##

**Accelerated Market Rollout of Clean Cooking Solution Programme**

## APPLICATION FORM FOR FUNDING PROPOSALS

**Eligible Country: Tanzania**

**Note:** Read the Call for Proposal (CFP) and understand the eligibility criteria prior to completing this application form.

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| **General Enterprise Information** |
| **Enterprise Name:**  |  |
| **Type of enterprise (limited company/sole proprietorship/partnership):** |  |
| **Business registration number:** |  |
| **Date of incorporation/registration:** |  |
| **Type of proposed clean cooking solution (LPG/Bioethanol/Briquettes/Improved Cookstoves/Electric Pressure Cooker):** |  |
| **Proposed target region (Dar/Mwanza/Morogoro/Pwani/Dodoma:** |  |
| **Postal Address:** |  |
| **Office Telephone:**  |  |
| **Office Email:**  |  |
| **Mobile No. of Owner Developer/Director:** |  |
| **Location of the Enterprise/ Physical Address:** |  |
| Region: | Choose an item. |
| District: |  |
| Ward: |  |
| Street: |  |
| **Total number of employees:**  |  |
| **Ratio of male to female employees (**e.g., 12 males: 15 females**)** |  |
| **Total Business assets/Value (TZS):** |  |
| 1. **Project Description and Background Information/ Summary**

*[Provide a brief description of the business, including objectives, expected outcomes, revenue and profits, business experience in clean cooking solutions, key features of cooking product offered, developmental impact(s) to communities and funding requirements]***Background/brief history of the enterprise:****Mission statement:****Vision statement:****Business objective(s):****Business owner(s):**

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| **Full Name** | **Gender** | **Nationality** | **Ownership percentage** | **Type of ID** | **Identification number** |
|  |  |  |  | Choose an item. |  |
|  |  |  |  | Choose an item. |  |
|  |  |  |  | Choose an item. |  |

**Years of experience in clean energy cooking industry:****Current developmental outcomes and impact(s):** (Describe expected social, economic, and environmental impacts from the proposed support) |
| 1. **Information about the Enterprise Management**

*[Provide a profile of the promoters involved in the project and the management team of investors/company. In case of a greenfield project, and management is currently not in place, indicate any plans to the extent possible]***Management details. (*NB:*** *Key Staff may include Accountants, Sale Personnel, Store managers, etc.*)

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| **First Name** | **Last Name** | **Nationality** | **Gender** | **Role** | **Education qualifications** | **Years of experience** | **Mobile No.** |
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1. **Information about the Product**

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| **Product Description** |
| 1. Describe the range of products you sell which are applicable for CookFund grant funding.
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| 1. What are the features or specification of the each product? (Describe how your product works)
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| 1. How is your product developed or manufactured?
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| 1. How is your product checked for quality?
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| 1. How is it delivered or distributed to customers?
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| 1. How much is the product sold? (include retail price details)
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| 1. What benefits does your product provide to customers in comparison to other clean cooking alternatives on the market?
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| 1. Do you provide repair and maintenance services for your products? (What happens if the product is damaged)
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| 1. What are the strengths and limitations of using your product?
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**Product sourcing information** *[where do you source your clean cooking technology and/or fuel?]*

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| **Product Sourcing Details** |
| 1. For manufacturers, describe the raw materials used to develop or manufacture your product?
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| 1. Where and from whom do you purchase the raw materials?
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| 1. If your product is imported or locally purchased, describe the purchase and importation process from order placement until the product arrives to your warehouse or business premises?
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| 1. What is the cost of sourcing/developing your product until its ready for use?
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| 1. For briquettes manufacturers, how do you ensure sustainable and consistent supply of raw materials for briquette production?
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1. **Photos:** Provide photos of business premises and cooking products (maximum 5 best photos with minimum 1MB each). Provided.
2. **Technical Information**
	1. **Testing and certification**

*If the product has been tested in the lab and certified by authorities such as Tanzania Bureau of Standard, feel free to share a copy of testing results.*  |

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| 1. **Market Demand and Supply**

*[Provide details on your current customer base]*

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| 1. Describe your customer/client base? (Types of customers serviced and their locations, example, households, restaurants, institutions, retailers, wholesalers)
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| 1. How many customers do you currently service?
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| 1. What are the main challenges you experience serving your customer base?
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| 1. What is your current distribution strategy? Do you sell directly through own shops, retailers/dealers, online or a combination of all? Please describe.
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| 1. Who are your main competitors in the market? (Provide details of their names, location, size and sales capacity)
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| 1. What is your overall market share?
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| 1. For **LPG businesses -** how often do you refill cylinders at the depot in a week? At each trip, how many cylinders (3kg, 6kg, 15kg and 38kg) do you refill?
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| 1. For **LPG businesses –** how many new complete cylinders do you sell in a week?
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| 1. For **LPG businesses –** what is the sales target set by your wholesaler/supplier?
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| 1. **Financial performance**
2. How much revenues did your business generate in the past three consecutive years? (TZS) (Please provide a breakdown per year)
3. Provide a breakdown of revenues generated per product portfolio in the past three consecutive years? (Include revenue ratios for all products sold, both clean cooking and non-cooking)
4. How many units of products (i.e., stoves, cylinders, briquettes, EPC, bioethanol stoves and fuel etc.) did you sell in the past three years? (Please provide a breakdown per year)
5. How much gross and net profit/loss did you generate in the past three consecutive years? (Please provide a breakdown per year)
6. If your business is loss-making, what is the reason for this performance? Why are you making losses?
7. Have you obtained a loan or overdraft in the past two years? (If yes, provide details of the loan amounts, bank/financial institution, term/period, and interest rate.)
	* Bank Name:
	* Branch:
	* Loan principal amount:
	* Interest:
	* Loan term/period:
	* Any outstanding balance:
8. For each loan detail captured above, please provide additional evidence confirming existence including but not limited to the credit contract (optional) and a bank letter confirming the existence of the loan.
9. Do you keep books of accounts and prepare periodic financial statements?
10. Are your financial statements audited? If yes, please provide evidence of audited financial statement for the past three consecutive years. If not, please provide us with the management accounts and filed tax returns for the period as an alternative.
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| 1. **Investment and Funding Requirements and Returns**

*[Provide detailed description to each question below]*1. Why do you require CookFund grant funding?
2. What are the total costs and cost breakdown (TZS) required for expansion?
3. How much are you contributing to the total cost (TZS) above? (*Minimum contribution is* ***25% of total cost***)
4. How will you raise your contribution amount? (Provide details of the available finance sources you will use to raise this money. Please note that sunk investment costs are not applicable as contribution. Sunk investment costs include all assets purchased and/or owned prior to submission of the CookFund proposal.)
5. If the grant funding provided is lower than the amount requested, how will this affect your expansion plan and achievement of expansion goals? (In your detailed expansion plan please show impact of the following events – only 25%, 50%, 75% and 100% of grant amount requested is awarded)
6. What is your current product market price(s) and how much discount will you provide to address the issue of end-user affordability if provided the CookFund grant?
7. Provide financial projections showing business performance in the event 25%, 50%, 75% and 100% of the grant amount requested is provided. Include projected income statement, balance sheet and cash flow statement for 3 years.
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| 1. **Sales and marketing plan**

*[Describe the actions or tactics you will use to expand your market and sell more clean cooking technology. Furthermore, is paramount to include the implication cost to the expansion budget below in section]*1. What marketing actions/tactics will you use to create awareness of your clean cooking product in the target region(s)?
2. How will you convince new customers to purchase your product?
3. Will you employ additional marketing and sales staff? If yes, how many and what gender?
4. How will you distribute your clean cooking product to the target customers at the lowest cost possible?
5. If you plan on using intermediaries such as retailers/shops, how will you ensure end-user price discounts are complied with?
6. What budget will you assign for sales and marketing? (Include a breakdown of all costs related in a tabular form)
7. How much discount per product are you going to offer/provide to final customers?
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| 1. **Detailed implementation plan**

*[Provide an implementation plan including details of all steps/tasks to project completion, status of the tasks e.g., completed/in progress and the expected time or date of completion of each task. Separate attached elaboration file is highly encouraged. Please use Gantt chart for presentation]* |

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| 1. **Regulatory Compliance and Certification**

*[Provide details of compliance to applicable government regulations, including any specific project specific licenses, permits, incentives or other types of support to the project that may be available. Expected compliance documents include certificates of business registration (business license and/or certificate of incorporation), TIN certificate, TRA tax clearance, EWURA permits, OSHA registration certificate, etc. Furthermore, for improved stoves and electric stoves please provide efficiency tests reports, TBS, and other necessary certificates] Please attach scanned copies.* |

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| 1. **Development Results (Outcomes and Impacts)**

*[Describe the expected development outcomes and impact(s) from the investment accruing to the enterprise and affected communities, e.g., job creation, income generation, empowerment of disadvantaged groups, including women and youth and rural populations, etc.]***Number of jobs to be created (direct and/or indirect).****What is the cost incurred by the business as a result of creating the new jobs.****Expected number of units to be sold through the project support.****Number of households expected to be served and benefit from the project.****Social benefits of the project to the broader community** (including but not limited to empowerment to disadvantaged groups and/or women and youth, etc.) |

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| 1. **Additional documentation, if available**

*[Please indicate which other types of supporting documentation you are submitting with your proposal]*

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| **Documentation** | **Submitted *[select appropriate option]*** |
| Photos of business premises and cooking products  | Choose an item. |
| Business plan | Choose an item. |
| Financial projections (income statement, balance sheet and cash flow statements for two (2) years) | Choose an item. |
| NSSF and WCF certificates | Choose an item. |
| EWURA license (for LPG super dealers) | Choose an item. |
| Tax Identification Number (TIN) certificate and tax clearance letter | Choose an item. |
| Certificate of incorporation (if applicable) | Choose an item. |
| Business license | Choose an item. |
| Letter of introduction from bankers | Choose an item. |
| Audited financial statements (mandatory) for previous three (3) years of operations. | Choose an item. |
| *Other: Financial projections, information about strategic partners, expansion plans, tenders, management resumes etc.*  | Choose an item. |

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| 1. **Confirmation**

*I hereby confirm the information provided in this form is accurate to the best of my knowledge. [confirmation should be provided by approved representatives of the enterprise]:*Full Name: Title:Signature:Date:*Witnessed by:*Full Name:Title:Signature:Date: |

***Submit this form along with and any supporting documentation to the recipient*** *cookfund.tz@uncdf.org* ***before the application deadline of 30th September 2023.***

***Please note:*** *Applicants who do not submit both the application form and supporting documents within the deadline will not be considered.*

*For further instruction on submission please refer to the Call for Proposal (CfP) document.*