



Ghana Tree Crop Diversification Project (TCDP)

Concept Note Form for the Competitive Grant Facility Window

Grantee Type (<i>Select only one option</i>):	<input type="radio"/> Tree Crop Development Centres (TCDCs) <input type="radio"/> Businesses
Before you start completing this form, please tell us how you heard about the TCDP Project Grants Facility (please tick): <ul style="list-style-type: none"> <input type="radio"/> Newspapers <input type="radio"/> Radio Advert <input type="radio"/> TCDA Website <input type="radio"/> COCOBOD Website <input type="radio"/> World Bank Website <input type="radio"/> MOFA website <input type="radio"/> Outreach and Communication Activities <input type="radio"/> Other (Please specify): 	
State the title of your sub-project	
Which Value Chain will this sub-project benefit (tick as applicable)? <ul style="list-style-type: none"> <input type="radio"/> Cocoa <input type="radio"/> Cashew <input type="radio"/> Coconut <input type="radio"/> Rubber (<i>eligible for TCDCs only</i>) 	
1. INFORMATION ON APPLICANT	
Name of the Company	
Details of Head of Company <i>Please provide a copy of the Ghana Card of the Head of Company</i>	Name: Job Title: Sex: <ul style="list-style-type: none"> <input type="radio"/> Female <input type="radio"/> Male Age: <ul style="list-style-type: none"> <input type="radio"/> Under 30 years <input type="radio"/> 31 – 40 years <input type="radio"/> 41 – 50 years <input type="radio"/> 51 – 60 years <input type="radio"/> 61 – 70 years <input type="radio"/> 71 years and above Is he/she physically challenged: <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No

How long has your business been in operation?	
In which year was your company incorporated? <i>Please provide a copy of your Certificate of Incorporation.</i>	
Company Past Performance:	<p>Number of employees directly employed by your company [in the Past 3 years; Disaggregated by sex (male and female)]</p> <p>Turnover US\$ (in the Past 3 years) (excluding grants received, if any)</p> <p>Has your Company raised funds through other means? (Equity, Grants, Loans, others)</p> <p>What is the current status of funding through other means? (Equity, Grants, Loans, others)</p>
Project Manager (Key Contact Person)	<p>Name:</p> <p>Email:</p> <p>Phone Number:</p> <p>Qualification:</p> <p>Experience:</p>
2. COMPANY / BUSINESS LOCATION	
Region	
District	
City	
Postal address	
Street address (Physical Address and Ghana Post GPS)	
E-mail address	
Phone number	
3. COMPANY / BUSINESS BANKING DETAILS <i>Please complete for a maximum of 2 banks</i>	
Bank Name	
Account Name	
Bank Account Number	
Bank Branch	

4. DETAILS OF CONTACT PERSONS

Please complete for Head of company and at least two other senior management members

Name	Position	Sex	E-mail address	Phone number
1.				
2.				
3.				

5. DESCRIBE THE MAIN PROBLEM OR CHALLENGE WITHIN THE SELECTED VALUE CHAIN THAT YOU AIM TO ADDRESS.

(Maximum 300 words)

Briefly describe the constraints within the value chain that your company seeks to address through this grant. How long have these constraints been present, and what previous efforts have been made to resolve them? What were the outcomes of those efforts?

6. WHAT IS THE PROPOSED SOLUTION TO THE IDENTIFIED CONSTRAINTS?

(Maximum 300 words)

Briefly describe the solution you believe should address the identified constraints. Your solution should be credible, achievable, aligned with the Project Development Objective (PDO), and consistent with the Government of Ghana’s development strategy for scaling up.

7. WHO ARE THE TARGET BENEFICIARIES OF THE PROPOSED SOLUTION(S)?

Please specify the category (ies) and number(s) of beneficiaries, disaggregated by gender.

8. HOW DO YOU PLAN TO IMPLEMENT THE PROPOSED ACTIVITIES?

(Maximum 500 words)

Briefly outline the steps you will take to address the identified constraints, including the companies and institutions —both private and public (where applicable) —with which you plan to collaborate. List at least five (5) key activities that will be carried out. The proposed steps should demonstrate creativity, innovation, efficiency, and feasibility.

9. HOW DO YOU INTEND TO SOURCE RAW MATERIALS IF GIVEN THE GRANT SUPPORT?

(Maximum 300 words)

Briefly describe your currently process for sourcing your raw materials and outline your plan for sourcing additional materials for this subproject. Be sure to specify the geographical areas from which you intend to source them.

<p>10. DESCRIBE YOUR TARGET MARKET (Maximum 300 words)</p> <p><i>Briefly describe your anticipated offtakers or market: geographic location(s), market size, consumer characteristics/preferences, etc. What are your offtake arrangements? What are the applicable trade requirements, trade volumes/quantities, payments terms, etc? Attach offtake agreements where applicable.</i></p>	
<p>11. WHAT ARE THE EXPECTED FINAL OUTCOMES OF THE PROPOSED SOLUTION(S)? (Maximum 500 words)</p> <p><i>Please describe the anticipated results of your project following implementation. These outcomes may include increased capital investment, number of jobs created, enhanced processing capacity, development of new products, improved export capacity, or increased volume of processed raw tree crop produce, increased trade volumes, among others.</i></p>	
<p>12. WHAT MEASURES WILL YOU TAKE TO ENSURE THE LONG-TERM IMPACT OF THIS SUPPORT. ENSURE THAT THE PROPOSED MEASURES ARE REALISTIC AND ACHIEVABLE (Maximum 300 words)</p> <p><i>Please outline the measures you will take to ensure the sustainability and lasting effects of this support. Ensure that the proposed measures are realistic and achievable</i></p>	
<p>13. PROVIDE A SUMMARY OF THE PROJECT DESCRIPTION / INTERVENTION AND ITS GOAL AND OBJECTIVES (Maximum of 300 words)</p>	
<p>14. BUDGET</p>	
Amount requested (from TCDP) for the project (GHC) <i>(A)</i>	
Grantee Contribution (Company's own funds) (GHC) <i>(B)</i>	
Grantee Contribution (Additional funding obtained from other sources) (GHC) <i>(C)</i>	
Estimated Project Cost (GHC) <i>(A+B+C)</i>	
Est. Start Date of project	
Est. Duration of project (no. of months)	

DECLARATION

I, hereby declare that all the information provided, and documents submitted are true, complete, and accurate to the best of my knowledge and belief. I understand that any false statement or misrepresentation may result in the immediate rejection of my application.

PREPARED BY:

Name: _____

Sign: _____

Date _____

DOCUMENTS TO BE SUBMITTED BY APPLICANTS:

1. Proof of Identity of the Head of Company (National ID)
2. Business Registration Certificate / Certificate of Incorporation.
3. Company Regulation
4. TCDA Certificate of License
5. Financial Records, including:
 - a. Momo and/or Bank statements for the past 1 year (*mandatory*)
 - b. Annual Financial Reports/Audit Reports for the last 3 years (*mandatory*) or
 - c. Management Accounts for the last 3 years (*Only mandatory when Audited Reports are not available*)
 - d. Tax Clearance Certificate (*mandatory*)
 - e. List of all current debt obligations (*mandatory*)
 - f. Offtake agreements/Payment Orders (*not mandatory*)