Annex B: Simple Project Proposal Format (at least 5 pages maximum of 10 pages plus annexes if needed)

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| **1. Applicant Details** | |
| Full legal name |  |
| company registration number  *(where applicable)* |  |
| **Legal Structure** | Please select the most appropriate alternative that applies to your organization with an “X” from the following, and provide particular information where requested.  Public Quoted Limited Liability Company  Public unquoted Limited Liability Company  Private Limited Liability Company  Company Limited by Guarantee  Company Limited by Association  Co-operative Society  Farmer Based Organization (‘Societies’)  Partnership; No. of Partners: …………………  Sole-proprietorship  Other (Please specify ….........................................................................  …............................................................................................................ |
| **Property Rights** | Please select the most appropriate alternatives that applies to your organization with an “X” from the following:  Land  Owned  Leased  Rented  Buildings  Owned  Leased  Rented  Plant and Machinery  Owned  Leased  Rented  *If property is leased or rented;*  Period of lease/rent contract: ……………………………………………………………..  *If property is leased;*  Name of the financial institution/s: ……………………………………………………… |
| **Type of Business Operation** | Please select the most appropriate alternative that applies to your organization from the following:  Manufacturing  Processing/Packaging  Distribution  Services  Other. *Please specify:*  …........................................................................................................  Please specify the products manufactured / services offered /items processed or packed / distributed: …………….…………………………………………………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………………..……………………………………………. |
| Contact person |  |
| Official (registered) address |  |
| Postal address  *(for correspondence)* |  |
| Telephone number |  |
| Email address |  |
| Type of business |  |
| Year operations started |  |
| Number of staff |  |
| Number of shareholder/ members |  |
| Management and organization capacity Clearly describe the management, organizational and financial capability you have to implement this project. |  |
| **2. Enterprise/Individual Operation or Activity Details** | |
| Title of the proposal: |  |
| Estimated new employment opportunities/farmers covered under this project (Number of Direct/Indirect Beneficiaries (Women, Men, Youth) |  |

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| Problem Definition: Clearly describe the specific problem your project is trying to address. Explain how solving/alleviating this problem will increase the income of smallholder by minimum 30% from the current situation and your income. (Maximum 300 characters). |
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| Describe your project idea to address the problem stated above. Please detail the specific objective(s) of this project, including targeted beneficiaries and/or area that you plan to reach during implementation. (Maximum 500 characters). |
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| Project Implementation: How will you implement your project idea? Describe the concrete steps or major activities that the project will undertake to meet your objective(s). Include the length and scope of each major activity. Explain the status of the idea: Is this a brand new idea or has the idea already been tested or piloted? Has a feasibility study been conducted? (Maximum 700 characters). |
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| Marketing: Describe current status on target commodity in market and potential towards local and export market. Provide details of an end market analysis conducted so far? (Context, channels, customers, competitors, communication and choices). |
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| Results: Please state the tangible expected results of your project and its direct impact on improving outcomes for the targeted beneficiaries/area. Provide estimates of the number of farmers that your project will benefit. (Maximum 300 characters). |
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| Measurability: Describe the specific method(s) and indicators that will be used to measure project success and implementation. Indicators should demonstrate that project objective(s) described above. (Maximum 300 characters). |
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| Sustainability (Organizational and Financial): What characteristics of project will ensure that it is sustainable? Describe any major challenges that project faces and how it will be overcome. (Maximum 300 characters). |
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| Proposed Investment/ Budget (clearly identifying the items or activity being financed by the Private sector, Producers and the CF project).  *Note: IFAD* ***can partially finance on-farm investment for producers, market linkage or primary processing. In some cases,*** *IFAD* ***can also partially finance the private sector only when there is high risk or private sector players are small to be qualified to access private financing.*** |
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**Important documents that need to attached: FO Information Requirements**

* 1. Last two/one year’s financial statements (profit and loss, balance sheet, cash flow, equity and membership growth details)
  2. Current year management account
  3. Audit opinion if available
  4. List of assets
  5. List of labilities
  6. BoD remuneration details (all the expenses related to the Board – travel, per diem, sitting fees or any other internal dealings)
  7. BoD details and tenure
  8. Last AGM Minutes of the meeting
  9. Existing Management structure and remuneration
  10. Details of the financial grant or equipment grant they have received in past
  11. Bank Account details – signatories and mandate details, bank account statement for last 2 years
  12. Business activities details - flow of goods/ services chart