VA Microbusiness Readiness Checklist

25 must-prove items for application submission, investors, and municipal approval.

Instructions: For each item, mark Ready, Partial, or Not Started and note the evidence you can produce on demand. This checklist is designed to become your roadmap and your evidence binder index.

A) Entity, Ownership, and Eligibility (Application + Investor)

#	Readiness Item	Status (Ready / Partial / Not Started)	Evidence / Notes
1	Entity formed and governance defined (operating agreement, roles, voting, officer authority).		
2	Ownership cap table finalized (current + post-raise), with clear beneficial ownership documentation.		
3	Eligibility narrative prepared (why you qualify as a microbusiness applicant, and how you'll maintain eligibility).		
4	Funding plan documented (sources/uses, timing, proof of funds or committed capital strategy).		
5	Ethics/conflicts policy (related parties, vendor relationships, investor rights, decision controls).		

B) Market Strategy and Business Model (Investor + Municipality)

#	Readiness Item	Status (Ready / Partial / Not Started)	Evidence / Notes
6	Target market defined (service area, customer segments, competitive landscape).		
7	Product/revenue model clear (cultivation vs manufacturing vs retail vs vertical approach; phased rollout).		

8	Pricing and margin strategy (assumptions grounded; sensitivity ranges).		
9	Go-to-market plan (brand, channels, community engagement, customer acquisition).		
10	Milestone plan (timeline from award to buildout to staffing to launch to steady state).		

C) Site Strategy and Municipal Readiness (Municipality + Application)

#	Readiness Item	Status (Ready / Partial / Not Started)	Evidence / Notes
11	Site strategy (criteria, backup sites, proximity considerations, municipal posture).		
12	Zoning pathway (use classification, required approvals, occupancy, permitting sequence).		
13	Traffic/parking plan (hours, peak flow, queuing, deliveries, ADA access).		
14	Neighborhood impact mitigation (odor/noise/light/signage; nuisance prevention).		
15	Community benefits plan (local hiring, training, vendor diversity, community engagement).		

D) Facility Workflow and Physical Controls (Application + Inspection Readiness)

#	Readiness Item	Status (Ready / Partial / Not Started)	Evidence / Notes
16	Facility workflow map (how product/personnel move; restricted vs public areas).		
17	Secure storage design (vault/cage, access roles, key/card control, visitor escort process).		
18	Surveillance concept (coverage, retention practice, time sync, camera check logs).		

19	Receiving/shipping area controls (chain of custody, inspection area, quarantine capacity).		
20	Environmental controls plan (sanitation areas, pest prevention, waste staging, safe storage of hazardous materials if applicable).		

E) Operations, Compliance, and SOP System (Application + Ongoing)

#	Readiness Item	Status (Ready / Partial / Not Started)	Evidence / Notes
21	SOP library blueprint (master list + revision control + training linkage).		
22	Inventory control program (receiving, reconciliation, cycle counts, discrepancy escalation, quarantine/returns/destruction).		
23	Diversion prevention program (segregation of duties, audits, incident response, staff accountability).		
24	Training and competency system (role-based training matrix, onboarding, refresh cadence, documented proof).		
25	Inspection readiness + CAPA (inspection playbook, evidence binder list, corrective action tracker with owners/due dates and closure verification).		

Evidence Binder: What you should be able to show in 15 minutes

Use this as the minimum “inspection-ready” document set. Keep current versions in a single digital folder and a printed binder.

- Current entity documents + organizational chart + key contacts
- SOP master list + revision log + training acknowledgments
- Inventory logs (receiving, adjustments, counts, discrepancies)
- Security logs (visitor/access, camera checks, incidents)
- CAPA tracker (root cause + corrective/preventive actions + closure proof)
- Municipal packet (operating summary, security/traffic/odor one-pagers)

Optional scoring

Ready = 2 points | Partial = 1 point | Not Started = 0 points

40-50: Strong readiness 25-39: Workable but needs a remediation plan 0-24: High risk - build the foundation before the window opens.

Want Cannaspire to turn this into a submission plan?

We can convert your checklist results into a regulator-mapped business plan, an investor diligence package, and a municipal approval kit - with SOPs, training, and an inspection-ready evidence binder.

Contact: Add your name, email, and phone here before distributing.