## gRANT APPLICATION FORM

**APPLICATION**

*Submission of this grant application is* ***FREE OF CHARGE*** *Applicants are solely responsible for submitting applications.* FSCP-GIAF-Ethiopia *will not reimburse expenses associated with preparation and submission of application materials. CNFA and GIZ reserve the right to decline any application received.*

Funded by GIZ and implemented by CNFA, The Farm Service Center Project-Green Innovations for the Agriculture and Food Sector-Ethiopia (FSCP-GIAF-Ethiopia) project is looking to provide two additional grants to entrepreneurs for the establishment of Farm Service Centers (FSCs). The goals of FSCP-GIAF-Ethiopia are to develop profitable service-providing businesses, expand availability of agricultural services, and increase the productivity and incomes of smallholder farmers in Arsi Zone.

For additional information about the project and grant opportunity, please see the FSCP-GIAF-Ethiopia GRANT application guide. This **guide can be found** during town hall meetings, Arsi Zone Agricultural Office in Assela with CNFA Agricultural Training and Extension Officer; and at the following Woreda Agricultural offices – Digelu-Tijo and Lode-Hitosa. In addition, it can be found online at [www.cnfa.org](http://www.cnfa.org) ; through email if requested at [fscpgiaf@cnfaethiopia.org](mailto:fscpgiaf@cnfaethiopia.org) for soft copy and at the FSCP-GIAF-Ethiopia office located in the Retina Building, 4th Floor, Bole Olympia, Kirkos sub city, Woreda 01, Addis Ababa, Ethiopia.

Completed applications may be delivered to FSCP-GIAF-Ethiopia project office or submitted to Arsi Zone Agricultural Office to CNFA Agricultural Training and Extension Officer in Assela **sealed and stamped in an envelop**.

Enquiries to the application procedure can be emailed to  [[fscpgiaf@cnfaethiopia.org](mailto:fscpgiaf@cnfaethiopia.org)](mailto:fscpgiaf@gmail.com)  or can be requested through phone to one of the following phone numbers: +251 118 682 263 / +251 118 682 264 or in person from 2pm till 5pm every working day in CNFA office, Addis Ababa.

**Incomplete applications will not be considered for evaluation.**

Date of Submission:

*Date/month/year*

Name of organization:





Organization’s legal form: Ltd Sole Proprietorship JSC









Cooperative PLC Other\_\_\_\_\_\_\_\_\_\_\_\_

Date of registration:

Registration No.:

Address of Applicant Organization

Detail of owner/s:

|  |  |  |  |
| --- | --- | --- | --- |
| S. No | Name of Owner/Shareholder | Sex | Educational Background |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Contact Information:

|  |  |  |  |
| --- | --- | --- | --- |
| Contact person | Address,  (town, village) | Tel. | E-mail |
|  |  |  |  |
|  |  |  |  |

Project Target Area \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Woreda \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of the project:

Requested grant amount (ETB/Euro):

Company matching investment (ETB/Euro):

## Corporate Capabilities (up to 30 points)

1A. List facilities, equipment, buildings and other assets of the enterprise (owned and leased)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr. No | Description of Item | Owned/Leased | Unit | Quantity | Estimated Value (ETB) |
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1B. Provide information about the company’s history of operation, experience directly related to the proposed project, qualification and professional backgrounds of organization’s owners and key personnel. Please attach CVs. You may use additional pages.

1C. Provide annual information about quantities of sales and profits of the most recent year using the table below (in ETB). Please specify the year:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Products/services | Volume | Sales revenues | Cost of Goods Sold | Gross profit (Margin) |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |  |  |

1D. Please provide detailed annual volumes of products/services sold at exact place of sale

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No | Products/services | Volume | Place of sale |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1E. Please provide a narrative description of the financial status of the enterprise, based on the figures provided in Attachment 1. Also describing any reserves, savings, investment or financing that may be brought to the project and is not shown in Attachment 1.

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## Project Goals (up to 10 points)

2A. Describe the proposed new business or your vision for expansion of your current activities, focusing on the sale of inputs and services to smallholder farmers. (Use additional page if needed)

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| --- |
|  |

2B. Describe the details of agricultural production in the proposed market area. Specify: a) what crops are cultivated; b) how many potential clients exist; c) what is the current availability of machinery in the area and competitive environment, including prevailing market prices for inputs and services;

|  |
| --- |
|  |

2C. Provide information about the planned activity of the proposed project. Specify:

a) How many /what type of clients are expected to be served by the proposed FSC;

b) How much land (ha) will be served and what main crops;

c) What equipment and training are needed;

d) How the FSC will use technology, quality service, marketing or pricing

|  |
| --- |
|  |

2D. Provide narrative information about the projected impact the proposed FSC will have, both for the applicant enterprise and for FSC clients (farmers). Specify: a) projected increased sales and net income for the applicant firm; b) new jobs created and salaries paid to employees; c) increased incomes for client farmers as a result of gaining access to goods and services through the FSC.

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## 3. Business Strategy (up to 25 points)

3A. Provide list of agricultural input suppliers you have worked or plan to work with, specifying payment terms and conditions. Attach relevant documentation if necessary.

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3B. Specify stages of project implementation with relevant timetable and expected risks for each stage.

Preliminary schedule of project implementation:

|  |  |  |
| --- | --- | --- |
| List of works to be implemented | Timeline | Expected risks |
|  |  |  |
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|  |  |  |

3C. Complete the table, provide project budget (figures in the table shall correspond to those specified in Attachments I and II).

***Exchange rate 1Euro\_\_\_\_\_\_\_******ETB***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Description*** | ***Grantee contribution*** | | ***GIZ funds (Euro)*** |
| ***Company’s own funds (Euro)*** | ***Bank loan (Euro)*** |
| *Equipment (agricultural machinery, office equipment, cash register, shelving and furniture, etc.)* |  |  |  |
| *\** | | | |
| *Marketing, advertisement, product promotion, etc* |  |  |  |
| *\** | | | |
| *Training* |  |  |  |
| *\** | | | |
| *New working capital (labor, etc.) and inventory needed for the project* |  |  |  |
| *\** | | | |
| *Construction, remodelling, reconstruction, environmental mitigations measures[[1]](#footnote-1)* |  |  |  |
| *\** | | | |
| *Other* |  |  |  |
| ***\**** | | | |
| ***TOTAL*** |  |  |  |
| ***Matching investment ratio*** |  | | |

3D. Explain the source of amounts intended for matching investment

3E. Provide information about training required for current or new employees.

***\*\*\*\*\*Fill the information in this section in case you apply for the bank loan. If your matching investment will not be secured from outside financing, skip this section and go to the next question - Expected Results. \*\*\*\****

3F. Have you ever applied for a bank loan: Yes No

3G. Describe the collateral you may use to secure a bank loan.

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3H. Do you have commercial finance in place to cover the capital requirements of the proposed project? Describe.

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|  |

3I. If so, specify the financial institution and terms of the bank loan

## 4. Expected Results

## 4. Project Impacts (up to 30 points)

4A. Complete the table. Specify financial results of the planned activities (in ETB):

**Project Year (July 2017 - June 2018)**

*Exchange rate 1 Euro\_\_\_\_\_\_\_\_\_\_ ETB*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sales types | Sales volumes | Income from sales | Cost of goods sold | Gross profit (Margin) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |  |  |

*Additional explanations: detailed information about service volumes and clients*

4B. Number of people employed currently and number of new jobs created as a result of project implementation;

**Existing jobs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position | Average wages | Total number of employees | Of which, women | Of which,  youth |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**New jobs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position | Average wages | Total number of employees | Of which, women | Of which,  youth |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

4C. Preference in terms of a few points will be given to applicant enterprises owned by, employing and serving women and youth. Please provide information on your plan to integrate women into your operations. **(Additional marks; Up to 2.5 points)**

4D. Approximately how many beneficiaries/clients will be provided with services if the project is funded

4E. How many of your beneficiaries/clients will be women or youth? **(Additional marks; Up to 2.5 points)**

4F. What will be the total area of agricultural land served as a result of FSC establishment?

## 5. Environmental Measures (Required; no marks)

5A. Describe the site of the proposed FSC. Specify: a) the distance from the nearest water resources (well, river, spring, lake, potable water, irrigation water etc.), forests, natural reserve territory, agricultural lands, monuments of cultural heritage, populated areas, public buildings such as schools, hospitals; b) availability of running water, sewerage, electricity and gas supply to the site; c) road access to the proposed site; d) proximity to fields/clients to be served by the project.

5B. Provide information on the application of the pesticides and fertilizers and disposal of waste through the project. Specify: a) storage and handling of pesticide, fertilizer or other chemicals; b)

storage and handling of diesel fuel; c) storage and disposal of lubricants and engine fluids; d) fire prevention and worker safety measures planned for the project; e) mitigation of noise, air and water pollution for any surrounding agricultural land, wildlife or human settlements.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certify that the information presented in the application and attachments is true and accurate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature*

### ***ATTACHMENT A:* Past financial statements (values in ETB)**

Please provide a balance sheet, income statement and cash flow statement for the last year and most recent quarter. **Your application will not be complete without financial statements and documents.**

**Past Financials Balance Sheet**

*Exchange rate 1 Euro\_\_\_\_\_\_\_\_\_\_ ETB*

|  |  |  |
| --- | --- | --- |
| **Assets** | **Previous year** | **Current year** |
| Short-term assets |  |  |
| Long-term assets |  |  |
| **Total** |  |  |

|  |  |  |
| --- | --- | --- |
| **Liabilities** | **Previous year** | **Current year** |
| Short-term liabilities |  |  |
| Long-term liabilities |  |  |
| **Total** |  |  |

|  |  |  |
| --- | --- | --- |
| **Capital** | **Previous year** | **Current year** |
| Retained earnings |  |  |
| Stockholders' equity |  |  |
| Equity capital |  |  |
| **Total** |  |  |

**Past Financials Profit and Loss Statement**

|  |  |  |
| --- | --- | --- |
| **Capital** | **Previous year** | **Current year** |
| Sales revenues |  |  |
| Cost of Goods Sold |  |  |
| Gross margin |  |  |
| Gross margin percentage |  |  |
| Indirect costs (administrative costs, sale costs, marketing costs) |  |  |
| Earnings before Interest and Taxes |  |  |
| Profit tax |  |  |
| Net profit |  |  |
| Other costs (dividend) |  |  |
| Retained Earnings |  |  |

***ATTACHMENT. B:*  Pro-forma financial projections (values in ETB)**

Please provide pro-forma projections of the expected financial performance of the enterprise after award.

**Pro Forma Balance Sheet**

*Exchange rate 1 Euro\_\_\_\_\_\_\_\_\_\_ ETB*

|  |  |  |
| --- | --- | --- |
| **Assets** | **Previous year** | **Current year** |
| Short-term assets |  |  |
| Long-term assets |  |  |
| **Total** |  |  |

|  |  |  |
| --- | --- | --- |
| **Liabilities** | **Previous year** | **Current year** |
| Short-term liabilities |  |  |
| Long-term liabilities |  |  |
| **Total** |  |  |

|  |  |  |
| --- | --- | --- |
| **Capital** | **Previous year** | **Current year** |
| Retained earnings |  |  |
| Stockholders' equity |  |  |
| Equity capital |  |  |
| **Total** |  |  |

**Pro Forma Profit and Loss Statement**

|  |  |  |
| --- | --- | --- |
| **Capital** | **Previous year** | **Current year** |
| Sales revenues |  |  |
| Cost of Goods Sold |  |  |
| Gross margin |  |  |
| Gross margin percentage |  |  |
| Indirect costs (administrative costs, sale costs, marketing costs) |  |  |
| Earnings before Interest and Taxes |  |  |
| Profit tax |  |  |
| Net profit |  |  |
| Other costs (dividend) |  |  |
| Retained Earnings |  |  |

***ATTACHMENT C: Required documents***

Please provide the following documents to this form. If they are not available, please provide the equivalent information with our project staff.

* Copy of registration documents (as required, include VAT documentations);
* Legal documents stating ownership of building/land;
* Copy of any audit reports (including donors’ audit, if applicable);
* Organizational and management structure;
* CVs of key potential personnel for FSC (General Manager, Agronomist, Veterinarian and Accountant). Please note that potential FSC staff will be interviewed by CNFA if the grant review committee decided to move further with the application.
* List of the existing facilities/assets.

***ATTACHMENT D. FSCP-GIAF-Ethiopia Program Certification (To be signed)***

I understand that the FSCP-GIAF-Ethiopia project is an open and transparent program and submission of a grant application **is absolutely free of charge.**

I further understand that my application, to which this Certification is attached, (the “Application”) will be reviewed for possible funding based **only on the potential of the proposed project** to offer innovative and sustainable ideas that address the goals of FSCP-GIAF-Ethiopia.

**I have not and will not make any payments or gifts or any offers or promises of payments or gifts of any kind, directly or indirectly, to any person in connection with the Application**. I understand that the making of any such act shall entail the disqualification of the Application.

I undertake to promptly and fully disclose to CNFA any information about the situations listed above should they occur in connection with the Application.

I confirm that neither I, nor my immediate family (or other owners) are related to any employees of CNFA or GIZ. If a potential conflict of interest or appearance of impropriety exists, I undertake to discuss with CNFA the situation and how it can be resolved.

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***ATTACHMENT E (optional)***

Copy of your Article of Association, Memorandum of Association, Business License and any other additional information related to your objectives description or project implementation.

Recommendation or support letter from local administration, agricultural bureau, bank and input supplier.

**------REMINDER------**

**Applications on air from**:

* Thursday March 9, 2017 to Wednesday April 5, 2017 (European)
* Yekatit 30, 2009 to Megabit 27, 2009 (Ethiopian)

**Standard application forms are available at the following locations**:

* During town hall meetings (March 9-Lode Hitosa; March 10 Digelue Tijo)
* Arsi Zone Agricultural Office - CNFA Agricultural Training and Extension Officer
* Woreda Agricultural Offices – Digelu-Tijo, Lode-Hitosa
* Online at [www.cnfa.org](http://www.cnfa.org/)
* Can be shared by email if requested at [fscpgiaf@cnfaethiopia.org](mailto:fscpgiaf@cnfaethiopia.org) for soft copy
* At CNFA office in Bole Olympia, Addis Ababa (Retina Building 4th floor)

**Questions about the application form may be directed to:**

* Via email at [fscpgiaf@cnfaethiopia.org](mailto:fscpgiaf@cnfaethiopia.org)
* Via phone at +251 118 682 263 / +251 118 682 264
* Via in-person from 2:00 PM till 5:00 PM every working day in CNFA Office, Addis Ababa

**Please submit your complete application by April 5th 2017 to one of the following in a sealed and stamped envelope:**

* Arsi Zone Agricultural Office - CNFA Agricultural Training and Extension Officer
* To CNFA office in Addis Ababa – Retina Building 4th Floor Bole Olympia

1. GIZ funds cannot be used to cover construction costs, apart from those related to environmental mitigation and worker safety (water supply, drainage, ventilation, etc.) [↑](#footnote-ref-1)