**TEMPLATE FOR CONCEPT NOTE SUBMISSION**

WINDOW 3: CONCEPT NOTE TEMPLATE

**Productive Alliance Sub Project – Concept Note for Window 3 PAs template**

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| **MALAWI FOOD SYSTEMS AND RESILIENCE PROGRAMME (MFSRP)**  **CONCEPT NOTE FORMAT**  **FOR**  **SMALL AND MEDIUM ENTERPRISES (SMEs)**  **Title of Concept Note:**  **Value Chain:**  **Type of Investment request:**  **Date of Submission** | | | |
| 1. **Small and Medium Enterprise (SME) Profile** | | | |
| Name of Small and Medium Enterprise (SME) Applicant: |  | | |
| Business Premise (s): | District/ City: |  | |
| Physical Address: |  | |
| GPS Coordinates of the business premises |  | |
| Postal Address: |  | |
| Telephone/ mobile contacts: |  | |
| Email address: |  | |
| Business type *(Sole-proprietor, Partnership, Limited Company)* |  | | |
| Shareholding:  *Add on a separate sheet if the space is not adequate* | Name: |  | |
| Shareholding %: |  | |
| Name: |  | |
| Shareholding %: |  | |
| Name: |  | |
| Shareholding%: |  | |
| Business Experience | Year of Registration |  | |
| Business registration certificate number. |  | |
| Tax Identification Number (TIN) |  | |
| Workforce | Permanent Staff: |  | |
| Males: |  | |
| Females: |  | |
| Youth male: |  | |
| Youth female: |  | |
| Number of Temporary workers in the previous year *(Segregated by gender):* | MALE | FEMALE |
|  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Business Details** |  | | | | | | |
| Brief description of the business activities carried out by the SME including details of the final product: |  | | | | | | |
| Provide details of Fixed assets (physical) owned by the SME and location. | ASSET & LOCATION | | | | | VALUE (MWK) | |
|  | | | | |  | |
|  | | | | |  | |
|  | | | | |  | |
|  | | | | |  | |
|  | | | | |  | |
| SME production volume (Mt, Ltr) | 2021 | | 2022 | | | 2023 |
|  | |  | | |  |
| SME volume of sales (Mt, Ltr) | 2021 | | 2022 | | | 2023 |
|  | |  | | |  |
| SME Volume of Raw Material purchased (Mt,Ltr) | 2021 | | 2022 | | | 2023 |
|  | |  | | |  |
| Sales Revenue (K) | 2021 | | 2022 | | | 2023 |
|  | |  | | |  |
| Net Profit/ Loss | 2021 | | 2022 | | | 2023 |
|  | |  | | |  |
| A brief explanation of the Market opportunity or Gap that will be addressed by the proposed sub-project. |  | | | | | | |
| Proposed Investments  (Asset Investments, Technical Assistance, Environmental and Social Management) | | **Investment Description** | | **Amount (MKW)** | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
| Sources of matching cash contribution (MKW) | | **Source of Cash Contribution** | | | **Value of Contribution (MWK)** | | |
|  | | |  | | |
|  | | |  | | |
| **Total (MWK)** | | |  | | |
| **% of Sub Project** | | |  | | |
| Explain the expected benefits and impacts as a result of the intervention. | |  | | | | | |
| Briefly describe the climate-smart technologies that will be adopted in the business. | |  | | | | | |
| Briefly describe the potential negative Environmental and Social impacts that will be associated with the proposed investment and the mitigating factors that will be employed to reduce impact. | |  | | | | | |
| What are the risks associated with the investment? | |  | | | | | |
| Sustainability: explain how the SME will ensure continuity in the implementation of the subproject. |  | | | | | | |

**Category of application**

Applications in this window are categorized as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | No of Employees | Turn-Over in the previous Year (MK) \* | Max. Matching Grant (US$) | Matching ratio in  AGCOM: SME: In-kind |
| Category 1 | 1 – 20 | 25 - 100 million | 150,000 | 70:20:10 |
| Category 2 | 21 – 99 | >100 - 500 million | 300,000 | 70:30:0 |
| Category 3 | Over 100 | Over 500 million – 1Billion | 500,000 | 50:50:0 |

*‘Turnover is superior’*

**Enterprise subcategory:**

The entity must be working with a minimum number of farmers as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Cat 1** | **Cat 2** | **Cat 3** |
| Dairy | 200 | 500 | 800 |
| Beef | 50 | 100 | 150 |
| Cereals & Legumes | 200 | 500 | 800 |
| Horticulture | 100 | 250 | 400 |
| Aquaculture | 50 | 100 | 150 |
| Livestock (Small Ruminants) | 100 | 250 | 400 |
| Honey | 200 | 400 | 1000 |
| Poultry | 100 | 300 | 600 |
| Plantation Crops | 200 | 500 | 800 |

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| --- | --- | --- | --- | --- | --- |
| **Mandatory Attachments Required** | | | | | |
|  |  | **Category 1** | **Category 2** | **Category 3** |
| Registration | Business Registration Certificate | ☑ | ☑ | ☑ |
| Tax | Tax Clearance certificate | ☑ | ☑ | ☑ |
| Income tax Notice of Assessments | ☑ | ☑ | ☑ |
| Two Sets of Accounts |  |  | ☑ |
| Financial | Audited Accounts for last financial year |  |  | ☑ |
| Statement of shareholders equity; | ☑ | ☑ | ☑ |
| Corporate Social responsibility statement for past 3 years | |  |  | ☑ |
| Agreement with Off taker, retail distribution or | | ☑ | ☑ | ☑ |
| Workforce  *(attach a list of the workers, National IDs, their contracts, and phone #s*) | |  | ☑ | ☑ |
| 6 months Bank Statement | | ☑ | ☑ | ☑ |
| Occupation Health and Safety Workplace certificate | |  |  | ☑ |
| List of Cooperatives and farmers the Business is working with as per the template provided. | | ☑ | ☑ | ☑ |

\*Note: ☑ This represents a must send documents/ information.