



1234 Address Blvd
City, St 12345

Date: May 7, 2021
To: Professor Perez
From: Hannah Darden, CEO of Communittech
Subject: Unsolicited Short Proposal Project

Purpose

The purpose of this proposal is to request assistance and approval in the development of a zero waste grocery store.

Summary

Arkansas is in desperate need of affordable zero waste alternatives to our everyday lives. The problem with this is, all the options we currently have are less attainable than just running to your local Walmart and grabbing what you need. This document is to help provide the details and figures it would take to make a zero waste grocery store in Little Rock a reality.

Introduction

This grocery store would give customers the option to bring their own jars to package their goods, or even purchase jars from the store itself. With this store, people would have the capability to save in the long run because they would only be paying for what they put in the jar, not for the jar itself.



You can see many stores similar to what I am proposing in larger states such as California and New York. Although this may be where they're the most popular, all states could benefit from this option. The space for the grocery store could also have a weekly farmers market to encourage people to purchase fresh produce from local vendors and farmers rather than purchasing from a large company that imports their goods.



There are a few things that will need to happen to make this idea a reality, and then eventually, a successful and thriving business that benefits the neighborhood. And hopefully become an opportunity to expand to other neighborhoods as well.

Proposed Tasks

Task 1:

First would need to be finding the space in which this store could be located that fits within the estimated budget. Once the space has been located, We would need to begin discussing how we plan to lay out the space.

Task 2:

Once layout has been completed, we would need to start buying the necessary equipment to stock the space.

Task 3:

While we begin stocking the store, we plan to begin advertisements to the community and plan to set up interviews for potential volunteers and employees.

Task 4:

We will then set a projected grand opening, and prep the store accordingly.

Schedule

Figure 1 is a schedule of the tasks we would complete for this project.

Tasks	Date of Tasks (by Weeks)									
Task 1: Space Location and rental										
Task 2: Finish layout and begin the order of supplies										
Task 3: Begin stocking store and set up interviews										
Task 4: Plan grand opening										
	9	16	23	30	6	13	20	27	4	11
	May				June				July	

Figure 1. Schedule of Project Tasks

Budget

The following is an itemized budget for our proposed research.

Rental Space: I-430 & Shackleford rd at I-430
Estimated Startup cost: \$6,000 (↓Breakdown↓)

Monthly Rental: \$1,500	Average Price to Stock Store: \$4,500
Estimated Profits to be made: Average of \$12,000 monthly (based on a minimum of 20 customers per day with average of \$20 spent per customer)	

Experience

I have spent time researching the capabilities it takes to run a business, and the best way of going forward to start said business.

References

“I-430 & Shackleford Rd @ I-430 Little Rock, AR 72211 Western Little Rock.” *I-430 & Shackleford Rd @ I-430 Little Rock, AR 72211 – Shopping Center Property for Lease on Showcase.com*, Michael Montgomery, www.showcase.com/i-430-&-shackleford-rd-@-i-430-little-rock-ar-72211/14292097/.

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“How Much Money Does It Cost to Start a Business?” *Business News Daily*, www.businessnewsdaily.com/5-small-business-start-up-costs-options.html.