

**APPLICATION FORM**

**BORESHA BUSINESS DEVELOPMENT GRANT FUND**

***What is the Boresha Business Development Grant Fund?***

The Boresha Business development Grant Fund is part of a project funded by the European Union Trust Fund, implemented by WYG international in a consortium led by the Danish Refugee Council under the larger BORESHA programme. Its objective is to encourage local economic development, job and wealth creation through the growth and diversification of the local economy in specific areas in Mandera county (Kenya), Dollo Ado and Dollo Bay woredas (Somali Regional State of Ethiopia) and in Gedo (Somalia). The list of specific sites is available from the project regional coordinators at the newly established Business Development Support Centres in the 3 project areas.

The project will provide grants, business mentoring and training to eligible businesses under 2 components:

* “Start your business” for micro and / or informal businesses
* “Grow your business” for small and medium registered businesses

The project will provide two types of grants:

* **Capital grants**: towards the costs of new buildings, building improvements, new plant, equipment or machinery, hardware and software.
* **Operational grants**: towards the operational costs of the business (marketing, research, market access, external expertise, etc.)

**You can also apply for a combination of both types of grants.**

***How to apply?***

The application process is designed to ensure that the allocation of grants is transparent, open and competitive. Each application submitted will be scored and the applications with the highest scores will be awarded a grant.

Please complete this application form CLEARLY and in BLACK INK (either handwritten or typed) and return to the Business Development Support Centres (BDSC). The BDSC in your area can provide guidance on the application process and your eligibility, ensuring you receive all the support you may need.

A series of training workshop will be organised to assist you write your proposal. Contact the Business development centre close to you for dates of training and look at posters announcing the workshops in your area.

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| BDSC Ethiopia | BDSC Kenya | BDSC Somalia |
| Kebele 01, Zone 02Number 022Dollo AdoEthiopia | Opp. Old town Mosque (next to Acted-Kenya), Mandera Old town, Mandera Kenya | Suuq Mugdi, Luuq RoadDolowGedoSomalia |
| BDSC.ethiopia@wyg.com | BDSC.kenya@wyg.com | BDSC.somalia@wyg.com  |
| +251 953 366 070 | +254 723 162 825  | +252 613 886 666 |

***When to apply?***

The project is for 2 years and will end in November 2020. Application can be submitted anytime from 15 January 2019 to the BDSC office in your area but not later than 14 February 2019. There will be two rounds of funding: The 1st one in January 2019 and the 2nd one in July 2019. To make sure you have a bigger chance of success, apply now for the first round. Applicants who have not been successful in the 1st round are allowed to submit an application for the 2nd round.

***Who can apply?***

Any type of private business and companies, cooperatives or business service organisations (i.e. non-profit private sector support organisations like chamber or professional associations), credit and saving association and CBOs engaged or willing to engage in income-generation and livelihood projects. Applicants must come from the BORESHA target areas (Mandera in Kenya, Gedo in Somalia and Dollo Ado in Ethiopia but see the BDSC for the full list). Micro, small and medium businesses can apply. Informal and registered micro-business can apply to “start your business” programme. Small and medium registered business can apply to “grow your business” programme.

**Your application and the information contained in your application is confidential. Please make sure your form is complete as incomplete forms will not be assessed. Do not hesitate to ask information to the Boresha regional coordinators at the Business Development Support centres.**

***REGISTRATION FORM***

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| 1. **CONTACT DETAILS**
 |
| 1.Name of the business / company trading name |  |
| 2.Acronym if any |   |
| 3. Name of Business Owner  |  |
| 4. Address | Number /street/ building floor/ postal box |  |
| Town/Village |  |
| District |  |
| Region |  |
| Postal code  |  |
| Country  |  |
| 5. Physical address | *(please provide detailed information/ directions if no street address)*  |
| 6. GPS coordinates*(if known)* |  |
| 7.Contact person 1 | Full Name  |  |
| Gender (M/F) |  |
| Date of birth |  |
| Position in the company  |  |
| Nationality  |  |
| Mobile |  |
| Email |  |
| 8.Contact person 2 | Full Name  |  |
| Date of birth  |  |
| Title (Mr, Ms, Dr, etc.) |  |
| Position in the Company |  |
| Nationality |  |
| Mobile |  |
| Email |  |
| 9. Website if any  |  |
| 1. **REGISTRATION**
 |
| 10. Status  | Formal (registered)  | Informal (not registered) | In the process of registering  |
| 11. Business *(put a X)* | If informal business: | New  |  | Existing  |  |
| If formal business : | New |  | Existing  |  |
| 12. Year established | *(mm/YYYY)* |
| 13.Type (circle correct type) | Limited company  | YES NO |
| Sole trader  | YES NO |
| Partnership  | YES NO |
| Public private partnership  | YES NO |
| Public company  | YES NO |
| NGO / Charity  | YES NO |
| Cooperative /Social enterprise  | YES NO |
| Credit & Saving association  | YES NO |
| Business service organisation (Chamber of commerce, professional associations) | YES NO |
| Other, specify: | YES NO |
|  |   |
| 14. If legally registered | Company registration No:  |  |
| Date of registration: |  |
| Tax reference No: |  |
| 1. **MARKET SECTOR**
 |
| 15. Priority sectors of the call (circle your sector of activity)  | Agriculture, forestry and fishing (incl. agro-processing) | Construction (incl. all related trades such as electrical and plumbing) | Manufacturing (food product, textiles and garments, wood and metal product, handicraft) | Services (personal care services, maintenance and repair of vehicles and equipment, food and beverages) | Water supply; sewerage, waste management |
| Other, Specify:  |  |
| 16. Main activities  | Describe in few words details of activity:  |
| 1. **OTHER COMPANY INFORMATION**
 |
| 17. Number of employees (part-time or full time) including yourself.  | More than 10  |  Of which .…. are women  |
| Between 5 and 10  |  Of which .…. are women  |
| Less than 5 |  Of which .…. are women  |
| One  |  Of which .…. are women  |
| 18. Approx. amount of the annual turnover for existing business(if existing business)  | Currency | Amount |
|  |  |

***APPLICATION FORM***

**SECTION 1 – BUSINESS IDEA & FEASIBILITY – *This section is scored on 35 /100***

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| **19. Please provide a brief description of your business or business idea** |
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| **20. What is the product or service this business idea will provide?** |
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| **21. What is the current situation with regarding *demand* on this product/ service? (availability, cost, quality) Are they *customers* for it? Do you know how many and who / where they are?**  |
|  |
| **22. What is the *competition* like for this product or service? Do you know your *competitors*? Their strengths and their weaknesses?**  |
|  |
| **23. Does your business idea depend mostly on imported goods or local raw materials?**  |
|  |
| **24. How did you arrive to your business idea? What made you want to get involved in this business?**  |
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|  **25. Is your business idea original? New? Are you depending on innovation, new tools, new ways?** |
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**SECTION 2 - FINANCIAL INFORMATION**

|  |
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| **25. Grant amount and type :**  |
| **Indicate the total amount required to start / expand your business:**  |
| **26. I require a:** *(put a X one or both of the boxes)* |
|  | **A capital grant:** towards the costs of new buildings, building improvements, new plant, equipment or machinery, hardware and software. |
|  | **An operational grant:** towards the operational costs of the business (marketing, research, market access, external expertise, etc.) |
| **27. Is your business presently profitable? If not, when do you expect to return on your investment for your new proposed business idea? What do you think is the financial potential of the business?**  |
|  |
| **28. What will you be bringing to this business idea? Will you be contributing financially? Will you be contributing in kind? Please provide details regarding the nature of your own contribution. Also please mention if you have sought financial support and funding for this business idea elsewhere and provide relevant details.**  |
|  |
| **29. Is this grant from BORESHA and your own contribution be sufficient to run the business for the next 12 months? What is the potential for financial independence of the business in the long term?** |
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**SECTION 4 - APPLICANT’S TECHNICAL AND MANAGEMENT EXPERIENCE**

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| **30. Describe your technical skills and past / current experience in the proposed business and sector?**  |
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| **31. Do you have financial management skills (accounting, budgeting, costing, record keeping, procurement, etc.)?**  |
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| **32. How will the business operates? Will you work on your own? In a team? What kind of support can you rely on?**  |
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**SECTION 5 - JUSTIFICATION FOR YOUR GRANT APPLICATION**

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| **33. Please write why this business would justify a grant above other businesses. What makes it different and worthwhile?** |
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| **34. Where do see company/your business next year? In 5 years? In 10 years?**  |
|  |
| **35. Will your company/business have an impact on women? Young people? Vulnerable groups in the community? If yes, how?**  |
|  |
| **36. Will you be employing (new) people if this grant is awarded to you? How many?**  |
|  |
| **37. Will your company/business have an impact on cross-border trade?**  |
|  |
| **38. What other impact will your company/business have?** |
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**SECTION 6 - RISK ANALYSIS**

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| **39. What are the key risks that your business may face during the implementation of the grant? How will you deal with them?**  |
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**SECTION 7 - APPLICANTS DECLARATION**

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| **40. All applicants of the BORESHA Business Development Grant Fund MUST complete this section and section 8.** *(Circle the answer)* |
| 1. I confirm that I am duly authorised and / or mandated to make this application on behalf of the business/ company.
 | **YES NO** |
| 1. I confirm that the business/company is trading lawfully and is not contravening any legislation, policies or generally accepted best practices especially those related to financial management, fiscal regulations, corruption and bribery and that I will declare any conflict of interest should they arise during the project.
 | **YES NO** |
| 1. I confirm that I am directly responsible for the preparation, management and implementation of the project and I am not acting as an intermediary.
 | **YES NO** |
| 1. I confirm that that I will commit the necessary time and resources to the project and attend relevant and compulsory activities.
 | **YES NO** |
| 1. I confirm that I and the business/company do not have any criminal convictions, have been or are in a situation of bad debts or bankruptcy.
 | **YES NO** |
| 1. I grant permission to the Boresha Project Office to carry out all necessary checks required to ensure the veracity of the information provided, at every stage of the project, as well as the probity of the applicant and the sound management of the grant provided by the project.
 | **YES NO** |
| 1. I give permission to the Boresha Project Office to use the information generated by the project and the grants for the purpose of administration, research, analysis and in relation to its role within the Forum of Funders.
 | **YES NO** |
| 1. I agree to comply with the project requirements with regards to reporting, accounting and acknowledgement of support and visibility of our donor and partners.
 | **YES NO** |
| 1. I understand that the support provided by the Boresha Project Office during the application process and if successful during the implementation phase does not constitute advice or guarantee success.
 | **YES NO** |

**SECTION 8 - REFEREES**

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| **41. All Applicants MUST provide the name and contact details of two people who have known you for a number of years and have agreed to support your application and act as referees. They are NOT to be family members. ONE OF YOUR REFEREES must be a professional referee that is a previous employer, a supplier or a client of your business.**  |
| 1. Reference 1
 | Full Name  |  |
| SURNAME |  |
| Relationship  |  |
| Length of time known  |  |
| Tel |  |
| Mobile |  |
| Email |  |
| 1. Reference 2
 | Name  |  |
| SURNAME |  |
| Relationship  |  |
| Length of time known  |  |
| Tel |  |
| Mobile |  |
| Email |  |

**Section 9 - COMMENTS & QUESTIONS *Optional***

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| **26.Any additional information or comments for the attention of the project office? This section is for you to provide comments on this process, this form and ask any questions you may have.**  |
|  |

**Section 10 - SIGNATURE - *TO BE COMPLETED BY ALL APPLICANTS***

|  |  |
| --- | --- |
| Name  |  |
| SURNAME |  |
| Position in the company |  |
| Date  |  |
| Signature  |  |