



As a pre-requisite to your grant application, MGF will require you to submit a simple but detailed enough proposal following the guidelines given below.

PROPOSAL GUIDELINES

BACKGROUND

Background should include legal status of firm (e.g. limited liability, sole proprietorship, partnership, etc.), when firm started, current operations, products/services offered, when firm was incorporated / registered, who the owners are and how many shares each holds. Please give a detailed description of your business.

PLANNED ACTIVITY

Outline the planned activity – the purpose of the matching grant being requested for– for example to engage a consultant(s) for value addition or preparation of a business plan/feasibility study, undertake a business diagnosis, hire consultants/trainers to undertake specific training related to the business, etc.).

TIMING OF ACTIVITY

Give specific dates and a detailed schedule when the activity is to be carried out. For instance if you are to carry out a diagnostic study or a feasibility study or a specific training or technologies procurement, state the expected period it will take to complete the proposed assignment.

Please note that MGF will be receiving your grant application at the time call for proposals is announced.

RATIONALE

Give the justification or reasons why you want to undertake the above mentioned activity. What problems is it going to address in your business? How is it going to help you become more competitive or grow your business sales, productivity or export levels? Why the proposed activity and not any other amongst alternatives. A pre-activity assessment report from your proposed service provider stating its relevance to your business could be very useful.



PRELIMINARY WORK DONE TO-DATE

Outline any preparations made in planning and facilitating the above mentioned planned activity.

EXPECTED GAINS/SALES GROWTH/RESULTS

On completion of the proposed activity, what outcomes do you expect? e.g. increase in skills/knowledge, increased productivity, market access, access to a bank loan, reduced production cost, employment created, etc. On completion of the activity, how do you expect your sales to grow as a result of the activity you are going to undertake?

DELIVERABLES AND ACCOUNTABILITIES

These are items, products you will submit to MGF as evidence of having carried out the proposed activity. These can for example be; detailed reports, prototypes developed, originations, manuals, photographs, attendance lists etc. Accountabilities; – these are items you will submit to show proof of payments for the activity. These may include; copies of cheque payments, telegraphic transfers (TT), original headed receipts etc

ACTIVITY BUDGET

Please provide a detailed break down of all the costs for the proposed activity. **MGF will only provide 50% of the approved cost estimates.**

SOURCES OF FUNDING

Please indicate the sources of funding for the activity. How does the firm propose to raise the required 50% funds for the planned activity required for the MGF.