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## **INDUSTRY GRANT OPPORTUNITY FOR NAMIBIAN ENTERPRISES**

### **Application process**

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1. Please complete the application by following the application guide.
2. All supporting documents must be provided. Please refer to the application for a checklist, and ask the Ministry of Industrialisation, Trade and SME Development (MITSMED) for guidance on additional documents.
3. All pages of copies of documents must be certified.
4. On acceptance of a complete application, an acknowledgment letter will be issued with a reference number.
5. Applicants may be requested to submit additional information, and a return period will be specified. If information is not provided in the return period the application will be closed.
6. An applicant may be requested to make a formal presentation as part of the appraisal process.
7. MITSMED will review the application, and will inform the applicant of the decision. Approval, decline, or referral of an application is entirely at the discretion of MITSMED.

### **Acknowledgment of Rules of the Industry Grant Award**

1. To qualify for entry, entrants must complete the MITSMED application guide in full and may use additional sheets of paper. Entrants must also complete and sign this acknowledgment of the rules of the Award.
2. A business plan, including cash flow projections and CVs of key individuals, must accompany the entry and must adhere to the minimum requirements contained in the guide.
3. Certified copies of documents will not be returned, nor will originals. It is incumbent on the entrant to ensure that documents are certified copies.
4. Entrants indemnify and hold harmless MITSMED from any loss, expense or liability, legal or otherwise, arising from participation in the Grant Award.
5. By entering the Grant Award, entrants certify that ownership of patents or intellectual property or copyrighted material relevant to the entry vests in them, or that they are entitled to use third party patents or registered intellectual property or copyrighted material.

6. First party patents or registered intellectual property or copyrighted material vesting in the entrant remain the property of the entrant.
7. The grant awardees will be required to complete and sign Anti-fraud declaration and the indemnity form.
8. The awardees will be identified and photographed for publicity purposes, and project descriptions and merits will be publicized.
8. Entry is closed to MITSMED staff, associates and suppliers to MITSMED.
9. The decision of the adjudication committee is final, and no correspondence will be entered into.
10. The grant monies must be applied to the benefit of the project entered for the application.
11. The closing time and date for entries is 12h00 on 27 March 2020.
12. Entries must be submitted in clearly marked and sealed envelopes to the physical offices of MITSMED in Eenhana, Katima Mulilo, Keetmanshoop, Mariental, Ongwediva, Omuthiya, Otjiwarongo Opuwo, Outapi, Rundu, Swakopmund and Windhoek.
13. Prospective entrants indemnify MITSMED from non-receipt or faulty transmission of entries and all associated components.
14. Failure to adhere to these rules will result in automatic disqualification from the grant Award and all benefits associated therewith.
15. MITSMED reserves the right not to make any award.

**I acknowledge that I am familiar with these rules and am bound by them in respect of my entry in the grant Award.**

**Signature**

\_\_\_\_\_

**Applicant**

\_\_\_\_\_

**Date**

## **Project Application Guide Details**

1. Name of entrant
2. Mobile Number
3. Email
4. Name of Company
5. Registration Number
6. Signature (I certify that I am authorised to enter this grant award)
7. Date
8. Describe your product or service
9. In what sector is the product or service?
10. What problem does the product or service solve?
11. Name the products or services that your business improves or replaces
12. Will it replace an imported product /service? If so please specify
13. What local material will be used?
14. What materials will be imported?
15. How the products made and what are are the specifications?
16. What technology and processes are required?
17. What regulation and legal requirements will apply?
18. Attachments
19. Business Plan
20. Cash flow projections
21. CVs of key individuals

Additional attachments, e.g. documents containing additional details fro grant award, technical specifications, brochures, studies etc

## **Business Plan Guide**

1. Company information
  - 1.1 Name
  - 1.2 Business location
  - 1.3 Description of business, range of products or services (current and future)
  - 1.4 Background (business strategy, regulations, sector analysis)
  - 1.5 Sources of funding (borrower, DBN, government, commercial bank, donor, etc.)
  
2. Management plan
  - 2.1. Organisational structure
    - 2.1.1 Experience and technical ability of management / applicants
    - 2.1.2 Ownership structure (shareholder agreements)
    - 2.1.3 Strategic alliances (if any)
  
3. Financial information
  - 3.1. Historical financial statements (if available)

- 3.1.1 Income statement forecast
- 3.1.2 Cash flow statement forecast
- 3.2 Funding requirement
  - 3.2.1 Key assumptions
  - 3.2.2 Sales projections
  - 3.2.3 Break-even analysis
  
- 4. Marketing plan
  - 4.1 Industry analysis
    - 4.1.1 SWOT analysis
    - 4.1.2 Potential markets and market share estimates
    - 4.1.3 Market segments
    - 4.1.4 Competition and / or substitute products
  
  - 4.2 Marketing strategy
    - 4.2.1 Product strategy
    - 4.2.2 Pricing strategy
    - 4.2.3 Promotion and advertising strategy
    - 4.2.4 Distribution strategy
    - 4.2.5 Sales strategy (local and/or export)
  
- 5. Operations / manufacturing information
  - 5.1 Business process (activity) description
  - 5.2 Raw material supplies and costing
  - 5.3 Technology and equipment
  - 5.4 Other relevant information
    - Patents
    - Intellectual property
  
- 6. Economic and / or development impact
  - 6.1 Economic sectors and / or geographic area
  - 6.2 Projected job creation (new and / or temporary jobs)
  - 6.3 Empowerment impact: ownership structure, capacity building, skills transfer, breakdown of shareholding
  
- 7. Additional documentation
  - 7.1 Corporate social responsibility policy