

# Micro Loan Program

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## PROJECT PARTICIPANT APPLICATION FORM

**Name of Enterprise**

**Contact Person**

<b>Gender</b>	Male	Female		
<b>Age Group</b>	Under 25	25-30	31-40	Over 40

**Contact Number**

**Enterprise Address**

**Email**

**What type(s) of product(s) or service(s) do you provide?**

**How long have you been operating?**

**What is the legal form of your enterprise?**

Sole Proprietorship      Partnership      Limited Liability Company

Corporation      Other (Specify), \_\_\_\_\_

**(If it is a Partnership, name your partners below and include their telephone numbers and email addresses)**

**Are systems in place to record accounts?**

Production/Services	Yes	No
Sales records	Yes	No
Purchases records	Yes	No

**Approximately how many full-time employees does your business employ?**

under 5      5-10      10-20      20-30      30-40      over 40

**Are you currently exporting any product (s)?**

Yes      No

**If Yes, which product(s) and to what countries?**

**Does your business currently own a computer?**      Yes      No

**Have you or your business benefited from grants or financial assistance from the government or other organisation?**

Yes      No

**If yes, please provide details**

**What challenges are you currently experiencing?**

**For Official Use Only**

Application Received By:

Date:

Registration No.:

Candidate:  Approved  Not Approved

Comments:

**All applicants must provide the following information to be considered:**

- National Identification for SVG (ID#)
- National Insurance (NIS#)
- Proof of address (utility bill, accompanies by notarized letter if necessary)

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**Applicant's Signature**

**SVG POLICE COOPERATIVE CREDIT UNION LTD**  
**MICRO LOAN PROGRAM**  
**BUSINESS PROPOSAL GUIDELINES**  
**(Maximum 5 Pages)**

*This is a template for your business proposal. We expect you to submit a document in your own style, reflecting the values of the idea/business, using data, research and anything else that support your application.*

*We do not expect that you will be able to answer all the questions – but you will need to demonstrate that you have thought through the different dimensions of your business idea and how you can make it a success.*

*The overall evaluation of your proposal will address whether your application demonstrates a unique business idea that is clearly articulated and understood as a commercial product/service with a clear route to market.*

**BUSINESS DESCRIPTION** **1 PAGE**

**Nature of the business**

- Products/services being offered
- Demonstrate how prepared you are by outlining a timeline of the next steps you will take and specific milestones you want to achieve

**TARGET MARKET** **1 PAGE**

- Description of the market (get specific about who exactly will be interested in your product or service. If possible, answer the questions: How old are they? What gender are they? Where do they live? What are their characteristics? How big is the market?)
- Proposed promotion and delivery of products and services.

**SUSTAINABILITY** **1 PAGE**

**Business development strategy- (How will you address environmental, social and financial challenges?)**

- Results of any market research
- How your business idea addresses the target market problems? Include major points and identify the opportunity.
- Describe the risk and benefits associated with your business idea
- Statement of Unique Value Proposition

**BUDGET** **1 PAGE**

- Projected Income for two (2) to three (3) years and Expenses for one (1)
- Original, valid and recent (within 3 months of application date) proforma invoice/bill from supplier to accompany all quotations for the procurement of equipment, supplies and services.

# SVG Police Cooperative Credit Union Limited

## MICRO LOAN PROGRAM

### BUSINESS PROPOSAL TEMPLATE

#### 1.0 Cover Page – Name of Business

- Business Logo (if they have)
- 1 or two pictures of the business activity
- Name of business owner(s) applying for loan

#### 2.0 Table of Contents

#### 3.0 Company Background/Description

3.1 – Mission Statement

3.2 – Vision Statement

#### 4.0 Description of Products/Services (Use pictures here to showcase what is being produced with captions)

#### 5.0 Current Average Monthly Income/Expenses (Sample Profit and loss statement)

#### 6.0 Business Challenges

#### 7.0 Proposed use of funds

#### 8.0 Projected 2-year/3-year Income/Expense (Sample Profit and Loss Statement) *this will show how the loan funds would improve their position as shown in 5.0*

## **REQUIREMENTS:**

The process is as follows:

1. Application – forms can be collected from our headquarters located on Bay Street, our branch office in Bequia and the CED office located in lower Kingstown Park or online at [svgpccu.com/micro-loan-application](http://svgpccu.com/micro-loan-application). The application forms must be submitted with:

- Business proposal – guidelines will be provided.
- ID information
- Proof of address in the form of a utility bill

2. Selection of applicants - suitable applicants will be selected for the first cohort in a batch of 15.

3. Loan application/interview process – all applicants will be interviewed. Non-members can apply. However, all non-members will be required to join the credit union before being interviewed.

Requirements for joining the credit union are:

- Proof of identification - 2 pieces of photo IDs (National ID card, passport, driver's license, police ID, Farmer's ID, Fisherman's ID)
- Proof of income – self employed form (signed by JP or a gazetted police officer) or recent salary slip or job letter.

- Proof of address – utility bill in your name (water, cable, electricity, telephone) or a proof of address form accessible from our office which should be signed by a JP or a gazetted police officer.
- Fees - \$255.00

4. Training of applicants - Applicants will undergo one week's training in different aspects of business management to improve their skills. Training will be done before disbursement of funds.

Application process will be open from Wednesday, 2<sup>nd</sup> August 2023 and one month will be given for submission. Deadline is Friday, 1<sup>st</sup> September 2023.