

Dairy Business Builder Application Checklist

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| <p><input type="checkbox"/> 1. Check Your Answers
 Confirm that your math is correct and you have entered the information about your project and business accurately. Confirm that you have included all required documents.</p> | <p><input type="checkbox"/> 5. Business Plan
 Check that you have used the right format (must follow the DBIA outline). Ensure there is enough detail for reviewers to understand your business.</p> |
| <p><input type="checkbox"/> 2. Project Summary
 Have you answered all 5 questions in the Project Summary:
 1. What is your current business?
 2. What activities are you proposing to do in your project?
 3. What stage of implementation is project at?
 4. Why did you choose this project?
 5. What are the intended outcomes?</p> | <p><input type="checkbox"/> 6. DBIA Goal
 Have you connected the project to a DBIA goal?

 If there is not a clear connection to dairy farm diversification, value-added dairy products, dairy commodities or by-products, or dairy exports, it will be difficult for reviewers to award your project.</p> |
| <p><input type="checkbox"/> 3. Project Work Plan
 Check that you have included all activities in your work plan in several stages.

 Make sure you think about all of the pieces- the work plan should be detailed enough to understand how you will accomplish your project.</p> | <p><input type="checkbox"/> 7. Storytelling
 Does your project summary tell the story of your business?

 The key points about your project and the outcomes are essential, but you should also explain to reviewers what makes your business special.</p> |
| <p><input type="checkbox"/> 4. Project Budget
 Does the budget reflect the total cost of the project? Do the numbers entered match what you have requested? Did you attach the right quotes?

 Have you included enough detail in the explanation?</p> | <p><input type="checkbox"/> 8. Clarity/Editing
 Ask a business partner or trusted friend to read your application materials. Make sure the information is easily understandable to reviewers. If your first draft was very informal, try to re-write the information in a more official tone.</p> |

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