

INTEGRATED HUMAN RESOURCES DEVELOPMENT PROGRAMME



Ministry of
Trade, Co-operatives,
Small and
Medium Enterprises
and
Communications



APPLICATION FORM

Business Details

Name of Business: *

(if unregistered - provide name of group/association/mataqali/village)

Name of Owner (s) / contact person: *

Please attach names of all shareholders of the business or group members

Should there be more than one, please attach listings

[Click here to upload file. \(< 10MB\)](#)

Business Tax Identification Number *

Business T.I.N

Please attach document: Business Tax Identification Number *

Example: T.I.N Letter

[Click here to upload file. \(< 10MB\)](#)

Business Registration Number

Please attach a copy of business registration certificate

[Click here to upload file. \(< 10MB\)](#)

Please attach a Valid Photo Identification (either Driver's License or Voter ID Card or Passport Biodata Page)

[Click here to upload file. \(< 10MB\)](#)

Province *

Please select only ONE response

- Ba
- Bua
- Cakaudrove
- Kadavu
- Lau
- Lomaiviti
- Macuata
- Nadroga/Navosa
- Naitasiri
- Namosi
- Ra
- Rewa
- Rotuma
- Serua
- Tailevu

Contact Information

Phone Contact: Owner *

if phone contact is different from business, please specify

Phone Contact: Business

Business email address *

Business physical address *

(if unregistered - provide location of group/association/mataqali/village)

Business History

Number of Years in Operation *

Example: if business is in operation for a year and a half, enter 1.5 years, two years and three months, enter 2.25 years, 6months, enter 0.5 years

Type of Business *

- Sole Trader
- Co-operative Business
- Partnership
- Company
- Unregistered Business

Sector *

- Forestry
- Fisheries
- Agro-business
- Manufacturing
- Tourism
- Hospitality
- ICT Services
- Financial services provider
- Renewable Energy Development
- Creative Arts
- Other

If you have selected "Other", please specify

What is the average monthly sales/revenue generated by the business?

What is the average business monthly expense?

Please list you business assets and value?

Project Grant Details

Total Project Cost (\$FJ): *

Attach quotation of Total Project Cost *

[Click here to upload file. \(< 10MB\)](#)

Grant Amount requested (\$FJD) *

(Two-thirds of Total Project Cost)

Applicant Contribution (\$FJD) *

(One-third of Total Project Cost)

Applicant Contribution - Please attach proof on availability of contribution *

Example: Bank Statement, UTOF (Unit Trust of Fiji) Statement

[Click here to upload file. \(< 10MB\)](#)

Have you applied or received any grant assistance from another Government Ministry or another donor agency in the last 5 years? *

Yes

No

If yes, please provide details:

Are you employed in the civil service? *

Yes

No

If yes, please provide details

How many people are currently employed by the business or are planned to be employed? *

Please provide total number of men and women employees and how many fall under the youth category (18 to 40 years)? *

Example: Men - 4 Women - 2, Total Employees - 6. : Male - 1 and Female - 1, Total youth employees - 2

What are their roles in the business? *

Please elaborate particularly on roles held by women in the business

Background and Project Description

1. Introduction of your Business or Business Concept: (How did it all begin, number of years of experience, knowledge, membership growth and information that may seem relevant to the question) *

2. Brief on your Project Proposal: (what do you plan to do with intended grant funding, what key problem/issue will it address and information that may seem relevant to the question) *

3. OUTCOME: (What will be the significant economic contribution of proposed project in the development either in the peri-urban or rural or remote areas, significant impact of employment creation, community development, expansion of market segments and any other information that may seem relevant to the question) *

4. SUSTAINABLE BUSINESS PRACTICES: (explain on the elements of climate resilient or greener sustainable business targets) *

5. SUSTAINABLE DEVELOPMENT GOALS: How does your business contribute to the Sustainable Development Goals? *

Landownership: Should the project encompass Land please provide the below information:

5. Is the land leased under your name or do you own the land?

Yes

No

If No, please provide what the current arrangement is on utilizing the Land for the Project or Business

Please attach evidence of the above discussion

[Click here to upload file. \(< 10MB\)](#)

Please attach - Lease document or Freehold Title

[Click here to upload file. \(< 10MB\)](#)

Type of Land:

Freehold

Native Lease

Crown Lease

Regulatory Requirements

6. Do you have all Regulatory requirements and resources to implement your Project Proposal?

Yes

No

If yes, please provide the documentation

[Click here to upload file. \(< 10MB\)](#)

If no, please elaborate further on the necessary approval that will be needed for the Project to commence or progress further and what are the plans of the business in acquiring those approvals?

Applicants Declaration

7. DECLARATION: The The information given in this document is, to the best of my knowledge, accurate. No false information is provided, the undersign is personally liable for any false information disclosed in this application form. *

Warning: Providing false information to Government is an offence under the False Information Act 2016. If you are found guilty of providing false information to Government, you may be fined up to \$20,000 or sentenced to imprisonment for up to 10 years

I Agree

Please attach the following with your submission:

Business Plan *

Please refer to MCTTT website for template

[Click here to upload file. \(< 10MB\)](#)

Management Accounts for business in operation of 2 years or more

[Click here to upload file. \(< 10MB\)](#)

3 years forecasted cashflow statement *

Please refer to Ministry website for template

[Click here to upload file. \(< 10MB\)](#)

Support and Validity letter from relevant Ministry and stakeholders

[Click here to upload file. \(< 10MB\)](#)

Any other relevant documents to this application, please upload here:

[Click here to upload file. \(< 10MB\)](#)

Should you have any clarification or any general issues with the form, please email ihrdp@msme.mcttt.gov.fj or call Helpline 163 or Viber 9986014

Please note: ➤ The Ministry reserves the right to request for additional information as and when required for clarification. .

Please note: ➤ Applications that are not eligible may not be considered for funding.

Please note: ➤ The Ministry will only contact the promising and shortlisted applicants for additional information.
