



# REPUBLIC OF NAMIBIA

## ZAMBEZI REGIONAL COUNCIL

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Katima Mulilo

### FOR OFFICE USE:

Received by:

Date:

Signature:

## APPLICATION FORM FOR MICRO-FINANCE PROGRAMME

FY \_\_\_\_\_

### SECTION1: GENERAL INFORMATION

1. Name of the Project/Business: \_\_\_\_\_
2. Registration number of the business/project if already registered: \_\_\_\_\_
3. Project Location (Village): \_\_\_\_\_
4. Constituency: \_\_\_\_\_
5. Type of the Project/Business Sector: (please tick appropriate box)

Agriculture		Tourism	
Craft		Manufacturing	
Retailer		Hospitality	
Mining		Others (Specify)	

6. Does the project already exist? Yes ☐ No ☐

6.1 If yes when was it established? \_\_\_\_\_

6.2 Does the project need startup capital or supplementary funds?

Startup capital ☐

Supplementary funds ☐

## SECTION2: PROJECT MEMBERSHIP AND BENEFICIRIES' DETAILS

2.1 Name of Project Manager:

\_\_\_\_\_

2.2 Manager Address:

\_\_\_\_\_

2.3 Project Manager`s contact No:

\_\_\_\_\_

2.4 Project manager have experience in project management? Yes ☐ No ☐

If yes, please explain: \_\_\_\_\_

2.5 Do you have a business partner(s)? Yes ☐ No ☐

If yes, please indicate the name and type of partnership

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.6 Total number of Project members

	Female	Male	Total
Unemployed			
Employed			
Marginalized group			
People with disability			
Total			

2.7 Who initiated the project/business?

Individual/s	
The community	
Government	
Others( please specify)	

**2.8** Does any of the project members have skills and/or technical experience on activities to be implemented? Yes ☐ No ☐

If yes, how many members and what type of experience/skills (please attach their curriculum vitae)

**2.9** Do project beneficiaries make contribution to the project? Yes ☐ No ☐

If yes, from what kind of contribution?

Money	<input type="text"/>
In Kind	<input type="text"/>

**2.10** Has your business benefited from any grant before? Yes ☐ No ☐

**2.11** If yes from which institution?

\_\_\_\_\_

**2.12** Which year? \_\_\_\_\_

**2.13** Type of support the business need

Material	<input type="text"/>
Financial	<input type="text"/>
Technical	<input type="text"/>

If financial how much? \_\_\_\_\_

### SECTION 3: PROJECT INFORMATION

**3.1** Project background (please give a brief background of your project/business)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3.2** Project purpose (What are the objectives of your project/business?)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3.3** Project activities (describe the main activities of the project?)

\_\_\_\_\_  
 \_\_\_\_\_

3.4 Does the activity of the project have any significant negative impact on the environment?

If yes, please explain

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3.5 Project beneficiaries (Describe direct and indirect beneficiaries through the project activities- who and how)

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#### **SECTION 4: BUSINESS DESCRIPTION**

4.1 Service provided and/or products being offered by the project/business:

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4.2 Equipment (what facilities, machines and tools have you obtained for the production)?

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#### **SECTION 5: FINANCIAL INFORMATION**

5.1 Have you sold products in the last 12 months? Yes ☐ No ☐

5.2 If yes, please indicate the sales made in the past 12 months

Items	Quantity	Unit price	Sub total

### 5.3 Expenditure in the past 12 months

Items	Quantity	Unit price	Sub total

## SECTION 6: MARKET INFORMATION

6.1 Where will you be selling your products/services?

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6.2 Who are the buyers/customers of your products/services?

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## SECTION 7: BUSINESS PLAN

7.1 The expected output (Describe what the project intend to achieve after a year)?

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7.2 Type of support (describe the kind of support you are requesting) this can be technical, finance or material

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7.3 Explain reason for why you need the support

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**NB:**

(a) Completion of this application form does not necessarily mean that you are successful

(b) Please attach three (3) quotations, ID copies and any other necessary supporting documents.

(c) Attached business plan/project proposal

Provision of false information will lead to disqualification

## 10. Declaration:

I/We.....and..... on behalf of

.....project do solemnly declare that I/We apply for financial, equipment/materials and technical support for our project benefit. I/We further declare to diligently adhere to the conditions that the Regional Council may impose from time to time. I/ We further declare that the information here given is true and correct to the best of my/our knowledge. I/We undertake to register, open business/project account and submit the document to the Regional Council within six months.

	Signature	Date	Place
<b>Project Manager</b>			
<b>Witness</b>			
<b>Witness</b>			

**For Office Use:**

Recommendations	Recommended	Not recommended	Comments and technical observations	Date	Signature
Constituency Development Committee					
Remarks by Technical Committees					
Amount N\$					
<b>Chief Regional Officer</b>	Approved	Not approved			

## 11. Details of Project Members:

Name & Surname	I.D No	Sex M/F	Contact Number	Residential Address/Village	Positions/role
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					