



Food and Agriculture Organization
of the United Nations



FOOD SYSTEMS GRANT APPLICATION PROGRAMME GUIDE

Project information

The Food and Agriculture Organization (FAO) in partnership with the County Government of Kisumu through the Integrated Actions for Innovative Food Systems Project is pleased to invite application for the Innovative Food System Grant Programme.

We are excited to hear from you and looking forward to hearing more about your enterprise.

The goal of the grant programme is to support the small and micro-enterprises already involved in food systems activities for expanding or improving their capacity and performance.

The project aims to support development of sustainable urban food systems that are integrated with the surrounding rural food production systems to enhance access to safe, affordable nutritious foods. In addition, the project will aim to support initiatives that enhance sustainable urban production, sustainable processing, packaging and food waste management to promote a circular economy.

We have put together application instructions to give you more details on how to answer some of the questions on the application details. For more assistance, contact information of our project team is provided at the end of this application guide.

Who are we looking for?

Micro and small Entrepreneurs (groups: women, youth mixed or registered companies) who have enterprises meeting the following criteria

- a) For profit business with an innovative product, service or model. The programme describes innovation as a new food product, service or process. Innovation may be in the form of technology, business model
- b) Must be food system actor (s) within Kisumu County.
- c) Must be involved in an enterprise in food system
- d) Empower female and youth entrepreneurs or contribute to other cross cutting themes such as climate change, employment, migration.
- e) Priority will be given to applicants in urban (Kisumu) and peri urban areas.
- f) Group constitution (Applicable to groups)
- g) Physical address
- h) Present a business plan (See attached annex for template).
- i) Operational bank account in group name.

Food system sectors of

- a) Food production

- b) Food distribution and logistics including online and digital marketing
- c) Agro-processing and value addition of nutritious foods
- d) Food packaging
- e) Food recovery and redistribution schemes promoting healthy nutritious foods
- f) Food waste management
- g) Agri-tourism

Note: The applications are open to agricultural value chains however applicants dealing with fruits (bananas & watermelons), indigenous vegetables, tomatoes dairy, fish, rice, poultry and ground nuts will have an added advantage.

Application Timeline

The application is open from 21st December 2020 to 21st January 2021.

Duration, programme activities and timeline

The grant programme consists of a training and financial component. The training phase will run for a period of 12 months divided into 2 phases. Phase one will include training and mentorship to each enterprise for the development of a growth and investment plan. The second phase will include disbursement of a small-grant to each enterprise delivery of a mentorship to each company for the implementation of the investment plan with the received small grant. The training programme will be for 2 people per selected enterprise (for both groups and individual companies)

SECTION A: Background information

Group/company details

Name of the group/SMEPhysical address.....

Group/company email/website if applicable.....

Group/company physical location
(Street, area, estate, building/house number)

Sub-County.....Ward.....Location.....

Sub location..... Village.....

Mobile phone.Number of membersMales.....Females.....

Attach complete membership)

Contact person details

Full Name: First.....Surname

Role in Group or company.....
Your mobile number.....Alternative mobile number.....
Your email address.....Alternative email address.....
GenderAge.....

Group/company setup
Year of establishment.....
Year of registration.....

In the case of companies, how the company is registered (sole proprietorship, partnership, limited company, not for profit, other)

What stage is your company/group in?

- a) Post-revenue(established and having sales)
- b) Post profit (established, selling and making a profit)
- c) Growth stage (have been operating profitably for 2+ years)

Date of proposal submission:.....

Business details

Brief description of the group/SME indicating who you are and what you do (*one paragraph*).

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What needs/ challenges/ opportunities is your enterprise addressing?.....

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Describe your current customers and market segments you are focusing on.....

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Describe products or services you are offering.....

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Describe your revenue model (how you make money).....

.....
Who are your competitors (those offering same product and service) and what differentiates you from your competitors?.....

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What besides money are the three biggest challenges to your growth?

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Name of group officials/enterprise owner(s)

- 1. Chairman..... ID. No.....Mobile phone no.....
- 2. SecretaryID.No..... Mobile phone no.....
- 3. Treasurer.....I.D No..... Mobile phone No.....

(Attach Copies of identity card for group official)

Activities of the group/SME

- a) Activities Undertaken

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(b) Area of coverage:.....

Describe the impact your enterprise has had (Nature of impact e.g. environmental, social, nutrition impact), economic, geographical reach, impact on vulnerable communities

(c) Funding source and amount

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SECTION B: Project proposal

1. Project title

2. No. of beneficiaries (M/F).....Location of the project (Village)....

3. Objectives of the project

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4. What challenges will the project address?

(a)

(b)

(c)

(d)

5. Give a detailed workplan of the group/enterprise.

6. How will the project benefit the group and other community member?

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	Total Amount			

10. Project sustainability :(*State how the group/enterprise ensure project sustainability*).

We/I certify that the preceding information is true:

1. Name.....ID.No.....Position.....Signature...
.....
2. Name.....ID.No.....Position.....Signature...
.....
3. Name.....ID.No.....Position.....Signature...
.....

SECTION C: For Official use only:

Recommended: Yes No

Grant Awarded (Amount in Ksh).....

Date of Meeting.

Approved by vetting committee members:

1. Name:.....Signature.....
2. Name:.....Signature.....
3. Name:.....Signature.....
4. Name:.....Signature.....
5. Name:..... Signature.....
6. Name:.....Signature.....

7. Name:.....Signature.....

ANNEXES:

1. BUSINESS PLAN TEMPLATE

SECTION 1: BIO DATA	
Name:	Business/Group Name:
I.D Number:	Business /Group Registration Number:
Email Address:	
Mobile Number:	Business/Group Location:
SECTION 2: VISION/ MISSION STATEMENT	
a) Describe your Short term Goal	b) Describe your Long term Goal
SECTION 3: PRODUCTS AND SERVICES	
Mention Products and Services your business will offer:	

SECTION 4: MARKETING PLAN		
a) Who are your target Customers.	b) How will you reach out to your target customers	
SECTION 5: KEY RESOURCES		
State Resources Needed to Run Your Business		
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SECTION 6: BUSINESS BUDGET <i>(Fill this section appropriately)</i>		
a) Cost of Starting up Your Business <i>(Startups)</i>	b) Value of Current Stock <i>(for Existing business)</i>	
Beneficiary Name:	Signature:	Date:

2. List of all group members in the format below.

S/NO.	NAME	GENDER	I.D NUMBER	MOBILE PHONE NO.
1.				

2. National I.D photocopies of officials (Chairman, secretary and treasurer).

3. Valid registration certificate or business permit.

4. Copy of the group constitution.

For more information, contact,

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