

## CHECK LIST FOR GRANT APPLICANTS

1. **Grant Application Form** - indicate amount required, purpose, proposed investment period. Application form should be duly signed and dated with the name of the signatory clearly displayed.
2. **Business Plan/Feasibility Report** - should, among others, address in detail profitability, viability, market considerations and management of the business.
3. **Applicant Information**
  - i) Location - Shop/Office      Other(s)
  - ii) Telephone No(s)                      Mobile No(s)
  - iii) Business Registration documents -  
Certificate of incorporation,  
Local Authority Permit/Certificate to operate on site (where applicable)
  - iv) Audited Financial Statements for the past 3 years (for existing/going concern).  
or Statement of Affairs (for new business).
  - v) Awards/Membership certificates
  - vi) Bankers - Names, addresses, locations  
- Facilities received with dates and purpose for each facility.
  - viii) SWOT Analysis of the SME/FBO/Cooperative
4. **Management & Staff**
  - i) Existing staff (and categories) with monthly salaries/allowances per head for each category of staff.
  - ii) Additional recruitment to be made with categories well indicated.
  - iii) Key Management personnel- Name, age, Gender, education, occupation, professional associations, working experiences, residential address of each.
  - iv) Supply same information on Directors.
  - v) Provide organizational structure.

vi) Succession Plan

5. **Ownership/Shareholding Structure (Past and Present)**

- Names
- Nationality
- % shares

6. **Authorized Business(es) - Past and Present**

Authorized business activities and current business activities.

7. **The Project**

- Description
- Brief history of the business, including production figures (volume and value of products or service) for at least the past three (3) years.
- Current status of the business/sub-project.
- List of other fixed assets to be acquired/constructed (include pro-forma invoices).
- Indicate import charges, installation costs, commissioning charges, etc. for these other fixed assets.
- Existing fixed assets and their conditions
- **Applicant's total contribution should be at least 30% of the projected total investment in the company.**
- Projected production programme
- Production process/Flow chart

8. **Raw materials**

- List of all the items required as well as the monthly consumption required.
- Unit price for each raw material item.
- Sources of supply.  
(If from farmers/producers/FBOs/Cooperatives, indicate quantity and amount purchased and other associated charges)

9. **Other Costs**

- Other Expenditure Items

- Water & Light bill
- Labour Costs
- Rent (office and shop)
- Others – please, specify

## **10 Marketing Considerations**

- Define Products
- Indicate unit price(s) for each product
  - Export price
  - Local price
- Indicate % and value that would be sold locally and exported
- Describe distribution plan, specifying the customers with their desired quantities (orders).
- Describe other marketing strategies
- Provide documentary evidence of past marketing orders received and executed.
- Contracts or letter of intent on hand

## **11. Financial Considerations**

- Audited Accounts for the last 3 years (going concerns)
- Statement of Affairs (Start-ups/Ideation businesses)
- Projected Investment Schedule
- Cost Break-down and financing plan for CAPEX items
- Projected Revenue Schedule
- Working Capital Schedule
- Depreciation, Maintenance and Insurance Schedule
- Break-Even Point Analysis
- Discounted Cash Flow Projections
- Projected Profit and Loss Account
- Projected Balance Sheet
- Cash Flow Projections
- Funds Flow Statements
- Sensitivity Analysis – To test project robustness for sustainability

## **AFTER APPROVAL OF LOAN**

### **Documents Required from Applicant**

- Letter of Acceptance to enable Legal Department go ahead and prepare the legal documents

## **LIST OF PARTICULARS REQUIRED FOR PREPARATION OF GRANT AGREEMENTS**

1. Business Registration documents including registration from department of cooperative where applicable.
2. Original Title Deed(s) on sub-project land
3. Original Title Deed(s) on land (if applicable).
4. Copies of Site Plan for each Title Deed (Items 2 and 3 above).
5. Recent Lands Department's Official Search Report on the property described in each Title Deed to demonstrate freehold or leasehold.

(i) Freehold - Written Consent of owner, if grant beneficiary is not the owner.

(ii) Leasehold of:

- (A) Government Land – Written Consent of
1. Lands Authority
  2. The Lessee, if borrower is not the Lessee.

- (C) Family Land – Written Consent of
1. Vendor(s) i.e. The family and/Lands Commission and
  2. The Vendor, if borrower is not the owner.

- (D) Freehold Land – Written Consent of
1. The Vendor (i.e. Owner) and
  2. The Vendor, if grant applicant is not the owner.

**AFTER NO OBJECTION FROM THE WORLD BANK:**

- Letter from the company requesting for disbursement of grant.

**Attachments:**

- Proforma Invoices covering items to be purchased.