

INSTRUCTIONS FOR COMPLETING THE LARGE GRANTS APPLICATION FORM

MGF SECOND CALL OF EXPRESSIONS OF INTEREST (EOI)

SECTION I: DETAILS OF THE APPLICANT

Question No.	INSTRUCTIONS
1A	Fill in this section, the full name of the main applicant or the name of organization/agribusiness/community . Also, provide the full registered address & contact details.
1B	Indicate if you are applying as an Agribusiness in Consortium, Farmers' or Producers' Organization, Cooperative, Foundation (<i>Stichting</i>) or as an Indigenous / Tribal Community. Select only one option.
2.	If you are an Agribusiness, indicate the <u>number of employees</u> . If you are a Farmers' Organization, Cooperative or Community from the Hinterland, indicate the <u>total number of members</u> .
3.	Indicate for how many years the organization has been operational.
4A	Fill in the name of the representative of the organization.
4B	Indicate if the legal representative is the Legal Representative, Chairman, or a Community Authority (e.g. Granman, Captain, Basja)
5.	Fill this section ONLY if the contact person is different from the applicant . Provide the full name and contact details.
6.	If you have filled in question 5: Please state the position of the contact person in the organization (e.g. board member, secretary, etc.).
7.	<ul style="list-style-type: none"> ➤ If you or any of your partners were awarded a Grant and signed a Grant Agreement then select YES. ➤ If you are applying for the first time or maybe applied in the First Call of Expressions of Interest, <u>but your application has not been approved</u>, then select NO.
8.	Complete this section ONLY if your answer in 7 was YES Indicate the Value of the Grant you received (in USD).
9.	<ul style="list-style-type: none"> ➤ Complete this section ONLY if your answer in 7 was YES ➤ Provide the (UIC) for the project(s) for which you have previously received SAMAP's grant support.
10A	<p>Complete this section ONLY if you are applying as Agribusiness in a Consortium: (select one option)</p> <ul style="list-style-type: none"> ➤ If you are part of a consortium, please clearly indicate if your partner is: a Farmer or producer organization, a Cooperative OR a Community Organization. Then proceed with question 10B. ➤ In case of a partnership with farmers/ outgrowers, please indicate the number of farmers/outgrowers that are in the partnership/consortium.
10B	<ul style="list-style-type: none"> ➤ Only for agribusinesses in a farmers' organization or community; provide the full contact details of the organization. ➤ If you are in partnership with individual farmers/outgrowers, then please provide the contact details of each individual farmer. Use the template of ANNEX I-A.
11A	<p>Fill the table in this section if you are active in farming fresh crops (from the cultivation to the harvest of crops):</p> <ul style="list-style-type: none"> ➤ Indicate in the first column the main crops you produced. For each of them, provide in the next columns, information of the size of the land in production, the quantity of production and in case of losses (before and after harvesting) how much of your production/total yield was lost. ➤ Make sure that the quantity of production is expressed in measureable standard units of weight, volume or size used in production/harvesting. ➤ For mixed crop production on land area or plot, indicate which one is your main crop and roughly estimate the hectares (Ha) or square meters (m²) per crop under production on that land area or plot.

	<ul style="list-style-type: none"> ➤ If you farm in a Greenhouse, fill in for each crop the area under production in square meters (m²). ➤ For more crops/products, use additional pages following the same structure/information as in the tables. <p>Fill in also in the next section if you are active in food processing:</p> <ul style="list-style-type: none"> ➤ Indicate the main products you are processing. ➤ How much (in quantity and unit of production) of each product you are processing; and ➤ Indicate in the last column the average unit cost of the processed product. ➤ For more crops/products, use additional pages following the same structure/information as in the tables. <p>* All information provided should be related to 2020.</p>
11B	<p>Complete this section ONLY if you are in a consortium/partnership with a <u>Farmer or Producer Organization, Cooperative or a Community Organization</u>.</p> <ul style="list-style-type: none"> ➤ Fill the same information as in 11A and for the partner organization in 11B. ➤ If you are in partnership with individual farmers/outgrowers, then provide the same information for each individual farmer/outgrower in Annex I-B.
12A	<p>In this section provide detail information of your main markets or buyers:</p> <ul style="list-style-type: none"> ➤ First, indicate if your buyer is from the local market or the export market. ➤ Then write the full contact details of the person(s) or business (supermarket, agribusiness or processor) who is/are buying the crop or product. <ul style="list-style-type: none"> ✓ Indicate if the person or buyer you identified is an <u>intermediary/broker</u>: someone who buys from you and sells directly to the end market; OR ✓ If you are <u>supplying directly</u> to an <u>agribusiness or end market</u>. ➤ Please also indicate which crops / products (as indicated in 11A) you are selling to the market, how much (in quantity and unit), at what price, and what is the total value you sold of each crop/product to the buyer in last year (2020).
12B	<p>If you are in a consortium/partnership with another organization, then provide in this section information of your partner organization.</p>
13.	<p>In this section indicate the main activities that your organization or partnership is involved in with respect to the value chain process (from production to export). Select the options that are applicable to you in the column on the left, and give a short description in the column on the right for each of the selected activities. For example, if you are producing and you are in partnership with someone who is processing, describe what are you producing, and which products are processed, and if you are also selling it, give a description of the sales process.</p>

SECTION II: PROJECT DETAILS	
1.	Indicate if your project proposal is part of one of the value chains prioritized by SAMAP? If yes , indicate which of the 4 priority value chains for SAMAP correspond to the project you are submitting. List the main crops/products that will be the focus of the grant you are applying for. Start with the most important one.
2A and 2B	This section your organization or the consortium you are in should provide specific information about the production system of the crops or products that will be improved by the proposed project. Please provide detail information for each crop/product that will be part of the project. <ul style="list-style-type: none"> ➤ For each crop that will be part of your project, indicate the number of harvests in a year (harvest cycle); the quantity produced in the last agriculture cycle; in which months of the year you are planting, harvesting and/or processing (select the months). ➤ If you are processing, please indicate in which months of the year you are usually processing. ➤ Provide information of the inputs you include in your production process. <ul style="list-style-type: none"> ✓ <u>Personnel</u>: Do you use your own labour or paid labour? If paid labour, how many labourers do you employ? If own labour, does it include any other family members? If yes, how many? ✓ <u>Technology</u>: What kind of equipment, machines, tools or other agriculture equipment do you use? ✓ <u>Other inputs</u>: What kind of plant materials, seeds, fertilizers, pest control do you use. ➤ If you are in a consortium/partnership with individual farmers/outgrowers, then provide the same information for each farmer/outgrower in Annex I-C.
3.1	Provide a short title of the proposed project (in one sentence).
3.2.	In this section, describe the objective(s) of your project . What do you want to achieve with the project and the support of the grant?
3.3	In this section, describe what is/are the main problem(s) you want to resolve with the proposed project.
3.4	This section is for you to explain in detail how the Large Grant will help you to solve the problem(s) and to achieve the goals. Be as specific as possible.
3.5	In this section indicate for each selected result the changes expected to be achieved by the project. Important to provide quantities. For instance, if you are requesting large processing equipment, will that help to expand your production in a year and by how much? Or will the processing equipment help to increase the efficiency of your product by reducing your cost price (state in %). Enter an explanation for each result that you selected in the space provided below them.
4.	Give a general description about how the farmers/outgrowers (organized or not) will benefit from the project. For example, if you apply for a ginger powder-processing unit, describe how the farmers you are partnering with will be able to increase their production or diversify their products.

5.	In this section describe how the proposed project and partnership (if it is the case) will ensure that the farmers that are involved in the project will be able to not only increase production, but also grow their sales. For example, how the project will help to consolidate or expand to new markets?. Be specific on the arrangements that will be in place to guarantee that the farmers are able to sell their products at a fair and competitive price. <u>Note that evidence of a guarantee market for farmers (organized or not) should be provided as attachment to the application.</u>
6.	In this section, check which of the options the proposed project and requested grant will contribute to. For example, will it improve the quality of the produce? Or, will the grant help to improve the yield of your crop? Or, will you gain more markets and have more products to sell? <u>Check a minimum of 3 options or more if applicable.</u> In sections 6A to 6E explain in more detail how your project and the grant will help you to achieve one or more of the selected options.
6A	Fill this section Only if you checked the option corresponding to 6A. Describe how the requested investment (for a Large Grant) will increase your production in quantity and quality. <i>For example: a cassava processing project with the installation of a new production line will help to process more cassava flour year round. It will increase processing capacity from 1 metric ton to 2 metric tons in a year. The cassava flour will have a better quality and taste, because of the value addition to the product.</i>
6B	Fill this section Only if you checked the option corresponding to 6B. Describe which quality aspects are going to be improved after the investment (taste, appearance/presentation, nutritional value, food safety). <u>For example:</u> <i>the Large Grant will help our agribusiness to increase our production of maripa oils by 20% through the mechanization of our production process with a higher capacity oil press which will result in a 50% reduction of the wastage of the oils in the production process . The new equipment will also extract better quality oils which will enable us to improve our sales in local market by 20%.</i>
6C	Fill this section Only if you checked the option corresponding to 6C Describe how your project and the requested Large Grant will add value to the fresh crop(s) through increased or improved processing methods (in quantity as far as possible). <u>For example:</u> <i>The proposed project seeks to diversify my produce by implementing technology that will chop and freeze fresh vegetables such as sopropo. This will enable us to increase production by 50% and to produce a product that meets the requirement of the export market resulting in an opportunity for us to access export markets. It will also reduce the contamination of pesticides residues and therefore will improve my chances of selling my products in the Netherlands more than two times a year.</i>
6D	Fill this section Only if you checked the option corresponding to 6D Provide details about the expected buyers and how you can be sure that there will be sufficient demand for your product(s) . Quantify the expected improvement (e.g. volume increase, price increase). <i>For example: the proposed project has the objective to access new markets for the production of pineapple. We have a buyer in the Netherlands that requires a larger quantity of pineapples two times per year. To expand our market opportunities, our agribusiness or consortium needs a special processing line that will allow not only to conserve the quality of fresh pineapples, but also to process pineapples into other products like juices and jam. These other products have a high demand in Suriname and other regional markets. With this project, we will diversify and expand our market opportunities in a more sustainable way, increase production by 15%, reduce post-harvest loss by 10% and increase sales by 25%.</i>

6E	Describe any other objectives that are not mentioned in 6A to 6D which you expect to be achieved/improved with the requested Large Grant.
7.	<ul style="list-style-type: none"> ➤ In this section provide information about your record keeping, based on the components as indicated in the table for your agriculture operations, investments, costs of production, labour, etc., and how you do it? This section is just for you to tell more about how you manage your information and if you keep records of your activities, expenses or investments in books, or electronic records (for example in your computer). Check yes or no in all the options that apply and describe briefly how you plan to keep track of the results you want to achieve. ➤ Indicate if you employ staff who will keep the administration for you. If so, indicate how many and what the functions are of them
SECTION III: INFORMATION ABOUT THE INVESTMENT	
A1	<p>In this section, provide detailed information of the item(s) requested in your project to be supported by the Large Grant.</p> <ul style="list-style-type: none"> ➤ Indicate what kind of machine/equipment/tool you need and you are <u>applying for</u>. ➤ Indicate here in which part of the production cycle you will use this item/machine/equipment or service ➤ For each of the items, provide detailed technical specifications. For instance, which type of equipment, the model and other technical information. This information is necessary to enable the preparation of proper technical specifications for the tendering process. ➤ You can attach to the application form, brochures of the required item, pictures, and other technical material with the technical specification. Also, provide an estimated cost in USD. You may attach to your application, quotations from vendors, but this is not mandatory. <p><u>To identify if an equipment or tool is supported by SAMAP, please look at the list of Technical Specifications provided in the information material of the MGF. The list is only a reference; if you have doubts, contact SAMAP.</u></p>
A2	If you are in a partnership/consortium, proceed with filling in this table, the item(s) requested for the Partners. This is to clearly distinguish which of the requested machines are for you and which are for your partner(s).
B	If you are applying for large machines and equipment, describe why this is the best technical solution, compared to other alternatives (such as rental of the machines or equipment), and show that you have the capacity/ability to install the machines and equipment, operate the machines/equipment, maintain these or have these maintained.
C1	<p>Your own contribution either consists of the direct provision of a tangible asset to the project, or of an expenditure incurred directly by you as the beneficiary of a grant. For example, equipment, special materials, etc.</p> <p>In this section, list those contributions that you will make as part of your commitment to meet the objectives of your project. The options are:</p> <ul style="list-style-type: none"> ➤ Infrastructure: Indicate the value of lots/buildings/sheds and the costs for improvements/modifications. (Only if specifically built for this project). ➤ Minor/major agriculture equipment or tools no older than 3 years prior to the beginning of the project ➤ Rental of machines and/or equipment, for example, an excavator or tractor. ➤ Finally, calculate the total costs of your personal contribution.
C2	ONLY If you are an agribusiness in partnership with an organization , please list the own contribution of your partners
D	Calculate the total cost of the project (total value mentioned in section A + own contribution in C) in SRD or USD .
E	Indicate on which date you are planning to start with the project after you will be awarded with the grant.