



REPUBLIC OF GHANA

GENERAL REGULATIONS

MICRO SMALL AND MEDIUM ENTERPRISES PROJECT

BUSINESS DEVELOPMENT SERVICES SCHEME

1. All cost sharing is offered at the sole discretion of MSME-BDS.
2. All approvals and payments are subject to the availability of funds.
3. Applications for cost-sharing assistance may only be made by privately owned Ghanaian-based manufacturing, service and farming firms, the marketing control of which is effected in Ghana. These can apply individually or in-group.
4. When application for assistance is made by a group of companies, MSME-BDS will deal contractually and financially with one member of the group, or an association or similar body, acting as the representative and coordinator of the group. The representative will be responsible for the financial, contractual and quality management of the grant-aided activity. MSME-BDS will, however, require a properly completed application form from each member of the group.
5. Cost-sharing grants will be considered only for eligible activities. Recurrent expenditure will not be supported.
6. Application for cost sharing must be made in advance of the proposed activity. Retrospective applications will not be eligible.
7. MSME-BDS will not contribute to any portion of VAT charges.
8. MSME-BDS reserves the right to seek further information and explanation of any aspect of an application for grant assistance. It also reserves the right to refuse approval of a nominated service supplier. In such instances it may suggest alternative suppliers.
9. The applicant agrees not to look for nor accept subsidy for all or part of the 50% of approved costs not to be reimbursed by MSME-BDS.
10. Decisions on applications will be made and communicated within one month of receipt of a satisfactory application.

11. The period within which an approved cost-sharing activity must be carried out will be stated in the Letter of Agreement. Verifiable outputs, or deliverables, will be established in this Letter and appendices. Any changes to the schedule, or deliverables, must be agreed in writing in advance with MSME-BDS. Any other substantial changes to the approved activity will also require the written approval of MSME-BDS in advance.
12. Responsibility for claiming payment rests with the beneficiary company. Unless claims are made within the period specified in the letter of agreement, funds may be reallocated.
13. Reimbursement of 50% of the approved costs will be made following verification by MSME-BDS that the designated activities have been undertaken and paid for in full by the beneficiary. All documents or reports required for this verification will remain the property of the beneficiary company. Verification of costs and payments will also be necessary and MSME-BDS will require original vouchers certified by the client, or certified copies.
14. In the event of the applicant company going into liquidation or receivership, or having its character substantially changed before payment, then the cost-sharing support may be withdrawn at the discretion of MSME-BDS.
15. Majority of the payments will be made in Ghanaian Cedis. Where foreign exchange costs have been incurred and the firm seeks to be reimbursed in dollars full evidence must be presented and prior approval will be necessary.
16. Grant assistance to any one company or group of companies is limited to a maximum of a cumulative US \$ 200,000 with the exception of Financial Institutions that may receive up to a cumulative total of US \$ 2.5 million.
17. MSME-BDS reserves the right at its sole discretion, prior to payment of the grant, to appoint an independent auditor to audit the financial transactions relevant to the approved activity. Such an audit will cover both the grant beneficiary and the service supplier/s. If fraudulent activities are uncovered, the names of the perpetrators may be published in the national press, and they will be debarred from any future assistance from or involvement in the MSME-BDS scheme.
18. All cost sharing is subject to these general regulations and to the conditions set out in the individual letter of agreement between MSME-BDS and the beneficiary firm.