**TEMPLATE FOR CONCEPT NOTE SUBMISSION**

MATCHING GRANTS CONCEPT NOTE TEMPLATE

## Southern Africa Trade and Connectivity Project – Concept Note for Matching Grants Template

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| **Introduction** | | | | |
| **Proposed Sub-project Title:** | | | | |
| **Value Chain:** | | | | |
| **Details of the Recipient Organization (RO)** | | | | |
| ***Recipient Organization*** |  | | | |
| *Name:* |  | | | |
| *Address:* |  | | | |
| *Contact details:* |  | | | |
| *Name of Business owner:* |  | | | |
| *Location, District:* |  | | | |
| **Total Project Capital/Cost Proposed:** | **USD** | | | |
| **SATCP Contribution (75%):** | **USD** | | | |
| **Recipient Cash Contribution (XX%):** | **USD** | | | |
| **Recipient In-kind Contribution (XX%):** | **USD** | | | |
|  | | | | |
| **Recipient Organization (RO) Profile** | | | | |
| **Type of Business Sector**  Please indicate the type of: cooperative/ association, Farmer’s club, Cross boarder traders, Agribusinesses, Poultry (please specify) |  | | | |
| **Year of establishment** |  | | | |
| **Year of registration** |  | | | |
| **Active Staff Members**  Please indicate the number of active staff members,  Attach Staff list, age, ID Number, Gender, | Total: | | | |
| Male: | | | |
| Female: | | | |
| Male Youth (18-35yrs): | | | |
| Female Youth (18-35yrs): | | | |
| **Experience in the selected value chain** | | | | |
| Please indicate the number of years that the RO has been engaged in this type of business |  | | | |
| Please indicate the RO’s countries of experience in the last 3 years. |  | | | |
| Please indicate the RO’s proposed export Markets/Countries for the products |  | | | |
| Years in production: |  | | | |
| Total quantity sold collectively: | Year | 1 | 2 | 3 |
| Volume Collectively sold (Mt/Ltr) |  |  |  |
| Total value of collective revenue: | Year | 1 | 2 | 3 |
| Value of Collective Sales (USD) |  |  |  |
| **RO contribution**  *Please indicate* ***if****,* ***how much*** *and* ***in what form*** *the RO can contribute to the total costs of the sub-projects* | | | | |
| Total cash contribution: |  | | | |
| Please provide details for Sources of  Cash Contribution: |  | | | |
| Value of Total in-kind Contribution: |  | | | |
| Please provide details for Sources of  In-kind contribution |  | | | |
| **Sub-project Description** | | | | |
| **Description of the business idea and Market Opportunity**  *Please provide a brief description of the proposed business idea (type of company, products marketed, areas of operation, availability of Export market etc.) (Not more than 200 words)* |  | | | |
|  | | | | |
| **Current situation of the RO**  *Please indicate the main challenges for business growth, productivity increase, meeting quality standards, etc.*  *Briefly describe the market opportunity that the RO would like to address in the proposed subproject. (demand on domestic and international markets, changes in consumer preferences, penetration of new/niche markets, etc.)* |  | | | |
| **The objective of the RO**  *Please provide – in quantitative and annual terms – the objective of the subproject* | | | | |
| Objective (business) of the RO: |  | | | |
| Product(s): |  | | | |
| Annual quantities Proposed: |  | | | |
| Quality specifications (if any): |  | | | |
| **Production targets**  *Please indicate the necessary production targets (total annual production, production per member/hectare/animal) required to meet the objective.* | | | | |
| Expected Production |  | | | |
| **Revenue**  *Please indicate the expected price.* | | | | |
| **RO Investment Needs**  *Briefly explain the proposed investment in line with the stated challenges:*  *Specify and quantify the RO’s investment needs to reach the production targets required to meet the market objective or opportunity. Structure the investment needs in terms of:* | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | ***Productive assets:*** *equipment, machinery, infrastructure, etc.* | | | | | ***Item*** | ***Quantity*** | ***Unit cost*** | ***Total cost*** | |  |  |  |  | |  |  |  |  | |  |  |  |  | | ***Technical assistance****: training, certifications, Business development services, Works,*  *Capacity building etc.* | | | | |  | ***Quantity*** | ***Unit cost*** | ***Total cost*** | |  |  |  |  | | ***Inputs e.g. Raw materials (Not more than 10% of the total investment)*** | | | | |  | |  |  |  | | --- | --- | --- | | ***Quantity*** | ***Unit cost*** | ***Total cost*** | | |  |  |  | | --- | --- | --- | | ***Unit Cost*** | ***Unit cost*** | ***Total cost*** | | |  |  |  | | --- | --- | --- | | ***Total Cost*** | ***Unit cost*** | ***Total cost*** | | |  |  |  |  | | | | | |
|  | | | | |
| **Environmental and Social Safeguards**  *Describe the potential environmental and social impacts that may arise due to the implementation of the subproject. What are the mitigation factors being proposed* |  | | | |
| **Expected impacts on RO and its members**  *Please provide an estimate of the expected impact on the RO (increase in production volume, revenues, productive assets) and its members (Accumulation of Assets, increased revenues, Job creation etc.)* |  | | | |
|  |  | | | |
| **Important information in support of the concept notes**  Applicant companies are considered eligible to meet the following criteria:   1. To be a company registered in Malawi, proven by the Business Registration Certificate. 2. To be a Medium or a Large company as per the MSME Policy definition. 3. Be in operation for the past 3 years. 4. Be tax compliant. 5. Commit to applying climate-resilient standards to grant investment. 6. Completed Grant Application Form   ***Notification of Feedback Mechanism***  *The notification of feedback mechanism will be done through the online portal which will be accessible to all applicants****.***  *In addition, the project will send copies of the feedback through the contact email address provided below:*  ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (optional)*** | | | | |
| Signatures | | | | |
| **RO Proprietor** |  | | | |
|  |  | | | |