



## ***Application and Business Plan***

The 1000 Islands CDC (TICDC) and Community Futures Grenville (CFG) are federally funded not-for-profit economic development organizations. We are committed to assisting and encouraging job creation and community economic development through Leeds and Grenville.

TICDC and CFG are governed by volunteer Boards of Directors comprised of skilled professionals drawn from the local community. The directors and staff are dedicated to facilitating entrepreneurial development and the creation of small business initiatives.

This competition is open to businesses located in the service area of TICDC and CFG. This includes the Leeds and Grenville municipalities listed below\*.

### **Business Location (check one):**

- ☐ Municipality of North Grenville
- ☐ Township of Augusta
- ☐ Township of Edwardsburgh Cardinal
- ☐ Town of Prescott
- ☐ City of Brockville
- ☐ Town of Gananoque
- ☐ Township of Leeds & The Thousand Islands
- ☐ Front of Yonge Township
- ☐ Village of Athens
- ☐ Elizabethtown-Kitley Township (southern)

\*If you are unsure whether your business is located in the eligible area, please contact us.

I confirm that, to the best of my knowledge, I will be available to attend the Gala for Leeds Grenville's Greatest Entrepreneur on the evenings of January 28, 2026, and February 4, 2026 (inclement weather date), if my application is selected as a finalist.

## Tips for completing this Application and Business Plan

Prior to final submission, we encourage you to contact us to review the application and business plan. We can help you make your pitch as strong as possible! Please contact:

- **Darren Gallacher** at 613-213-8575, [darren@cfgrenville.ca](mailto:darren@cfgrenville.ca) for businesses located in North Grenville, Edwardsburgh Cardinal, Augusta or Prescott.
- **Candace Fox** at 613-345-6216 ext. 103, [candace.fox@ticdc.ca](mailto:candace.fox@ticdc.ca) for businesses located in the City of Brockville, Town of Gananoque, Township of Leeds & The Thousand Islands, Front of Yonge Township, Village of Athens, or southern Elizabethtown-Kitley Township.

Application package must be  
submitted no later than  
**Friday, October 17th, 2025 at 12 PM**

Applications received after this deadline will not be accepted.



**Community Futures Grenville**  
*Empowering Entrepreneurs*



**1000 Islands CDC**

Funded by the Federal  
Economic Development  
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de développement économique  
pour le Sud de l'Ontario

**Canada** 

# Application Form

Applicant's Name:

Business Name:

Business Email:

Business Phone:

Ownership %:

Ownership Type: ☐ Sole Proprietor ☐ Partnership ☐ Corporation

Website (if applicable):

Social media (if applicable):

## Address of Business

Street Address:

City:  Province:  Postal Code:

## History of Business:

## Why are you entering Leeds Grenville's Greatest Entrepreneur?

**If you win Leeds Grenville's Greatest Entrepreneur, what will be achieved, how will you do it, and why is it important?**

**Required Documents for Submission:**

- ☐ Completed Application and Business Plan form (this form)
- ☐ One-year cash flow projections
- ☐ Financial statements (if applicable)
- ☐ Prototypes (if applicable)

# Business Plan

***Use this template only as a guide. There may be sections or prompts that are not relevant to you. Please be concise.***

## Executive Summary

**Complete this section last.**

- Once your plan is complete, review and identify critical points to include in your executive summary.
- Touch on each business plan key point concisely but comprehensively.
- Readers should be able to understand your business plan without reading the rest of the document.
- Ideally, the executive summary will be engaging enough to convince the reader to finish the document, but they should be able to understand your business plan from your summary.

## Company Profile: The Face of Your Business

The exact elements included in your company description can vary, but here is a list of some of the most important parts to consider:

- Company name – The official name of your business as registered in Ontario.
- Ownership/Management team – Names of the key people behind the company.
- Company history – Start date; What inspired you to start the business?
- What need does your company fulfill?
- Mission statement – A statement that represents the purpose of your company.
- Values – Core values that guide your company's actions.
- Products/Services and target market – A brief overview of what you plan to sell and to whom.
- Objectives – Outline what you want to accomplish now and, in the future, based on your business plan.

## **Market/Industry Research**

- What market need is your business solving?
- What is the size of the market?
- Who is your competition? What are the strengths and weaknesses of your competition?
- What are the strengths and weaknesses of your business?
- What is your market share?
- Why will customers buy your product and/or service?
- What is your value-added benefit? Why will consumers choose your business over a competitor?
- How often will customers buy from you?

## **Sales & Marketing**

### **Marketing Strategy**

- What is your marketing budget?
- What is your message to attract customers?
- What methods of marketing will you use?

### **Sales Strategy**

- How will you get customers to buy?
- How will you keep your customers?
- What is your customer service strategy?

## Operations

- How many employees do you have? Will you need to hire more?
- Who are your suppliers (if applicable)?
- What technology will you need?
- What risks will you have?
- How will you mitigate the risks?
- What does your customer experience look like?

## Financials

If your business is currently in operation, what is your annual gross and net revenue?

How much funding will you need to start or expand?

Where will the funds come from for starting or expanding?



What is your projected annual income? Please provide monthly cash flow projections for one year as an attachment and include information here on how you determined your projections.

What are your projected annual expenses? Please provide these in your cash flow document and explain briefly here.

If you are not projecting a profit in the first year of starting or expanding, what is your anticipated timeframe for generating a profit?

Is there any other information you would like to include with your Leeds Grenville's Greatest Entrepreneur application?

Ready to submit?

Send to [info@cfgrenville.ca](mailto:info@cfgrenville.ca) and [ticdc@ticdc.ca](mailto:ticdc@ticdc.ca) with the subject line:

“Submission: Leeds Grenville's Greatest Entrepreneur”