**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)* |  |
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| **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:* |
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| ***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)*** |
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|  |  |  |
| --- | --- | --- |
| ***Quantity*** | ***Unit cost*** | ***Total cost*** |

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|  |  |  |
| --- | --- | --- |
| ***Unit Cost*** | ***Unit cost*** | ***Total cost*** |

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|  |  |  |
| --- | --- | --- |
| ***Total Cost*** | ***Unit cost*** | ***Total cost*** |

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| **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.)* |  |
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| **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**  |  |
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