

In this folder, you will find a generic RFP for just about any project you want to do, one for a CED Plan and one for a business plan. If you open the one for the CED Plan, it is pretty much written for you and all you have to do is fill in the blanks. For the Business plan RFP, same sort of approach, fill in what is missing, so things like a description of the business, and the name of the client, etc.. For the Generic RFP, this one requires a little more thought, however, the outline is there and there are notes to let you know what to enter and where.

Tourism Act and Outfitter Regulations

This folder contains the regulations for outfitters and the Tourist Establishment Regulations as well as the Tourism Act. There are applications for Outfitters and Tourism Establishments attached to the documents. These are just the regulations and application forms. There is nothing more to this folder.

Useful Contact Information Folder

It contains one document that tells you how to find the NEDA website, the regional CEDOs and who to speak to at each CEDO. The regional contacts for Economic Development and Transportation – the regional directors of community operations. There are also Building Code, Fire, Safety, and Health contacts for each region. Legal registries and CCRA are also included.

The EDO toolkit is a living breathing document, and if you feel we are missing something you need to let us know so we can improve this toolkit for all EDOs in Nunavut, be they brand new

to the job, or veterans. This toolkit is for everyone and should be useful for all of you regardless of experience.