



REPUBLIC OF LIBERIA  
LIBERIA AGRICULTURE COMMERCIALIZATION FUND (LACF)

CHECK LIST FOR GRANT APPLICANTS

1. **Grant Application Form**
  - i. indicate amount required, purpose, proposed investment period.
  - ii. 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:
    - a. Certificate of incorporation,
    - b. Local Authority Permit/Certificate to operate on site (where applicable)
    - c. **Audited Financial Statements for the past 3 years (for existing/going concern). or Statement of Affairs (for new business).**
  - iv. Awards/Membership certificates
  - v. Bankers:
    - a. Names, addresses, locations;
    - b. Facilities received with dates and purpose of each facility.
  - vi. 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)**
  - i. Names
  - ii. Nationality
  - iii. Percentage (%) shareholding

6. **6. Authorized Business(es), Past and Present** - Authorized business activities and current business activities.
  
7. **The Project**
  - i. Description
  - ii. Brief history of the business, including production figures (volume and value of products or service) for at least the past three (3) years.
  - iii. Current status of the business/sub-project.
  - iv. List of other fixed assets to be acquired/constructed
  - v. (include pro-forma invoices).
  - vi. Indicate import charges, installation costs, commissioning charges, etc. for these other fixed assets.
  - vii. Existing fixed assets and their conditions
  - viii. Applicant's total contribution should be at least 30% of the projected total investment in the company.
  - ix. Projected production programme
  - x. Production process/Flow chart
  
8. **Raw materials**
  - i. List of all the items required as well as the monthly
  - ii. consumption required.
  - iii. Unit price for each raw material item.
  - iv. Sources of supply.
  - v. (If from farmers/producers/FBOs/Cooperatives, indicate quantity and amount purchased and other associated charges)
    - i.
  
9. **Other Costs**
  - i. Other Expenditure Items
  - ii. Water & Light bill
  - iii. Labour Costs
  - iv. Rent (office and shop)
  - v. Others – please, specify
  
10. **Marketing Considerations**
  - i. Define Products
  - ii. Indicate unit price(s) for each product
    - a. Export price
    - b. Local price
  - iii. Indicate % and value that would be sold locally and exported
  - iv. Describe distribution plan, specifying the customers with their desired quantities (orders).
  - v. Describe other marketing strategies
  - vi. Provide documentary evidence of past marketing orders received and executed.

- vii. Contracts or letter of intent on hand
- viii. Demand and Supply dynamics

**11. LIST OF PARTICULARS REQUIRED FOR PREPARATION OF GRANT AGREEMENTS**

- i. Business Registration documents including registration from department of cooperative where applicable.
- ii. Original Title Deed(s) on sub-project land
- iii. Original Title Deed(s) on land (if applicable).
- iv. Copies of Site Plan for each Title Deed (Items 2 and 3 above).
- v. Recent Lands Department's Official Search Report on the property described in each **Title Deed to demonstrate freehold or leasehold.**
  - a. Freehold - Written Consent of owner, if grant beneficiary is not the owner.
  - b. Leasehold of:
    - Government Land – Written Consent of
      - Lands Authority
      - The Lessee, if borrower is not the Lessee.
    - Family Land – Written Consent of
      - Vendor(s) i.e. The family and/Lands Commission and
      - The Vendor, if borrower is not the owner.
    - Freehold Land – Written Consent of
      - The Vendor (i.e. Owner) and
      - The Vendor, if grant applicant is not the owner

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

- i. Letter from the company requesting for disbursement of grant
  - Attachments: Proforma Invoices covering items to be purchased.