



REPUBLIC OF GHANA

GRANT APPLICATION FORM

MICRO SMALL AND MEDIUM ENTERPRISES PROJECT

BUSINESS DEVELOPMENT SERVICES SCHEME

INFORMATION PROVIDED IN THIS APPLICATION FORM WILL BE TREATED IN **TOTAL CONFIDENCE**

For MSME-BDS office use:

APPLICATION NUMBER: _____ **DATE:** _____

The objective of the Business Development Services Fund (BDSF) is to boost Micro, Small And Medium Enterprise (MSME) growth by expanding the capacity of business development services providers in terms of their quality, outreach, cost effectiveness, impact and sustainability.

In order to apply for funding to the BDS Fund, eligible entities should be registered with the BDS Fund and should submit a complete Grant Application Form and a detailed Business Plan.

Grant Applications will be accepted from training institutions, business membership organizations, consultants, NGOs, and private Ghana and foreign-owned firms, duly registered with the BDS Fund.

Grant Applications will be evaluated on the basis of the following criteria:-

- Absorptive capacity (financial, managerial, operationally – human and systems resources, application of best practice methodology) for additional operations and programming initiatives;
- Capacity to deliver good quality financial statements and audited accounts since this will be one of the key sources of measuring their performance;
- Demonstrated commitment by the entity's willing to contribute their own resources to the development of the programme;
- track record and willingness to take a commercial approach to service provision;
- Significant and growing ratio of fee revenues to operating costs, combined with an exit strategy that shows capacity to maintain service after the project financing ends;
- Alignment with the objectives and philosophy of the Fund.

Business Plan should include:-

1. Approach according to best practices.
2. A detailed market analysis in the relevant area.
3. Project description, including project additionality and replicability, timing and duration of the project.
4. A list of minimum performance targets
5. A detailed budget. Applicants should provide a minimum cost sharing of 50% (cash). Project should be no longer than three years.

Applicants will have to comply with performance reporting requirements, in addition to other financial reporting provisions.

1. General Information

Name Of The Entity: _____

BDS Registration Number: _____

2. Contact Person Information

Name: _____

Telephone No

Fax No.

Email:

3. Area of Focus

A. What is the main service/product area of the project?
(please tick the appropriate box)

- Entrepreneurship:
- Human resource management:
- Marketing:
- Accounting and financial management:
- Business planning:
- Financial brokering:
- Information:
- Technical training:
- Management consulting:
- Strategy development:
- Technology and Innovation:
- Export Promotion:
- Design:
- Product development:
- Standards certification:
- Research:

Other:

If Other, please specify: _____

B. What specific products and services do you want to develop as part of the project?

C. Have you conducted a market study for these products and services?

Yes

No

D. Is the project focused on a specific industry?

Yes

No

If the answer is yes, please specify which one(s): _____

4. Project Description and Rationale

A. Please provide the project objectives, rationale, and description

B. How does this Project support the objectives of the BDSF?

7. Who will be the main target group of this project? (please tick the relevant answer(s))

Firms of less than 10 employees
 Firms of less than 50 employees
 Firms of less than 300 employees
 other

If the answer is Other, please explain

8. Please list the key project deliverables and timeframe.

Area of Activity	Deliverable	Timeframe
1.		
2.		
3.		
4.		
5.		

Budget

Sources of Funding	US\$
Total Project Cost	
BDSF Grant	
Other Sources of Funds (specify):	

Use of Funds	US\$
Total PROJECT Cost	
Consultants	
Training	
Administrative Expenses	
Equipment	
Other (specify)	

Background on your entity

9. Please provide a brief background on your entity, including referrals (clients, partner organizations) and internal/external evaluations conducted in the last three years.

10. What is the track record of your entity in the relevant area of the project?

11. What is your entity’s capacity to undertake this project and initiatives in term of:

i. Financial management capacity:

ii. Overall management capacity

iii. Operational capacity (human resources and systems, knowledge and application of best practice methodologies)

12. What was the performance of your entity in the last accounting year?

Indicator	Figure for last accounting year
1. Sustainability	
2. Cost effectiveness	
3. Outreach Sales Number of clients	
4. Impact	

13. Please list the minimum performance targets for your entity for the next three accounting years.

Targets	Year 1	Year 2	Year 3
1. Sustainability			
2. Const effectiveness			
3. Outreach			
4. Impact			

14. What are the most critical competency areas that your entity needs to improve in order to achieve these targets and implement the project successfully?

Capacity Enhancement Area	Please rank the areas (from 1-9) in order of importance
1. Management	
2. Financial management	
3. Accounting systems and policy	
4. Monitoring and evaluation systems	
5. Skills development	
6. HR management	
7. Organisation and strategy	
8. IT support (software, training, hardware)	
9. Other (specify)	

15. Please provide any general observations in the space provided below

Application Form submitted by: _____

Date: _____

Please forward all completed forms with a detailed business plan to any of the following offices:

Project Coordinator, MSME Project, Room 407, Ministry of Trade, Industry, PSD & PSI
 Ministry of Trade Regional Offices
 MSME Secretariat, Private Sector Division, Ministry of Trade, Industry, PSD & PSI
 Ghana Tourist Board Regional Offices
 Ghana Export Promotion Council Regional Offices
 National Board for Small Scale Industries Regional Office
 Association of Ghana Industries Regional Office