

1.2 Business Inventory

Inventory the businesses that have closed or downsized, and business assistance programs in your community.

Instructions

- **What:** Business inventory survey to determine entrepreneurial resources and creating assistance programs in your community. If you implemented the survey of businesses in 1.1 above, much of this information will have already been gathered. In addition to survey information, business listing services such as [Dun & Bradstreet](#) can be used to determine community businesses that are no longer operating.
- **Why:** To help community entrepreneurs and business owners who may have been sidelined to get back to business and create jobs.
- **Who:** The task of determining businesses that have closed and how their previous owners (and other entrepreneurs) might be encouraged to start new businesses needs leadership to implement. This can be accomplished by a community or economic development organization within your community, or by a committee. Again, perhaps some of the community action groups from the Introduction Toolkit, or both.
- **When:** As soon as possible.
- **Duration:**
 - **Survey:** Open for a few days
 - **Assistance Program:** As long as needed

Business Inventory Summary:

The following are recommended orders-of-operation to your business inventory.

1. **Business Survey Community Meetings:** If you did not collect a survey per Tool 1.1, complete the following first.
 - Build email lists & distribution channels. This can include community partners who already have lists who would be willing to share the survey.
 - Create & test survey ([sample surveys in separate download](#))
 - Distribute & send reminders
 - Compile and share results
2. **Compile an inventory of the businesses that closed or downsized.** Use the survey and additional business listing resources.
3. **Compile any resources currently available to those in business start-up mode.**
4. **Host Community Action Group:** After the above information on closed or downsized businesses is gathered, an inventory of programs to help entrepreneurs start new businesses should be developed. And, input from entrepreneurs should be gathered to

determine if the existing programs can help them or not, and what additional help might be needed.

- Determine location/online
- Set Community Action Group Meeting
- Collect Business Inventory and send to Community Action Group
- Draft Agenda (sample in separate download)
- Prep your facilitator and notetaker
- Host events
- Compile and share results