

REQUEST FOR APPLICATIONS
TO SUPPORT THE PROCESSING INFRASTRUCTURE
DEVELOPMENT IN GEORGIA

The USAID Agriculture Program

Request for Applications (RFA) No.003/1019

Issuance Date: **29 October, 2019**

Dear Applicant:

The USAID Agriculture Program is seeking grant applications for implementation of the competitive matching grant program to support the processing infrastructure in selected value chain development in Georgia. The In-Kind Grants¹ will be awarded and implemented in accordance with USAID and US Government regulations governing grants under contracts and the USAID Agriculture Program's internal grant management policies.

Please note that the deadline for receiving applications is **20 December, 2019** (please refer to 'Section III Application and Submission Information' for more information).

In order to provide detailed information on focus of the RFA, define eligible applicants, ensure understanding of the application form, and facilitate the application process, the USAID Agriculture Program will hold information sessions for interested and potential applicants in the regions and in Tbilisi per the schedule below:

MTSKHETA- MTIANETI REGION

Mtskheta: 4 November, 2019 - 12:00

Address: Mtskheta Municipality City Hall / 7 Antioch street

SHIDA KARTLI REGION

Gori: 5 November, 2019 - 12:00

Address: Vocational College "Gantiadi" / 2 Besiki street

SAMTSKHE-JAVAKHETI REGION

Akhaltzikhe: 6 November, 2019 - 12:00

Address: Centers for Civic Engagement / 19 Manvelishvili street

KVEMO KARTLI REGION

Marneuli: 7 November, 2019 - 12:00

Address: Centers for Civic Engagement / 1 Giorgadze street

KAKHETI REGION

Telavi: 8 November, 2019 - 12:00

Address: Holiday Inn Telavi Hotel / 2 Rustaveli street

RACHA-LECHKHUMI AND KVEMO SVANETI REGION

Ambrolauri: 11 November, 2019 - 13:00

Address: State Representative Office in Racha Lechkhumi- Kvemo Svaneti Region / 11 Bratislava-Racha street

¹ When services and/or goods are procured by the Program and are provided in-kind to the grantee directly under the grant agreement.

IMERETI REGION**Kutaisi: 12 November, 2019 - 12:00**

Address: Imereti Region Chamber of Commerce and Industry / 124 Rustaveli Avenue

SAMEGRELO REGION**Zugdidi: 13 November, 2019 - 13:00**

Address: State Representative Office in Racha Lechkumi- Zemo Svaneti Region / 45 Zviad Gamsakhurdia Avenue.

GURIA REGION**Ozurgeti: 14 November, 2019 - 12:00**

Address: Centers for Civic Engagement / 14 Chavchavadze Street

ADJARA REGION**Batumi: 15 November, 2019 - 12:00**

Address: Region Chamber of Commerce and Industry /26 Melikishvili street / II

Kobuleti: 16 November, 2019 – 12:00

Address: Agroservice Center / Kobuleti – Ozurgeti Highway, Freedom Street

Tbilisi: 19 November, 2019 - 13:00

Address: Hotel Coste, 43/45 Kostava Street, Tbilisi, Georgia

Information sessions will allow eligible and interested applicants the chance to ask questions about the RFA and receive guidance on how to complete the application form given in Annex A. Applicants will be able to ask questions via email (grants@apgeorgia.org) until **22 November, 2019**. The USAID Agriculture Program will disseminate answers to all questions publicly through www.jobs.ge and [FB: apgeorgia.org](https://www.facebook.com/apgeorgia.org) no later than **27 November, 2019**.

SECTION I. PROGRAM DESCRIPTION

IA. ABOUT THE USAID AGRICULTURE PROGRAM

The USAID Agriculture Program is a five-year activity that aims to accelerate growth of agricultural subsectors that demonstrate strong potential to create jobs and increase incomes and revenues of micro, small and medium enterprises (MSME²). The USAID Agriculture Program will deliver firm-level investment and tailor-made technical assistance to entrepreneurial, market-driven enterprises, production clusters and supporting associations and service/information/extension providers to foster inclusive and sustainable market systems development. The USAID Agriculture Program will provide competitive cost-shared grants and technical assistance to address identified gaps in targeted value chains that will result in the improved productivity and production capacity of MSMEs, strengthened value chain linkages, increased access to markets, and improved capacity of MSMEs, cooperatives, associations and service/information/extension providers.

The USAID Agriculture Program will be implemented through two integrated, mutually reinforcing components: cost-share grants and technical assistance. These components will be directed and informed by a value chain prioritization and gap assessment that will identify specific product/market combinations that can sustainably increase incomes, employment and MSME revenues.

IB. COMPETITIVE MATCHING GRANT PROGRAM DESCRIPTION

In-kind grants under the USAID Agriculture Program will be used to facilitate the achievement of activity objectives, through addressing constraints in availability or quality of planting materials, production, post-harvest handling, processing and market access along value chains for targeted product/market combinations in selected value chains.

The USAID Agriculture Program has conducted an in-depth value chain analysis to determine priority value chains in the horticulture sector and to identify gaps within selected VCs for targeted grant and technical assistance support. As a result of this analysis, seven value chains, namely berries, culinary herbs, stone fruits, pome fruits (apples), perishable vegetables, mandarins and table grapes have been identified as having greatest potential for Georgian agriculture from the standpoints of competitiveness, generating incomes and opportunities for export and import substitution.

The main gaps identified under the study include lack of availability of modern, virus-free, resistant and productive planting and seeding material, either locally produced or imported, limited area of production using best agricultural practices and technologies, lack of knowledge on production technologies, and lack of investment in post-harvest, processing and storage infrastructure.

This RFA will only address the improvement of processing links of the identified value chains (*berries, culinary herbs, stone fruits, pome fruits (apples), perishable vegetables, mandarins and table grapes*) in Georgia. The lack and insufficiency of processing links has been identified by the Value Chain analysis conducted by the Program in PY1. In-kind grants will focus on investment project design in the processing activities, including, but not limited to all types of drying (including sun-drying, sublimation), canning, juicing, deep-freezing, washing, peeling, destoning, cutting, slicing and packaging infrastructure for processed goods. In order to ensure that USAID Agriculture Program's in-kind grants promote buy-in from beneficiaries and safeguard long-term sustainability, the selection criteria for recipients have been carefully crafted with a focus on the strengthening of described enterprises.

² The size of an enterprise is determined by the number of full-time equivalent employees: micro (1-10); small (11-50); and medium (51-100) and the total annual turnover not exceeding 60 million GEL.

In frames of the current solicitation - (RFA) No.003/1019, the USAID Agriculture Program will award grants in the following priority directions:

Type	Recipient	Purpose	Maximum Grant Amount (USD)	Matching Requirement (%)
Small and medium scale processing facilities, including all types of drying (including sun-drying, sublimation), canning, juicing, deep-freezing, washing, peeling, destoning, cutting, slicing, packaging and other types of processing activities	Private agribusinesses	Development/equipment upgrade and/or improvement of processing facilities for agricultural products within selected value chains	\$75,000	60% (at least \$112,500)
Small and medium scale processing facilities, including all types of drying (including sun-drying, sublimation), canning, juicing, deep-freezing, washing, peeling, destoning, cutting, slicing, packaging and other types of processing activities	Agricultural cooperatives³	Development/equipment upgrade and/or improvement of processing facilities for agricultural products within selected value chains	\$75,000	30% (at least \$32,143)

****Note: Applicants are encouraged to propose fully justified grants budgets. Only exceptional applications and those with the highest impact on the rural community, small agribusinesses and household farmers will be considered for maximum grant amounts.***

Though Georgia's total agricultural output has been on the rise in recent years, significant work remains to be done to ensure that this production is competitive locally and internationally and necessary processing infrastructure exists to produce derivatives of primary agricultural products, extend the shelflife, explore import substitution and export opportunities and add value to production. Georgia's location positions it to be an ideal exporter to significant markets in CIS countries and the EU, offering high-quality raw materials and a good location for food processing. The agricultural processing sector has suffered from the collapse of traditional links among post-Soviet states, decades of negligence towards state-owned enterprises in the sector, obsolete equipment, lack of investment, and lack of current technical knowledge. However, the food processing industry is growing steadily but slowly due to shortages in new technologies and investment capital, which need to be addressed.

Facilitation of improvements in agricultural processing sector can be accomplished by establishment/development of processing facilities within selected value chains. To achieve this goal the USAID Agriculture Program anticipates investments in following directions within the selected value chains: establishment/development of processing facilities; introduction of drying, canning, juicing, cutting, slicing, deep-freezing and other types of value adding infrastructure.

³Regarding cooperatives, this cost-sharing condition will be provided only for those cooperatives that were registered prior to September 23, 2018 and have proven experience of successful operations as agricultural cooperative

IC. REGULATORY FRAMEWORK

Grants administered under the USAID Agriculture Program must be in compliance with the relevant regulations in the US Government Code of Federal Regulations (CFR) and the USAID Automated Directive System (ADS).

Code of Federal Regulations (CFR): A collection of regulations published by agencies of the USG, including:

- **2 CFR 200** – uniform administrative requirements, cost principles, and audit requirements for federal assistance awards to non-federal entities. For grants to non-US entities, note that only 2 CFR 200 Subpart E – the Cost Principles – applies to non-US entities.
- **2 CFR 700** – USAID’s formal adoption of 2 CFR 200.

Automated Directive System (ADS) 303: USAID internal policy which guides the administration of Grants and Cooperative Agreements to Non-Governmental Organizations. The ADS describes USAID’s internal guidance, policy directives, required procedures, and standards for award administration.

ADS 303mab: A mandatory supplement to ADS 303 outlining the Standard Provisions for Non-US Non-Governmental Organizations. The Standard Provisions, and any Required as Applicable Provisions, will be incorporated into each applicable Grant Agreement upon award.

ADS 303mat: A mandatory supplement to ADS 303 outlining the Standard Provisions for Fixed Amount Awards to Non-Governmental Organizations. The Standard Provisions, and any Required as Applicable Provisions, will be incorporated into each applicable Grant Agreement upon award.

The USAID Agriculture Program will be responsible for ensuring compliance with the above regulations, updating procedures and Grant Agreements following any revisions to the regulations, and guiding Grantees in adhering to the requirements.

SECTION II. ELIGIBILITY

IIA. Eligible Recipients

Applicants that submit applications in response to this RFA must be private, for-profit micro, small and medium size businesses - Georgian entities registered in any legal form (Ltd, JSC, Cooperative, Sole Proprietor, etc.) according Georgian legislation.

IIB. Additional Conditions of Eligibility

To be considered eligible for in-kind grant receipt, applicants must meet the following eligibility criteria:

- Demonstrate ability to maintain business, financial, and technical records, either manually or electronically;
- Able to impact a significant number of beneficiaries⁴ in their immediate market area and within the selected value chains, leading to increased employment and rural incomes;
- Be committed to adherence to high ethical business standards, including transparency in business dealings and record keeping;
- Implement Georgian Accounting Standards. All grant recipients must be prepared to undertake an independent financial review or audit as requested;
- Prove ability to match the grant funds in cash and /or by commercial finance.

Grants provided by the USAID Agriculture Program to enterprises with the legal status of Ltd, JSC, Sole Proprietor, physical persons – registered taxpayers will not exceed 40% of the total estimated cost required for a new business start-up or the expansion of an existing business, the 60% should be provided by the grant recipient.

- In the case of agricultural cooperatives, the USAID Agriculture Program’s grant will not exceed 70% of the total estimated cost required for a new business start-up or the expansion of an existing business, the 30% should be provided by the grant recipient Cooperative. This cost-

⁴ ‘Beneficiaries’ are considered those smallholder farmers who are buying from or receiving services from the applicant’s company.

sharing condition will be provided only for cooperatives that were registered prior to September 23, 2018 and have proven experience of successful operations as agricultural cooperative, otherwise they will be treated as agribusinesses: no more than 40% provided by the Program, at least 60% provided by the grant recipient.

- Only new cash investments and loans will be considered as a match, in-kind contributions will not be accepted. Alternative methods of cost share may be approved by the USAID Agriculture Program in exceptional circumstances, to include limited offers of in-kind contributions at the program's discretion. These limited exceptional circumstances will require USAID approval.
- Agree to implement food safety quality standards in operations and practices in accordance with Georgian legislation;
- Agree to maintain an active internship program, that provides an opportunity for a current university student or individual who graduated within the last three years, a paid internship of at least 20 hours per week during the operational season;
- Agree to abide by acceptable environmental standards and to present information regarding potential environmental risks and mitigation measures. A negative environmental assessment can be a condition for disqualification for the applicant;
- Complete and pass a site-visit and pre-award assessment;
- Agree to and sign the applicable certifications, such as the Certification Regarding Lobbying; Certification Regarding Terrorist Financing; Prohibition on Assistance to Drug Traffickers; and Certification of the Recipient;
- Agree to the terms and conditions of any applicable Mandatory Standard Provisions and Required as Applicable Provisions for Non-US NGOs, depending on the grant award type; and
- Certify that the organization/individual is not debarred, suspended, or proposed for debarment from receipt of USG funds.

IIC. Ineligible Organizations

- Entities that are not legally registered
- Any public international organization (PIO)
- Any entity that has been found to have misused USAID funds in the past
- Political parties, groupings, or institutions or their subsidiaries and affiliates
- Organizations that advocate, promote, or espouse anti-democratic policies or illegal activities
- Faith-based organizations whose objectives are for discriminatory and religious purposes, and whose main objective for the grant is of a religious nature
- Any entity whose name appears on the List of Parties Excluded from Federal Procurement and Nonprocurement Programs (<http://www.epls.gov/>)
- Any entity with a member that appears on the Specially Designated Nationals (SDN) and Blocked Persons list
- An entity having as key staff a direct relative (spouse, child, parent or brother/sister/sibling) of CNFA or USAID staff

In this RFA, the USAID Agriculture Program will not extend grant support to the following:

- Any government entity or the organization fully or partially owned by state
- NGOs and Non-Profit Organizations

IID. Required Activities for Eligibility

Activities funded by the USAID Agriculture Program following this solicitation will meet the additional criteria:

- The proposed project must be commercially viable. That is, profitable within a reasonable timeframe and with good prospects for long-term growth;

- The proposed project should demonstrate that the benefits derived from the grant will have a positive impact on other actors in the selected value chain(s);
- Applicants must present a plan for the integration of women and youth into the proposed activity, as owners, managers, employees, clients and/or interns. Successful applicants shall designate a staff member who will cooperate with the Program on issues related to integration of women and youth.

The USAID Agriculture Program encourages applications of newly established agriculture enterprises which meet the above eligibility criteria. However, the cumulative knowledge and experience of owners, managers, and technical specialist level employees of such enterprises shall be relevant to the agribusiness, agriculture field and will be evaluated accordingly.

II.E. Ineligible Activities and Unallowable Costs

Grant funds cannot be utilized for the following:

- Private ceremonies, parties, celebrations, or "representation" expenses.
- Purchases of restricted goods, such as agricultural commodities, motor vehicles⁵, pharmaceuticals, timber extraction or processing equipment, pesticides, US Government-owned excess property, fertilizer, and used equipment⁶.
- Prohibited goods under USAID regulations, including but not limited to: police or law enforcement equipment, abortion equipment and services, weather modification equipment, luxury goods, and gambling equipment.
- Any purchases or activities deemed unnecessary to accomplish grant purposes as determined by the USAID Agriculture Program, including any grantee headquarters expenses that are not directly linked to the implementation of the proposed project.
- Previous obligations and/or bad debts.
- Fines and/or penalties.
- Creation of endowments.
- Other costs unallowable under USAID and/or federal regulations.
- Indirect costs such as but not limited to overhead or indirect fringe.
- Affect endangered species.
- Result in wetland or biodiversity degradation or loss.
- Support extractive industries (e.g. mining and quarrying).
- Promote timber harvesting.
- Provide support for regulatory permitting.
- Procure or use genetically modified organisms.
- Any other unallowable costs as outlined in the Cost principles contained in 2 CFR 200, Subpart E (as referenced above)

⁵ Motor vehicles means self-propelled vehicles with passenger carriage capacity, such as highway trucks, passenger cars and buses, motorcycles, scooters, motorized bicycles, All Terrain Vehicles (ATVs), and utility vehicles. (22 CFR 228.01)

⁶ In accordance with the USAID Agriculture Program's contract, AIDAR 752.225-70 SOURCE AND NATIONALITY REQUIREMENTS (FEB 2012), section (3) of the Mandatory Standard Provision regarding "USAID Eligibility Rules for Procurement of Commodities and Services," as well as ADS 312.3.3.5 ("Pesticides"), and ADS 312.3.3.7 ("Fertilizer"), grant funds cannot be used to fund purchases of restricted goods such as agricultural commodities, motor vehicles, pharmaceuticals, pesticides, used equipment, or fertilizers, without the prior approvals or waivers required by the applicable regulations. Additionally, in accordance with the USAID Agriculture Program's Initial Environmental Examination, procurement of seeds or seedlings of non-native or invasive species will require additional approval from USAID/BEO. Therefore, grantees are strongly discouraged from requesting project funding for these restricted goods and are encouraged to finance the purchase of any such goods from the grantee share of the grant program.

All procurements of commodities (e.g., equipment, materials, vehicles, supplies) and services financed with USG funds should be in accordance with the requirements at 22 CFR Part 228 “Rules on Procurement of Commodities and Services Financed by USAID Federal Program Funds”. All procurements above \$25,000 should comply with the authorized source for procurement - the Geographic Code 937&110 (the list of countries under the geographic code 937 can be found at: <http://www.usaid.gov/sites/default/files/documents/1876/310maa.pdf>; countries of 110 include all post-soviet states except Baltic countries).

SECTION III. APPLICATION AND SUBMISSION INFORMATION

Applications (including all attachments and supporting documentations) should be submitted in an *electronic form only*. The electronic applications should be submitted to the USAID Agriculture Program’s Grants Manager at grants@apgeorgia.org and the RFA No.003/1019 and the applicant organization’s name should be stated in the subject line of the email. Applications will be accepted only if the information is provided in the format requested by this RFA. The grant application package should include:

- An Application Form (**Annex A**) including **attachments 1;2, and 3;**
- Copy of the registration certificate (from the National Agency of Public Registry available at www.napr.gov.ge; in case of agricultural cooperatives relevant certification, confirming their status should also be provided).

Applications along with all required certifications and supporting documentation should be submitted no later than **5 pm** local time, on **December 20, 2019**. Applicants failing to submit applications in accordance with the above requirements or being late for the stated deadline will not be considered for further evaluation.

Issuance of this RFA and assistance with application development do not constitute an award or commitment on the part of the USAID Agriculture Program, nor does it commit the Program to pay for costs incurred in the preparation and submission of an application. Further, the USAID Agriculture Program reserves the right to accept or reject any or all applications received. Applicants will be informed in writing of the decision made regarding their application.

SECTION IV. EVALUATION CRITERIA

All applications submitted in response to this solicitation will be evaluated against the criteria listed below:

ILLUSTRATIVE CRITERIA	ILLUSTRATIVE WEIGHT (100 total points)
1. Project Goals and Business Strategy	30
Project Goal	10
Market Analysis	7
Operational and Supply Chain Plan	7
Project Budget	6
2. Project Impact	30
Financial impact – sales, profitability, return on investment	15
Beneficiaries – new jobs, suppliers, clients	15
3. Inclusive Economic Growth Considerations (Gender, Youth)	10

Applicants represent women and/or youth-owned agribusinesses ⁷ . Women and young people are included as managers and technical specialist level employees	5
Applicants demonstrate gender and youth integration	5
4. Corporate Capability and Experience	30
Professional background of personnel	10
Demonstrated ability to conduct similar activities	10
Financial status, management and record-keeping capabilities, cost- share ability	10
Total	100

These evaluation criteria elements are described more fully below.

Project Goals and Business Strategy

- **Project Goal.** The vision for the proposed project in detail. Indications of its long-term viability.
- **Market Analysis.** A realistic and detailed description of the targeted clients, market, expected costs and methods for operating in the market.
- **Operational and Supply Chain Plan.** A clear & detailed description of implementation schedule for two (2) years is presented, including all key operations & timetable for introduction of new technologies.
- **Project Budget.** Budget calculations for necessary materials, inventory or equipment are realistic and match existing market requirements & trends. Grant funds requested in budget are relevant to the project goals, as described in business strategy & operation plan.

Project Impacts

- **Pro-forma Financials.** Financial projections, including forecasted P&L account, Balance sheet & cash flow statements for a period of at least 24 months from the start of the project to be presented. The compliance of the financial results with the existing project target indicators will be evaluated. In addition, a fair and detailed description of potential risks and assumptions of their project is presented. The quality and completeness of financial projections will be evaluated.
- **Beneficiaries.** Number of created jobs, level of wages, increased revenues, and projections of numbers of farmers who will benefit during the implementation of this project. To achieve the maximum score in this category, applications must demonstrate the engagement of women as owners, leaders, employees, or clients.

Inclusive Economic Growth Considerations (Gender, Youth)

- The extent to which the proposed activity includes a gender and youth component beyond the required project impacts or corporate staffing, including special consideration for women and youth-owned enterprises. An applicant demonstrates a strong commitment to continuous professional engagement of women and youth at three levels (ownership, management, and agribusiness professionals), and the extent to which the proposed activity represents a strong commitment to engage women and young people as beneficiaries. Creating and maintaining a safe work environment, engaging women and young people at three levels and/or as 'beneficiaries', etc.

⁷ Women-owned agribusiness - an agriculture business at least 51% owned by one or more women, and management and daily business operations controlled by one or more women (in line with the USAID definition:

http://www.usaid.gov/business/small_business/small-business-program). De facto women-owned agribusinesses are those agribusinesses where women are not included as token/pro forma women, but do have the real authority and power as described in the definition of 'woman-owned agribusiness'

Corporate Capability and Experience

- Professional background: includes information about organization's governance and key personnel, their qualifications and professional backgrounds related to the project.
- Demonstrated ability to conduct similar activities: the extent to which the applicant has experience conducting activities similar to those proposed in the grant application (Registration as an official business entity; Length of registration as a legal entity; Preference for enterprises with a long track record of profitable operation). Asset base and history of business operations, including successful track record providing services to farmers (input supply, machinery services, extension, output marketing, etc.) will be key considerations. Applicant's track-record, is a critical factor in assessing the capacity of the grantee to implement the activity.
- Financial management and record-keeping capabilities: ability to manage finances and keep accurate records including but not limited to timesheets, employment agreements, accounting documents, and other expenditures related to the organization's operation. Information about existence of financial resources (likely sources: income from current activities, owner's savings, loans from financial institutions); demonstrated ability to make the required matching investment

All evaluations will adhere to the predetermined evaluation criteria and methodology as indicated in the applicable solicitation. In no circumstances will staff be authorized to revise evaluation criteria or methodology without formally amending the solicitation and notifying interested applicants of the revisions made.

Note that in assessing grant applications, high value will be assigned to innovative approaches and breakthrough thinking.

Additionally, the USAID Agriculture Program will ensure environmental soundness and compliance in design and implementation as required by 22 CFR 216.

No final grant decision will be made by the USAID Agriculture Program until a formal site visit is conducted by the Program staff members. An unsatisfactory site visit may serve as a disqualification factor for the applicant.

ANNEXES

Annex A – Grant Application Form, which includes the following attachments:

1. ATTACHMENT 1: Historic/current Financial Statements
2. ATTACHMENT 2: Pro-forma Financial Projections
3. ATTACHMENT 3: The USAID Agriculture Program Certification

Annex A. Application Form

General Information

Submission of this grant application is **FREE OF CHARGE**. Applicants are solely responsible for submitting applications. The USAID Agriculture Program will not reimburse expenses associated with preparation and submission of application materials. CNFA and USAID reserve the right to decline any application received.

The USAID Agriculture Program in Georgia provides grants to farmers, cooperatives, associations and/or private entrepreneurs with the goal of accelerating the growth of agricultural subsectors that show strong potential to create jobs, increase incomes, and increase micro, small, and medium enterprises (MSME) revenues.

The USAID Agriculture Program provides information about the program goals, rules for use of grant funds, application procedures and selection criteria on the website www.jobs.ge; with the Facebook page of the program: FB: [apgeorgia.org](https://www.facebook.com/apgeorgia.org) and at the USAID Agriculture Program offices: 47 Kostava Street, Tbilisi 0179, Georgia and 12 Gogebashvili Street, Kutaisi.

Phone Numbers for these offices: Tbilisi: (032) 2982207/13/14/18; Kutaisi: +995 599 550605.

Completed applications with all required annexes must be emailed to grants@apgeorgia.org. Hand written applications will not be accepted. Incomplete applications will not be considered for evaluation.

Data of Submission:	
Basic Information	
Name of Organization:	
Company's Legal Status:	Ltd <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> JSC <input type="checkbox"/> Cooperative <input type="checkbox"/> Other <input type="checkbox"/> NPLE <input type="checkbox"/>
ID/TAX ID Number:	
Date of registration:	
Partners/Founders:	
Tel:	
Address:	
Note	

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Contact Person	Position	Address	Tel.	E-Mail

Requested Grant	
Grant Amount	USD
Co-Finance Amount	USD
Note:	

1. Current Activities

1A. Company's main activities (please specify)

Company's main activities	2017	2018
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

1B. List of facilities, equipment, buildings and other assets of the enterprise (owned and leased):

Land					
Type	Reg. Number	private (ha)	rented (ha)	rented out (ha)	total
Agricultural Land <input type="checkbox"/>					
Non Agricultural Land <input type="checkbox"/>					

Land in total:				
Remaining rent duration				Years
Buildings (m²)				
Type	private	rented	rented out	registered
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
Total area				
Remaining rent duration				Year

Equipment and other asset

Type of Equipment	Estimated Value

1C. Provide information about the company's history of operations, experience directly related to the proposed project and planned activities

1D. Provide information about qualification and professional backgrounds of organization's owners and key personnel

1E. Provide information about your company's experience of participation in the donor funded projects funding, technical assistance, etc.)

1F. Using the table below provide information about volumes of sales and profits during the most recent operational and successful year (in GEL). Please choose one year from the period of the last 3 years:

Products/Services	Volume	Sales revenues

Total		-

1G. Provide detailed information about marketing of the Products/Service

Products/Services	Market (%)	
	Domestic	Exort

2. Project Goal

2A. Describe in details the proposed new business and your vision for expanding current activities

2B. Provide detailed description of similar products and services in the proposed market area. Please specify: a) the number of potential clients; b) competitive environment, including prevailing market prices for goods and complementary services;

;

2C. Provide information about the planned activities of the proposed project. Specify: a) the number and type of clients the enterprise expects to serve; b) specific advantages of the proposed enterprise in terms of technology, service quality, marketing or pricing

2D. information about the projected impact the proposed enterprise will have, both for the applicant enterprise and for clients (farmers). Specify:

Impact		N	%
Increased sales and net income of the applicant firm	Yes <input type="checkbox"/>		
New jobs created	Yes <input type="checkbox"/>		
Increased salaries paid	Yes <input type="checkbox"/>		
Increased client and farmer incomes resulting from enterprise's access to goods and services	Yes <input type="checkbox"/>		
New Technologies	Yes <input type="checkbox"/>		
New Varieties	Yes <input type="checkbox"/>		
Direct/indirect impact on women consumers or clients within the community	Yes <input type="checkbox"/>		

3. Business Strategy

3A. Provide list of suppliers you have worked and plan to work with, specifying payment terms and conditions. Attach relevant documentation if necessary.

	Name of Supplier	Type of Payment		
		cash in advance	deferred payment	cash on delivery
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3B. Specify stages of project implementation and define periods /stages and grant amounts requested for each stage. Also indicate milestones - planned activities, works to be conducted and targets to be achieved (increased productivity, volumes of planned sales, incomes, etc.) for each stage. Please complete the project implementation table taking into account that maximum duration of the project Preliminary schedule and milestones of project implementation:

	Milestones	Period	Grant Amount	Co-shared Amount
1				
2				
3				

3C. Complete the table, provide project budget in USD (figures in the table shall correspond to those specified in Attachments I and II).

Description	Grantee contribution			USAID funds	Total project investment
	Company's own funds	Bank loan	Total matching investment		
Equipment (machinery, office equipment, cash register, shelving and furniture, etc.)					-
Marketing, advertisement, product promotion, etc.					-
Training					-

New working capital (labor, etc.) and inventory needed for the project					-
Construction, remodeling, reconstruction, environmental mitigation measures ⁸					-
Other					-
TOTAL	-	-	-	-	-
Matching investment ratio					

3D. Provide the fields of Technical Assistance (TA) required

Type of TA			Field
1	Training	<input type="checkbox"/>	
2	Certification	<input type="checkbox"/>	
3	Participation in fairs	<input type="checkbox"/>	
4	Expert	<input type="checkbox"/>	
5	Other	<input type="checkbox"/>	

3E. Specify the source of amounts intended for matching investment:

	Source	Name
1	Own Source <input type="checkbox"/>	
2	Commercial Financial Institution <input type="checkbox"/>	
3	State program <input type="checkbox"/>	
4	Other <input type="checkbox"/>	

3F. Have you ever applied for a bank loan:

 Yes ☐ No ☐

⁸ It is recommended that USAID funds are not used to cover construction costs. Please be informed that grant funds will be disbursed through the direct procurement by the implementing organization (CNFA) to a vendor for the procurement of assets for a grantee and CNFA will maintain the title/ownership rights to the procured assets during the lifetime of the project. Thus, while developing the budget, please, envision all operational costs as a part of the grantee co-share contribution.

3G. Have you received the loan:

Yes ☐ No ☐

3H. If so, specify the financial institution and terms of the bank loan

1. Financial Institution	
2. Amount	
3. Year	
4. Interest	

Current Bank liabilities					
Bank	Amount (specify Currency)	Interest rate	Year		Loan Purpose
			issuing	end	
Other Liability					

4. Expected Results

4A. Complete the tables below. Specify financial results of the planned activities (in GEL):

Sales types	Sales Volume		Sales Revenue		Cost of Goods Sold		Gross Profit	
	Project year 1	Project year 2	Project year 1	Project year 2	Project year 1	Project year 2	Project year 1	Project year 2

							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
Total	-	-	-	-	-	-	-	-

Sales types	Sales volumes		Sales Revenue		Cost of goods sold		Gross profit	
	Project year 1	Project year 2	Project year 1	Project year 2	Project year 1	Project year 2	Project year 1	Project year 2
							-	-
							-	-
							-	-
							-	-
							-	-
Total	-	-	-	-	-	-	-	-

Additional explanations: detailed information about service volumes and client; a fair and detailed description of potential risks and assumptions

4B. Number of people employed currently and number of new jobs created as a result of project implementation:

Position	Average Monthly Wages in GEL		Total Number of Employees		Men		Women	
	Currently Employed	New job	Currently Employed	New job	Currently Employed	New job	Currently Employed	New job
Management Level Positions								

Finance & Administration (non-managerial positions)								
Workers, laborers								
Other								
Total								

4C. Preference will be given to qualified applicant enterprises owned by, managed by women and employing agribusiness professional level women. Please provide information in your plan on how you are going to integrate women into your operations.

4D. Approximately how many beneficiaries will be provided with goods/services if the project is funded. How many among them will be: a) women, b) youth. Please specify.

5. Environmental Measures

5A. Describe the site of the enterprise. Specify: a) the distance from the nearest water resources (well, river, spring, lake, potable water, irrigation water etc.), forests, natural reserve territory, agricultural lands, monuments of cultural heritage, populated areas, public buildings such as schools, hospitals; b) availability of running water, sewerage, electricity and gas supply to the site; c) road access to the proposed site; d) proximity to fields/clients to be served by the project.

5B. If applicable, provide information on the application of the pesticides and fertilizers and disposal of waste through the project. Specify: a) storage and handling of pesticide, fertilizer or other chemicals; b) storage and handling of diesel fuel; c) storage and disposal of lubricants and engine fluids; d) fire prevention and worker safety measures planned for the project; e) mitigation of noise, air and water pollution for any surrounding agricultural land, wildlife or human settlements.

5C. Describe your past experience in applying environment, health, and safety procedures. Provide information on: a) planned safeguarding and mitigation measures to reduce possible environmental impact as a result of the proposed activity; b) capacity and resources to implement these measures.

ATTACHMENT 1: Historic/current financial statements (values in GEL)

	For the previous year (period)	For the current year (period)
Sales Revenues (+)		
Cost of Goods Sold (-)		
Gross Profit		
Administrative Costs (-)		
Sales and Marketing Costs (-)		
Other Costs (-)		
Operational Profit		
Grants Received (+)		
Other Non-Operational Income/Expense (+/-)		
EBITDA		
Depreciation and Amortization (-)		
Interest (-)		
Profit		

BALANCE SHEET

	End of the previous year (as of)	For the current year (period)
Cash		
Accounts Receivable		
Inventory		
Other Short-Term Assets		
Total Short-Term Assets		
Net Fixed Assets (Land, Buildings, Machinery)		
Other Long-Term Assets		
Total Long-Term Assets		
<u>TOTAL ASSETS</u>		
Accounts Payable		
Other Short-Term Liabilities		
Total Short-Term Liabilities		
Bank Loan		
Other Long-Term Liabilities		
Total Long-Term Liabilities		
Paid-in Capital		
Retained Earnings		
Other Capital		
Total Capital		
<u>TOTAL LIABILITIES AND CAPITAL</u>		

ATTACHMENT 2: Pro-forma financial projections (values in GEL)

	Project year 1	Project year 2
Sales Revenues (+)		
Cost of Goods Sold (-)		
Gross Profit		
Administrative Costs (-)		
Sales and Marketing Costs (-)		
Other Costs		
Operational Profit		
Grants Received		
Other Non-Operational Income/Expense (+/-)		
EBITDA		
Depreciation and Amortization (-)		
Interest (-)		
Profit		

BALANCE SHEET

	Project year 1	Project year 2
Cash		
Accounts Receivable		
Inventory		
Other Short-Term Assets		
Total Short-Term Assets		
Net Fixed Assets (Land, Buildings, Machinery)		
Other Long-Term Assets		
Total Long-Term Assets		
<u>TOTAL ASSETS</u>		
Accounts Payable		
Other Short-Term Liabilities		
Total Short-Term Liabilities		
Bank Loan		
Other Long-Term Liabilities		
Total Long-Term Liabilities		
Paid-in Capital		
Retained Earnings		
Other Capital		
Total Capital		
<u>TOTAL LIABILITIES AND CAPITAL</u>		



ATTACHMENT 3: The USAID Agriculture Program Certification

I understand that the USAID Agriculture Program activity is an open and transparent program and submission of a grant application is absolutely free of charge.

I further understand that my application, to which this Certification is attached, (the “Application”) will be reviewed for possible funding based only on the potential of the proposed project to offer innovative and sustainable ideas that address the goals of the USAID Agriculture Program.

I have not and will not make any payments or gifts or any offers or promises of payments or gifts of any kind, directly or indirectly, to any person in connection with the Application. I understand that the making of any such act shall entail the disqualification of the Application.

I undertake to promptly and fully disclose to CNFA any information about the situations listed above should they occur in connection with the Application.

I confirm that neither I, nor my immediate family (or other owners) are related to any employees of CNFA or USAID. If a potential conflict of interest or appearance of impropriety exists, I undertake to discuss with CNFA the situation and how it can be resolved.

Name of Applicant: _____

Representative: _____

Title: _____

Signature: _____

Date: _____