



Request for Assistance Rural and Cooperative Business Development Services

Please complete this form in its entirety and return it to The Kohala Center:

Email
info@kohalacenter.org

Mail
P.O. Box 437462, Kamuela, HI 96743

Fax
808-885-6707

We will contact you within 10 business days to discuss next steps.
Should you have any questions, please call us at 808-887-6411 or email info@kohalacenter.org.

| | |
|---|--|
| Name of Business/Co-Op/Group: | |
| Contact: | Phone: |
| Address: | Email Address: |
| | Web Address: |
| Agricultural Cooperative/Group? Yes No | Non-Agricultural Cooperative/Group? Yes No |
| Type of Business (Please check all that apply) Purchasing Processing Marketing Housing Retail Service Tourism Ranching Farming Other | Business Status (Please check all that apply) Pre-Venture Private Non-Profit In Business LLC Other If in business, how long has it been in operation? <1 year 1–3 years >3 years |
| Business Information Number of paid employees (including owners): Number of unpaid workers (volunteers, WWOOFers, owners, family, etc.): Acres in production (if applicable): What products/services do you offer to customers? | |
| Financial Information Hawai'i Revenues Last Tax Year: \$ Out-of-State Revenues Last Tax Year: \$ Net Income Last Tax Year: \$ | |
| Has your group previously received assistance from other organizations? Yes No If yes, what other organizations have assisted your group? (Please check all that apply) Local Chamber of Commerce Local Farm Bureau College/University Legal Counselor Government Agency Other Existing Cooperative Cooperative Extension Service Local Economic Development Professional Small Business Development Center Other | |

Best Practices Checklist

The Kohala Center has developed a list of best practices to guide groups through the process of starting a new business. We strongly encourage each client to follow best practices; please indicate in the boxes below the present status of your group by indicating which activities have been completed.

- | | |
|---|---|
| An idea has been discussed among a small group of potential cooperative members | Financing has been discussed with lenders |
| Steering committee established | Market analysis |
| Mission and vision developed | Feasibility study |
| Action items have been established with timelines | Business plan developed |
| Articles of Incorporation filed | Management and employees hired |
| Bylaws have been adopted | Operations have begun |
| | Board of Directors has been formed |

Type of assistance requested

- | | |
|---|---------------------------|
| Cooperative business development | Business plan development |
| Funding research | Market plan development |
| Loan preparation assistance — Name of loan(s) (if known): | |
| Grant preparation assistance — Name of grant(s) (if known): | |
| Other | |

If you are seeking funding to expand your cooperative or business, what activities will the funds be used to support? (For example: feasibility planning, market research, equipment purchase, construction, etc.)

Project description and vision statement

Please tell us more about your cooperative or business. Provide a description of your current activities, successes, and challenges, how you are working to address them, and visions for the future.

Current activities:

Successes:

Challenges and how you are working to address them:

Visions for the future: