# Business Action Plan Template

As part of your application to the Covid Recovery Programme for Heritage Organisations, you will need to provide a Business Plan or Action Plan for your organisation, from 01 January 2022 to March 2023. You can use this template if you do not already have one.

Your plan should be achievable and proportionate to the amount of funding you are requesting and the size of your organisation.

Your plan should address:

* How you plan to return to financial stability within a reasonable time period.
* The steps you will take to make your organisation financially stable up to March 2023.
* The long-term measures you have adopted in response to the COVID-19 pandemic and how you will adapt your plans if restrictions are re-introduced.
* How do you plan to minimise the gap between your income and expenditure.
* How you will incorporate any business support work (that has already taken place or will take place up to 31 March 2023) into ensuring your organisations sustainability.
* How the approach you outline is resilient, and does not entail unnecessary financial risks for your organisation, in particular in a scenario where consumer numbers at cultural venues or cultural activities are lower than anticipated.

## Executive summary

* Provide a summary of key elements in the plan here.

## Current status of your organisation

* Tell us here the status of your organisation: are you fully operating, partially operating or have you temporarily closed/ceased trading.

## Leadership and Governance

* Describe here your organisation’s governance arrangements and who will lead on the action plan implementation. Please reference your anti-fraud plans and the relevant skills of your leadership.

## Assumptions

* In making their projections of future income and expenditure, applicants must assume that the relevant COVID-19 related restrictions in force on the day of application remain in force until 31 March 2022.
* Tell us what conclusions you have drawn about the support your organisation will need to transition back towards operating on a viable and sustainable basis, as well as likely consumer behaviour during this period and its impact on your plans.

## Risks and mitigations

Tell us:

* the risks associated with your recovery options and how you will adapt your plans in response to potential ongoing changes.
* what measures you have in place that allow your organisation to react to and mitigate risk, and their effectiveness.
* how alternative scenarios can be managed without additional cost.

## Key Actions

Please expand the rows in the table below to set out the key actions you will take to ensure your organisation has a viable and sustainable operational model.

You should demonstrate here that the costs associated with the plan you outline are proportionate to the needs and size of your organisation, and are cost effective.

More rows can be added by hovering over the table, right-clicking on your mouse and selecting ‘Insert’. This will give you the option to add extra rows above or below the row you are on.

| **Start Date** | **End Date** | **What?** | **Who will carry out the task?** | **Costs** |
| --- | --- | --- | --- | --- |
| *Tell us when you will start this task. Please list tasks in chronological order.* | *Tell us when you plan to end this task* | *List the individual tasks you will do to make sure you organisation is viable in the future.* | *Tell us who will be responsible for managing the task* | *Tell us how much this will cost* |
| *Example: March 2022* | *Example: March 2023* | *Example: hire consultant to support review of business plan* | *Example: General Manager with support from three trustees* | *Example: £2,500* |
| [Enter detail here] | [Enter detail here] | [Enter detail here] | [Enter detail here] | [Enter detail here] |

## Recovery indicators

Tell us here how you will measure the effectiveness of your actions and highlight the date when you anticipate your organisation will return to a viable and sustainable operational model.