



REPUBLIC OF GHANA

## APPLICATION REQUIREMENTS

### CHECK LIST FOR INDIVIDUAL AND BUSINESS ASSOCIATIONS

#### MICRO SMALL AND MEDIUM ENTERPRISES PROJECT BUSINESS DEVELOPMENT SERVICES SCHEME

No proposal shall be processed before all the relevant application requirements have been submitted.

NO	PARTICULARS TO SUBMIT FOR EACH APPLICATION	TICK WHERE APPROPRIATE	OFFICIAL USE ONLY
1	Well developed proposal (Guidelines attached).		
2	Certificate of registration for business <i>OR</i> Recommendations from Local Council Officials (for rural based firms and groups /Associations).		
3	Brief Business Plan showing activities, goals and objectives.		
4	Activity program.		
5	Terms of reference (ToR) for Consultants.		
6	Agreement with Consultants on the activity to be under taken.		
7	Curriculum Vitae (CVs) for Consultants/Trainers		
8	If the support being requested is for an activity out side Ghana, please provide all supporting documents.		
9	List of participants to be trained showing their names and roles in the business (for training activities only).		
10	Entry Survey form (Applicant Questionnaire) issued by BDS-Ghana.		
11	Proof of availability of funds to finance the activity, <i>for example any of the following</i> <ul style="list-style-type: none"><li>▪ Bank statement (current accounts)</li><li>▪ Photocopy of savings pass book</li><li>▪ Audited accounts</li></ul>		
12	Clear directions to your enterprise/firm physical location.		

SUBMITTED BY: \_\_\_\_\_

NAME OF BUSINESS/ASSOC.: \_\_\_\_\_

DATE: \_\_\_\_\_

RECEIVED AND CHECKED BY: \_\_\_\_\_

DATE: \_\_\_\_\_