

GUIDE TO CAR WASH BUSINESS AWARD PROCESS

Applications for the establishment of a **WATER SUSTAINABLE CAR WASH** at UWC Main Campus

Applications close 5pm Friday 30 March 2018

There are TWO PHASES in the process. The completed executive summary, application form and business plan must all be submitted (at the same time) on or before the closing date listed above.

PHASE 1

This phase involves the development of the equivalent of an Executive Summary. The Executive Summary will form part of the document referred to below which also includes the Application Form and the Business Plan.

The Executive Summary must cover your approach to water usage (water saving measures), your proposed waste disposal (reuse/recycle) methodologies, chemical and product certifications, and willingness to acquire liability insurances for potential claims:

A. Business Concept

- a. Explain the proposed methodology, process(es) to be used in the car wash. Include detailed information on the 'water sustainable' practices that you will be applying in the business.
- b. Provide details on the type of car wash you are proposing.
- c. What are your ongoing requirements to run a successful carwash service on campus?

B. Business operations

- a. Indicate the target number of vehicles to be cleaned per month (for the first three months, six months and a year) from start.
- b. Indicate the total staff to be used/employed for the same 3 periods listed above.

C. Cleaning process

- a. Describe the actual cleaning processes to be used.
- b. List all the equipment and chemicals including the brand, specifications, SABS approval or not, and certifications of each. If used under license from supplier list supplier name and website details.
- c. Provide information on the amount of water usage per day (using your targeted cars per day above).

D. Insurance

- a. Indicate approach to managing insurance and liability cover (damages to cars and/or injuries to staff or customers)
- b. Indicate the level of cover you will acquire for the level of activity you are planning. A quote from underwriter will be required.

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PHASE 2

This phase involves the completion of the Application Form and the Business Plan (using the template provided on the UWC website http://bit.ly/UWC_BusinessApplication):

A. Completion of Application form

- a. Applicant details and business entity details
- b. Ownership and team structure
- c. Business history
- d. Compliance and legislative matters.

B. Completion of Business Plan

- a. Start-up and running cost
- b. Capex and working capital
- c. Operational and Management plans
- d. Marketing plan
- e. Funding plan
- f. Financial plan.

IMPORTANT

Only applications that have successfully passed through PHASE ONE will be put forward for assessment in PHASE TWO.

We will forward all proposals to the UWC water experts to review for purposes of determining the applicants' approach to, amongst others, water saving and waste disposal factors as outlined in Phase 1 above.

Phase 2 entails a selection process that will include, at some point, having the application and applicant being evaluated further by an independent selection panel who will assess the business plan against the traditional business criteria as per the scorecard.