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## SMALL-GRANTS APPLICATION- (Income Generation/Business)

### Income Generation / Business

Sustainable Grenadines Inc (SusGren) with funding from the Inter- American Foundation (IAF) will be implementing a project entitled “ **Ashton Lagoon Restoration and Income Generation on Union Island, SVG.**” which will focus on expanding work started in the Ashton Lagoon area on Union Island through infrastructure, training, system improvements and increased community involvement in the protection of natural resources. One component of the project is to provide support to community groups and small businesses through a small grants program for residents of Union Island.

Income generation/ business applicants can apply for funding between **EC\$1,000.00 - EC\$10,000.00** to support their small business in the area of materials, equipment, supplies, training, product development and marketing among others. SusGren will provide technical assistance to groups during the implementation of their grant.

#### How to participate?

1. Applicants must properly fill out and submit the application form in accordance with the criteria mentioned below and provided in the guidance document. Proposals will not be considered if they are incomplete or do not meet the criteria.
2. All applications **MUST** be submitted via email to [susgrensgp@gmail.com](mailto:susgrensgp@gmail.com) with the subject title “**Small Grants Application - IGB**”. **Deadline for application is August 22<sup>nd</sup> 2021.**

#### Who are eligible?

Eligible applicants must include **small** businesses that have been in operation for at least one consecutive year or more (*please see guidance document for more information*). Start-up businesses may also be considered. Example of businesses may include (crafts/artisans, sustainable agriculture, food processing, etc.).

#### Guidelines to access funding

- The total amount requested must not exceed EC\$10,000.00
- Successful applicants **MUST** agree to participate in a minimum of five days training in basic business management to include financing, record keeping etc.
- Applicants must provide 15% in cash or in-kind of the total requested amount.
- Project should not exceed 6 months

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- Applications requesting EC\$5,000.00 or more must be accompanied by a Business Plan
- All applications MUST be submitted via email.

## 1.0 BUSINESS BACKGROUND

<b>Name of Business</b>	J & B Enterprise Ltd
<b>Months or Years in Operation</b>	5 Years
<b>Address of Business</b>	Clifton, Union Island
<b>Employees / partners (if yes, list them and their contact)</b>	Jackie Adams – Employee 455 – 3332 Jerome Passey – Employee 455- 3333 Annie Frank – Employee 455 - 3334
<b>Type of business</b>	Vegetable and Juice Bar
<b>Purpose/mission/vision</b>	To provide local fresh fruit juice and smoothies to the community of Union Island
<b>Social media site (website, Facebook, IG, Twitter etc.)</b>	Instagram - <a href="https://www.instagram.com/">https://www.instagram.com/</a>
<b>Business owner name Telephone Email</b>	Mark Weins – Owner 455 – 3331 J&Benterprise@gmail.com
<b>Requested Amount: \$</b>	EC\$10,000.00

## 2.0 GRANT INFORMATION

**2.1 BRIEFLY DESCRIBE YOUR BUSINESS, AND THE GOODS/SERVICES OFFERED:** Include in your explanation who will benefit to include gender, age group etc.

J&B Enterprise was established in 2016. The business was established as the owner recognized there was a need to make use of the many natural fruits and vegetables available to provide a healthier drink as an alternative to soft drinks and for people are more health conscience. Our business benefits the entire community both males and females as everyone have access to and can purchase our juices and smoothies.

**2.2 HOW WOULD YOU USE THE GRANT TO IMPROVE YOUR BUSINESS?** 2.2.1 Explain the need / gap that the funding will address in improving your business operation; 2.2.2 List the activities that will be used to address the need/gap mentioned in 2.2.1

J & B Enterprise is applying for this grant as it sees the need to extend its business to meet the demand of its customers. Within the last year the business has been doing well and the demand for our product has increase. Thus, we are requesting the funds to be used to purchase additional equipment like blenders, juicers, storage containers and materials for expansion.

1. Purchase of 5 additional blender for preparing smoothies
2. Purchase of 4 additional Juicers for preparing juices
3. Purchase materials to expand space for customers to include galvanize, rabbit and sprint, nails, paint, etc.

**2.3 EXPECTED RESULTS/ACHIEVEMENT: WHAT DO YOU EXPECT TO ACHIEVE?** What will be the outputs of the activities listed in 2.2.2

In implementing this grant J & B Enterprise expect to achieve the following;

- Increase its service space to accommodate 20 people from 10 which was the previous capacity
- Increase its sales of local juices and smoothies from 100 per week to 200 per week
- Increase net profit from \$2,000 per week to \$4,000 per week

**3.0 SCHEDULE OF ACTIVITIES:** Present the activities in the order in which the funds will be used. Mark with an X the month in which the activity will be done; if it lasts more than a month, you can mark all the months that it will last. Remember that the activities have a maximum period of six months.

ACTIVITIES / MONTH	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.
Activity 1- Conduct procurement process for equipment and materials needed	x					
Activity 2 – Make purchase of materials and equipment	x					
Activity 3 – Conduct procurement process for materials towards expansion of operations		x				
Activity 4 – Make payment towards materials for building expansion		x				
Activity 5 – Commence expansion of business and complete expansion			x	x		
<i>You can add or decrease rows if you need to.</i>						

**4.0 SUSTAINABILITY:** Describe ideas on how the business may be sustained once implementation is completed.

This small grant will assist J & B Enterprise to be sustainable. This is so, because it will allow the business to increase sales which means more funds can go towards maintaining the business operation, training of staff, put towards marketing and branding in an effort to sustain the business activities. Additionally, will ensure it keeps proper financial records and keep up to date with all necessary requirements according to law.

<b>5.0 Budget:</b> Provide explanations for each line item Applicants must provide 15% in cash or in-kind of the total requested amount.				
Description of Activities	IAF / SusGren Contribution	Group's Contribution		Total
		In-Kind	In-Cash	
<b>Activity 1:</b> Procure and make purchase of equipment and materials for business	4,000.00	-	-	4,000.00
<b>Activity 2:</b> Procure and make purchase of materials for expansion	6,000.00	-	1,500.00	7,500.00
<b>Grand Total</b>	<b>10,000.00</b>	<b>-</b>	<b>1,500.00</b>	<b>11,500.00</b>

*(Insert as many rows as needed). An excel can be submitted using the same format.  
Applicants must provide 15% in cash or in-kind of the total requested amount.*

**Activity 1:** Procure and make purchase of equipment and materials for business

5 Commercial Juicers x 320.00 = 1,600.00

5 Commercial Blenders x 280 = 1,400.00

5 packs of cup and straw combo (containing 100/a pack) x 200.00 = 1,000.00

**Total = \$4,000.00**

**Activity 2:** Procure and make purchase of materials for expansion

10 (sheets of 3/4" plywood groove treated) x 162.11 = 1,621.10

2 (4x4 windows) x 392.24 = 784.48

60 pieces (T&G 1x 6 x 14) x 34.48 = 2,068.80

20 pieces (sheetrock) x 55.00 = 1,100.00

5 gallons of paint x 85.12 = 425.62

**Total = \$6,000.00**

**In-Cash Contribution**

J&B staff will provide free labor for the expansion of the business. This will include 4 staff x 50 x 7.5 days = 1,500.00

**Total: \$1,500.00**

**Grand Total: \$11,500.00**

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Appendix 1 – Business Registration Form/ Licensee

**Example**

**TO**  
MUCHUNKU ROMMIE JOHN  
P.O.BOX 300  
00101 - JAMIA



THE REPUBLIC OF KENYA

BUSINESS REGISTRATION SERVICE  
P. O. BOX 30031  
NAIROBI  
22 NOV 2019

**BUSINESS REGISTRATION SERVICES**

**RE: GOLDEN HARVEST MILLS**

According to the records relating to the above business name held by this Registry as at **22 Nov 2019** the names of Proprietors of the above Business Name with their particulars are as follows

BUSINESS NAME	GOLDEN HARVEST MILLS		
BUSINESS NUMBER	139943		
DATE OF REGISTRATION	1989-02-28		
NATURE OF BUSINESS	WHEAT MILLERS		
REGISTERED OFFICE	P.O BOX 53366, TELEPHONE: , EMAIL: COUNTY: , DISTRICT: , LOCALITY: STREET: , BUILDING:		

NAME	DESCRIPTION	ADDRESS	COUNTRY
SONGOIYWO HOLDINGS LIMITED	PROPRIETOR	P.O BOX 53366 NAIROBI	KENYA

Yours Faithfully,  
REGISTRAR OF COMPANIES



**DISCLAIMER:** THIS IS A SYSTEM GENERATED CERTIFICATE AND DOES NOT REQUIRE A SIGNATURE AND THE INFORMATION HAS NOT BEEN VERIFIED BY THE OWNER

Company Documents from  
**SystemDay**

TO VALIDATE THIS DOCUMENT SEND THE WORD **BRS TO 21546**

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## Appendix 2 – Financial Statement

in EUR'000

Line Item	Parent entity	Subsidiary (100%)	Subsidiary (100%)	Subsidiary (80%)
	Magnimetrics	FunMetrics	MetricMaker	Data Science 345
<b>2 Balance Sheet</b>				
<b>ASSETS</b>				
<b>Non-current assets</b>				
Property, plant and equipment	1,250	56	429	146
Investments	90	-	-	-
Intangible assets	775	14	26	38
	<b>2,115</b>	<b>70</b>	<b>455</b>	<b>184</b>
<b>Current assets</b>				
Inventory	1,458	-	180	98
Trade and other receivables	735	313	-	134
Intercompany receivables	276	-	461	-
Cash and cash equivalents	486	127	45	86
	<b>2,955</b>	<b>440</b>	<b>686</b>	<b>318</b>
<b>Total assets</b>	<b>5,070</b>	<b>510</b>	<b>1,141</b>	<b>502</b>
<b>EQUITY</b>				
<b>Shareholder's equity</b>				
Share capital	50	25	25	50
Retained earnings	2,695	210	859	84
<b>Total shareholders' equity</b>	<b>2,745</b>	<b>235</b>	<b>884</b>	<b>134</b>
Non-controlling Interest	-	-	-	-
<b>Total equity</b>	<b>2,745</b>	<b>235</b>	<b>884</b>	<b>134</b>
<b>LIABILITIES</b>				
<b>Non – current liabilities</b>				
Bank debt	798	-	-	-
	<b>798</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Current Liabilities</b>				
Bank debt	168	-	-	-
Trade and other payables	898	25	257	368
Intercompany payables	461	250	-	-
	<b>1,527</b>	<b>275</b>	<b>257</b>	<b>368</b>
<b>Total liabilities</b>	<b>2,325</b>	<b>275</b>	<b>257</b>	<b>368</b>
<b>Total liabilities and shareholders' equity</b>	<b>5,070</b>	<b>510</b>	<b>1,141</b>	<b>502</b>
<i>Check</i>	-	-	-	-

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Your Business Name Here

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## **Executive Summary**

### **Opportunity**

#### **Problem Summary**

INSTRUCTIONS: Describe very briefly why your business needs to exist. What problem do you solve for your customers?

#### **Solution Summary**

INSTRUCTIONS: Briefly summarize what your company does. The executive summary should be very short and you can go into more detail later in the plan.

#### **Market**

INSTRUCTIONS: Describe your target customer or market segments. Again, keep things very brief in the executive summary and add more detail later in the plan.

#### **Competition**

INSTRUCTIONS: Summarize your key competition. Who will your customers also consider?

#### **Why Us?**

INSTRUCTIONS: Write a brief overview of you and your team. Why are you the right people to build this business?

### **Expectations**

#### **Forecast**

INSTRUCTIONS: Write a brief overview of your financial targets. How much do you plan to sell in the next year? What are your long-term sales goals?