

GUIDELINES

Micro and Small Size

Investment Grant Fund



July 2018

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Acronyms and abbreviations

BoFEC	Bureau of Finance and Economic Cooperation
PSU	AgroBIG Programme Support Unit
WoFEC	Woreda Office of Finance & Economic Cooperation
WSC	Woreda Steering Committee
WTC	Woreda Technical Committee

1. INTRODUCTION

AgroBIG is an agribusiness development programme of the Ethiopian and Finnish governments under Bureau of Finance and Economic Cooperation (BoFEC) as the responsible government coordinating agency. The objective of AgroBIG is to contribute to poverty reduction through agriculture based economic growth.

The AgroBIG programme supports smallholders and agribusinesses in the districts; North Achefer, South Achefer, North Mecha, South Mecha, Bahir Dar Zuria, Dera, Fogera and Libo Kemkem.

2. MICRO AND SMALL SIZE INVESTMENT GRANT FUND PURPOSE

The purpose of the Micro and Small Size Investment Grant Fund is to provide value chain actors access to finance and financial services in order to strengthen their competitiveness and sustainability of their enterprises.

Micro and small-size investment grant is aimed at smallholder farmers, farmers' groups and micro enterprises involved in agricultural businesses as well as for small cooperative and private entrepreneurs investments. Job creation investments, especially focusing on women, youth and persons with disabilities. (Eligible investments include but are not limited to the list below)

- Small-scale irrigation development including drip irrigation and greenhouse technology;
- On farm investments in agricultural equipment;
- Farm processing equipment and mechanized field services;
- Innovations to introduce climate smart methodologies and technologies, for example zero-tillage, cover crops and rotations, energy efficiency;
- Systemic pest-control or integrated pest management;
- Post-harvest crop handling such as storage management, cold chains, cleaning, sorting grading and packaging;
- Human resource management, capacity building in farming, food processing, cooperatives etc;
- Development of financial management and administration, book keeping;
- Provision of coaching in business management;
- Capacity building activities, marketing, management skills etc;
- Business Development Costs (maximum 5% of the total budget).
- Interest on loans obtained to provide matching fund;
- Creation or renovation of food distribution outlets

2.1 Grants and Grant Applicants

- Eligible applicants are: Small holder farmers, farmers' groups, cooperatives, enterprises and private entrepreneurs and public institutions;
- Applicants should be registered or shall register with the relevant authority if awarded a grant;
- Smallholder farmers are farmers with less than 2 ha of land;
- Small business is defined as not more than 5 employees, including owner;
- Maximum grant for a single project is 150,000 ETB. (5,000 EUR)
- The required level of matching fund is minimum 15% of the total budget for the project;

- Female applicants, women and youth groups and cooperatives with at least 50% female members can provide matching funds in kind.
- Applicant can submit maximum one application in this call for proposals.
- Based on the innovations of the business, an applicant can be awarded a maximum of three grants over the period of the AgroBIG II programme
- Female applicants and women's groups will get extra score.
- Proposals including or addressing persons with disabilities will get extra score.
- Proposals considering environmental sustainability will get extra score
- Maximum duration of grant projects is 24 months from the date of signing of the grant contract.
- In case the proposal involves access to land, access land should be ensured at the time of submitting the proposal or at the time of signing the grant contract
- Eligible expenses must be indicated in the project budget;
- Expenses not directly associated with the project and not identified in the grant budget are ineligible.
- Ineligible expenses are salaries to public servants. Administrative costs of public institutions. Procurement of land.

3. APPLICATION PROCEDURE

A two-stage process is used where the applicant first submits a short concept note (Annex 1.).

Both the concept note and the full project proposal can be submitted in Amharic or English.

Applicants shall submit their concept notes to the archive section of the Finance and Economic Cooperation office of the Woreda, in which most of the proposed projects' activities will take place. The applicant should receive a receipt of the submission of the concept note and full project proposal (Annex 2). All concept notes and subsequently all proposals will be registered and presented to the Woreda Technical Committee (WTC).

Each concept note is evaluated by three evaluators working independently using the evaluation criteria in Annex 3.

Before providing a recommendation, the WTC may carry out a field visit to the applicant. The purpose of the visit is to confirm the concept note information and to assess the capacity of the applicant.

An average of the evaluators' total scores is calculated. A summary ranking of the concept notes is prepared. Based on this, the WTC will provide its recommendations to the WSC. The WSC decides on the approval of the concept notes for further development into full project proposals.

Successful applicants will be invited to submit full project proposals for submission to the same Woreda Office to which they submitted the concept notes.

A list of successful concept notes with titles, applicants' names, locations and indicative budgets will be displayed at respective Woreda office.

Applicants are responsible for the preparation and submission of the full project proposals (Annex 4.)

The evaluation procedure for the full project proposals is similar to the procedure used for the concept notes.

After completing the evaluation, the evaluators will prepare their recommendations to the WTC. The recommendation of the evaluators can be, either;

- a. To recommend the proposal for approval,
- b. To ask the applicant to revise the proposal and submit again, or
- c. To reject the proposal.

To recommend projects for funding is the responsibility of the WSC.

The WSC sends the list of projects recommended for funding to AgroBIG PSU. PSU will check for possible overlaps and for availability of funds and send a list of recommended projects to BoFEC for final decision.

The WSC will inform the successful applicants of the grant award.

Unsuccessful applicants will be informed of the rejection, and the justification. Concept notes and full project proposals will not be returned to applicants.

A list of projects awarded grants with titles, grantees' names, locations, budgets and grant amounts will be displayed at respective Woreda office and on AgroBIG web site; www.agrobigo.org

4. GRANT PROJECT IMPLEMENTATION

A grant contract (Annex 6.) will be signed between the respective Woreda (WoFEC) Head and the applicant/Grantee.

4.1 Opening of Bank Account

Grantees should have or shall open an account, in their name, with Amhara Credit and Savings Institution (ACSI). All project related transactions shall be through this account.

Own contribution shall be deposited into the account before the grant can be disbursed into the account.

4.2 Disbursement

The signing of the grant contract is considered as a request for pre-financing. 80% percent of the grant will be disbursed by ACSI on instructions from the PSU within 30 working days of signing.

The final disbursement of up to 20% of the total contract value will be made after the Completion report has been submitted and the Project File has been closed.

4.3 Procurement Procedures and Documentation

The Grantee is responsible for any procurements required. Good procurement procedures must be followed. The grantee shall establish, as far as possible, a procurement committee with minimum three members. Three quotations shall be obtained for any procurement above ETB2,500.

The Grantee is responsible for the proper and transparent use of the grant funds.

Grantees are required to maintain appropriate accounting records of the project income and expenditure. Financial records shall include the grant income and expenditure, supported by detailed

documentation (procurement documents, quotations, procurement committee minutes, invoices, receipts). The accounting records shall clearly discern the project accounts from other funds

4.4 Quarterly progress reports

Grantee will submit quarterly progress reports (Annex 7.) to the Woreda WoFEC Office.

The Grantee will report on the project income and expenditure after the end of each reporting period. (Annex 8.) The financial report shall be attached to the progress report.

4.5 Monitoring

The Grant projects will be monitored regularly by AgroBIG and WoFEC to:

- Confirm that financial management and accounting arrangements are properly organized, and that funds utilization is correctly reported;
- Monitor the technical implementation of the project and verify the progress in relation to established milestones.

5. PROJECT COMPLETION

The Grantee shall submit a project completion report (Annex 7.) The project completion report provides an overall summary of the information given in the progress reports and the results of the entire project.

5.1 Closing the project file

The AgroBIG Rural Finance Advisor and the WTC are responsible for organizing the closing of the project file. In doing so, the following administrative procedures will be finalized:

- Closing the financial accounts of the project and ensuring that all refunds have been received and all outstanding payments have been made;
- Approving the project Completion Report received from the Grantee;
- Organizing the final audit of the project by the Woreda, WoFEC Auditors;
- Preparing a Grant Closing Letter to the Grantee confirming that all obligations have been satisfied. After this, all project documentation and financial records must be archived for three years for a possible Government audit;
- Endorsing that the disbursement of the remaining Grant of up to 20% can be made to the Grantee. Disbursement request (Annex 9.);
- Final decision on closing the project file is by PSU.

Final audits of all grant financed projects are to be carried out immediately after project completion. The Woreda, WoFEC Auditors will audit the financial records and expenditure of each of the grant projects.

ANNEXES

ANNEX 1: Concept Note Template

Micro and Small Size Investment Grant Fund

CONCEPT NOTE

Dossier No	
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(for official use only)

Title of the project:	
Name of the applicant	
Legal status	

Applicant's contact details for the purpose of this project	
Postal address: Registered	
Telephone number:	
Contact person for this project:	
Contact person's email and telephone number:	
Address:	

Instructions for drafting the concept note

Please complete the table below, which should not exceed 2 pages.

Title of the project:	
Location(s) of the project: Specify in which Woredas and Kebeles the project will take place Total duration of the project (months):	
Requested Grant contribution (ETB amount)	ETB
Total Project cost	
Own matching fund contribution	% and amount

Objectives of the project	<p>What are the issues that you want to change with the project?</p> <p>Who will benefit most? What would show that they have benefitted?</p> <p>Are there others that may benefit? What would show that they have benefitted?</p>
Final beneficiaries (how they have been involved in the planning)	Please detail how beneficiaries have been involved.
Targeted results	
Main activities	
Other information Specify if and how women will carry out the project and how women will benefit. Environmental considerations when implementing the project.	

Name, Date and Signature of the applicant

ANNEX 2. Receipt of concept note or full project proposal

Receipt of Concept Note and Full Project Proposal

It is hereby acknowledged that the person/ organisation below has submitted a concept note / full project proposal, under the Micro and Small Size Investment Grant Fund, Call for Proposal.

Applicant: _____

Address: _____

Title of the Project: _____

The concept note has been given the reference as below:

Application reference: _____ **(WOR 2018 xxx)**

Please note your application reference number, above. Please use this reference number in any correspondence regarding your application.

Signed By:

Signature:

Place and Date:

Head of Woreda Finance and Economic Cooperation Office

Stamp

ANNEX 3. Evaluation grid for scoring of the concept note and the full project proposal

Micro and Small Size Investment Grant Fund

Grid completed by	
Number of the proposal	
Name of the applicant	
Title of the project	

Scoring guidelines:

0 = missing or very poor, 20 = Excellent

Evaluation Grid; Scoring criteria for <Concept Note> < Full Project Proposal>. (Delete as applicable)

Criteria	Max score	Evaluator's score
Value chain proposal,	20	
Concept of proposal	20	
Expected result	20	
Experience of applicant	20	
Crosscutting issues:		
Female applicant or women's group	10	
Proposal involves or addresses persons with disabilities	5	
Environmental sustainability is considered	5	
Total	100	

Scoring guidelines: 0 = missing or very poor, 20 = Excellent

Criteria	Max score	Evaluator's score
Value chain proposal,	20	Improved inputs in value chains or, Cooperative society = 10p Post-harvest quality handling and trading = 5p Collection, processing, marketing = 5p
Concept of proposal:	20	New technology introduced = 10p Added value in value chain = 5p Financial sustainability = 5p
Expected result,	20	Number of direct beneficiaries above 20, = 5p Volume of annual sales above 30% of budget= 5p Job creation more than 5 full time staff = 5p Replicability, likely to be replicated= 5p
Experience of applicant;	20	Previous experience in similar activities = 5p Experience in other business = 5p Embedded services = 5p Education, Secondary and above = 5
Crosscutting issues:		
Female applicant or women's group,	10	Women applicant or 100% women's group = 10p Min 50% women in group = 5p
Proposal involves or addresses persons with disabilities,	5	Yes = 5 No = 0
Environmental sustainability is considered	5	Yes = 5 No = 0
Total	100	

ANNEX 4: Full Project Proposal Template

Micro and Small Size Investment Grant Fund

FULL PROJECT PROPOSAL

Dossier No	Woreda MI 2018 xxxx
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(for official use only)

Title of the project:	
Name of the applicant	
Official address of registration:	
Registration number (or equivalent)	
Legal status:	
Contact person:	
Telephone number:	
E-mail address:	
Website:	

Annexes: Please attach the following documents as relevant.

- i. Trade licence and Registration
- ii. Memorandum of Association
- iii. Tax Identification Number
- iv. Other

The Project

The duration of the project will be <XX> months.

Description of the Project (max 1 page)

- Explain the results expected, stating how the project will improve the situation of the final beneficiaries.
- Identify and describe each activity to produce results, justifying the choice of activities.
- Describe/highlight eventual changes of the information provided in the concept note.

Methodology (max 1 page)

- Describe the methods of implementation and rationale for such methodology;
- Describe the expected impact of the project with quantified data where possible, at technical, economic and social levels.

Amount of grant fund

Amount of grant fund requested: ETB

Amount of own contribution, (minimum 15%): ETB

Women and women's groups can provide own contribution in kind.

The Applicant's experience (max 1 page)

This information will be used to assess whether you have sufficient and stable experience of managing projects for which a grant is being requested.

Declaration by the applicant

The applicant, represented by the undersigned, being the authorised signatory of the applicant, hereby declares that:

- the applicant has the sources of financing and professional competence and qualifications to implement the project;
- the applicant is directly responsible for the preparation, management and implementation of the project and is not acting as an intermediary;
- the applicant is in a position to deliver, upon request, the supporting documents stipulated in the MGF guidelines;
- if recommended to be awarded a grant, the applicant, accepts the contractual conditions as laid down in the standard grant contract annexed to the MGF guidelines;

Signed on behalf of the applicant

Name	
Signature	
Position	
Date	

ANNEX 5. Budget Template

Micro and Small Size Investment Grant Fund

Project budget by component and budget line	Units	Cost / Unit	Total cost	Justification
1. (Name of budget component)				
1.1 (Name of budget line)				
1.2 (Name of budget line)				
Sub-total component 1				
2. (Name of budget component)				
2.1 (Name of budget line)				
2.2 (Name of budget line)				
2.3 (Name of budget line)				
Sub-total component 2				
3. (Name of budget component)				
3.1 (Name of budget line)				
3.2 (Name of budget line)				
3.3 (Name of budget line)				
Sub-total component 3				
Grand total				

ANNEX 6: Grant Contract Template

Micro and Small Size Investment Grant Fund

GRANT CONTRACT

Ethiopia-Finland Programme for Agribusiness Induced Growth in the Amhara region

< Grant contract Dossier number **Woreda MI 2018 xxxx** >

(the 'Contract')

The Woreda Finance & Economic Development Office

Contact Details:

Contact Person:

Phone:

E-mail:

Postal Address: P.O. Box

Visiting Address:

For WoFED_of the one part,

and

Contact Person:

Passport or ID number:

Phone:

E-mail:

Postal Address:

Visiting Address:

For the Grantee

of the other part,

(the 'Parties')

have agreed as follows:

Special conditions

Article 1 — Purpose

- 1.1 The purpose of this Contract is the award of a grant by WoFED to finance the implementation of the Project entitled: <title of the Project >
- 1.2 The Grantee shall be awarded the grant on the terms and conditions set out in this Contract, which consists of this contract and the annexes.
- 1.3 The Grantee accepts the grant and undertakes to be responsible for carrying out the Project.

Article 2 — Implementation period of the Project

- 2.1 This Contract shall enter into force on the date when the second of the two Parties signs. No retroactive claims can be made for reimbursement of expenses incurred before the commencement date. (Except for Business Development Facilitation Costs as specified in the budget)
- 2.2 Implementation of the project shall begin on: the day on which the second of the two Parties signs
- 2.3 The implementation period of the Project is <number of months>.
- 2.4 The execution period of this Contract can only be extended after a written agreement with the Contracting Authority.

Article 3 — Financing the Project

- 3.1 WoFED undertakes to finance a maximum amount of ETB <amount>.
- 3.2 The Grantee undertakes to finance 15% of the total estimated cost of the project ETB <amount>.
- 3.3 Contributions in kind have been approved: <specify contributions in kind>.
The final amount of the grant shall be determined when Completion Report and Final Accounts are approved.

Article 4 — Reporting and payment arrangements

- 4.1 The first pre-financing payment, 80% of the amount under Article 3.1 ETB (Amount) shall be made within 30 days of signing this contract.
- 4.2 Final payment, up to 20% of the total grant shall be made after Completion Report and Final Accounts have been approved.
- 4.4 Bank Account Details;
 - Bank Name and Branch Name:
 - Bank Address:
 - Name of account:
 - Account Number:

Article 5 — Contact addresses

- 5.1 Any communication relating to this Contract shall be in writing, state the number and title of the project and be sent to the following addresses:

(insert applicable address)

Article 6— Other

- 6.1 Progress reporting, monitoring and dissemination of results: The Grantee agrees to submit quarterly progress reports throughout the duration of the project to WoFED. The Grantee will cooperate in any progress review or survey of the project and in visit arrangements of government and donor representatives to the project as well as in the production of promotional material and dissemination of the results of the grant project.
- 6.2 Closing of the project: At the end of the project, the Grantee prepares the project Completion Report. All grant requirements remain valid until the Grantee receives a Grant Closing Letter from WoFED confirming that all obligations have been satisfied. After this, a final disbursement of the remaining 20% of the Grant can be requested. It shall be noted that the grant can never be more than 85% of total cost of the project.
- 6.3 The Grantee ensures that the disbursed grant will be used only for the agreed purposes. Any reallocation between budget lines or overspending of budget line allocations must be approved by WoFED in writing in advance.
- 6.4 Inspection of project accounts and documents: AgroBIG may authorize an inspection of the outputs and accounting documents of the project at any time. The Grantee will always provide unhindered access to all reports, documents and records related to the Project.
- 6.5 Audit or inspection of the grant project: Project activities and accounts will be audited in detail by responsible Government authorities or appointed auditors. All financial and procurement documents of the project implementation need to be archived for three years after the completion date of the project and made available to Government authorized personnel for inspection and audit on demand.
- 6.6 Loss and damage: The Grantee declares to undertake the agreed project on its own behalf and to have exclusive rights for its execution. BoFEC, WoFED or AgroBIG shall not be held liable for any loss or damage arising from the implementation of the project.
- 6.7 Dispute resolution: In cases of dispute regarding this agreement, the Grantee and AgroBIG agree to work towards a mutually acceptable compromise. Failing an agreement, the dispute will be submitted to BoFEC for Government arbitration process.
- 6.8 If the grantee has not deposited the required matching grant fund into the grant account, specified in Article 4.4, within three months of signing of the grant contract, this contract is annulled and no longer valid.

Article 7 — Annexes

- 7.1 The following documents are annexed to this Contract and form an integral part of the Contract:
- Annex I: Description of the Project (Full Project Proposal and the Concept Note)
 - Annex II: Budget for the Project
 - Annex III: Procurement rules for Grantees

7.2 In the event of a conflict between the provisions of this Contract and any Annex thereto, the Contract shall take precedence.

Done in **Amharic or English (delete as relevant)** in two originals, one original being for AgroBIG PSU and one original being for the Grantee.

For the Grantee

For WoFED

Name

Name

Title

Title

Signature

Signature

Date

Date

ANNEX 7: Quarterly progress reports and completion report Template

Micro and Small Size Investment Grant Fund

QUARTERLY PROGRESS REPORTS AND COMPLETION REPORT

Reporting period:

Project number and title:

Grantee/implementing organization:

Contact person:

Report outline

1. Project progress

- Inputs: Resources utilized
- Activities: Number of participants (men/women)
- Activities: Completed as planned
- Activities: Not finalized as planned
- Outputs: Results achieved as planned and not achieved

2. Results assessment

- What is the main goal of the project implementation for the period?
- Was the goal achieved or not? What is the main reason for success or failure?
- Is the implementation on track as planned and if not, what corrective measures should be taken?
- What is the main expected achievement in the next period?

ANNEX 8: Financial reports Template

Micro and Small Size Investment Grant Fund

Project number and title:

Reporting period:

Grantee/implementing organization:

Contact person:

Project budget by component and budget line	Grant Fund Received	Budget by budget line	Cumulative, previous reporting periods	Expenses reporting period	Total Expenses	Remaining balance
Grant prefinancing				N/A	N/A	
1. (Name of budget component)						
1.1 (Name of budget line)						
1.2 (Name of budget line)						
Sub-total component 1						
2. (Name of budget component)						
2.1 (Name of budget line)						
2.2 (Name of budget line)						
2.3 (Name of budget line)						
Sub-total component 2						
3. (Name of budget component)						
3.1 (Name of budget line)						
3.2 (Name of budget line)						
3.3 (Name of budget line)						
Sub-total component 3						
Grand total						

ANNEX 9: Disbursement request

Micro and Small Size Investment Grant Fund

DISBURSEMENT REQUEST Final Payment (TEMPLATE)

Date:

Project number and title:

Grantee/implementing organization/Contact person:

Total budget for project	ETB
Transferred already by AgroBIG (80% of approved grant)	
Total cost of the project	
Less Matching fund, own contribution (min 15% of total cost)	
Remaining balance of costs requested or paid back	

Checklist	Yes	No
Completion report is attached		
Final Financial report is attached		
Audit report is attached		
Bank balance + cash balance agrees with Balance held by Grantee		

Signed

Name of the official Representative of the Grantee

ANNEX 10: Micro and Small Size Investment Grant Fund Fact Sheet

	Micro and Small Size Investment Grant Fund
Implementing partner	Amhara Credit and Savings Institution.
AgroBIG target locations	Selected kebeles in the districts; North Achefer, South Achefer, North Mecha, South Mecha, Bahir Dar Zuria, Dera, Fogera and Libo Kemkem.
AgroBIG supported value chains	Onion, Potato, Rice, Maize, Tomato, Dairy, Poultry, Goat and Sheep rearing; The programme may include more value chains eligible for grant support
Eligible applicants	<p>Smallholder farmers, farmers' groups, cooperatives and agricultural micro enterprises and private entrepreneurs in targeted Woredas;</p> <p>Smallholder farmers = farmer with maximum 2 ha of cultivated land</p> <p>Micro enterprises = not more than 5 employees, including owner</p>
Purpose	<p>The purpose of the grant fund is to provide value chain actors with access to finance and financial services and to strengthen the sustainability of their enterprises.</p> <ul style="list-style-type: none"> • Small-scale irrigation development including drip irrigation and greenhouse technology; • On farm investments in agricultural equipment; • Farm processing equipment and mechanized field services; • Innovations to introduce climate smart methodologies and technologies, for example zero-tillage, cover crops and rotations, energy efficiency; • Systemic pest-control or integrated pest management; • Post-harvest crop handling such as storage management, cold chains, cleaning, sorting grading and packaging; • Human resource management, capacity building in farming, food processing, cooperatives etc; • Development of financial management and administration, book keeping; • Provision of coaching in business management; • Capacity building activities, marketing, management skills etc; • Business Development Costs (maximum 5% of the total budget). • Interest on loans obtained to provide matching fund; • Creation or renovation of food distribution outlets
Maximum grant size	150,000 ETB (5,000 EUR)
Number of grants	<ul style="list-style-type: none"> • Maximum 1 grant per applicant
Matching funds or Own contribution	<ul style="list-style-type: none"> • Minimum 15% matching funds

	<ul style="list-style-type: none"> Female applicants and groups and cooperatives with at least 50% female members can provide matching fund in kind.
Duration	Maximum duration of activities is 24 months.
Disbursement mechanism	<ul style="list-style-type: none"> 80% of grant is paid in advance. Remaining up to 20 % is paid upon completion of the project. Grant recipient will need to open or provide a bank account with an ACSI Branch in his/her name or in the name of the entity receiving the grant. Matching funds, if not in kind, shall be deposited into the grant recipient's account before ACSI transfer the AgroBIG grant into the account
Applicant requirements	<ul style="list-style-type: none"> If applicant entities are not registered they might need to get support letter from the relevant authorities at the time of signing the grant contract; Female applicants, women and youth groups and cooperatives with at least 50% female members are given priority.
Application procedure	<p>Eligible applicants are able to apply in response to AgroBIG's public Calls for Proposals through the relevant Woreda Office.</p> <ul style="list-style-type: none"> PSU will identify prioritised themes or concepts for each call for proposals. The grant fund has a two-phase application process; first a concept note, and if it is approved, a full proposal. The concept notes and full proposals shall be submitted to the archive section of the Finance and Economic Cooperation office of the Woreda, in which most of the proposed projects' activities will take place. Applications will be ranked and assessed by respective Woreda Technical Committee; A site visit may be carried out by staff appointed by the Woreda Technical Committee; The Woreda Steering Committee decides on the approval of the concept notes for further development into full project proposals. The Woreda Steering Committee will send the list of approved projects to PSU for disbursement of grant funds. Grant recipients are required to sign a grant contract with respective Woreda Finance and Economic Development Office;
Reporting and Monitoring	<ul style="list-style-type: none"> Grant recipients shall submit progress reports to the relevant Woreda Finance and Economic Development Office and to PSU in the format specified in the grant contract. Final audits will be conducted for each project by respective Woreda Finance and Economic Development Office Auditors. The Woreda office staff as well as AgroBIG staff will regularly monitor the implementation of activities.