



**Ministry of Commerce, Industry and Labour**  
Matagaluega o Pisinisi, Alamanuia ma Leipa

"to support Government's vision to lead and excel in the provision of quality service to foster economic growth for all"

**SAMOA**  
**PRIVATE SECTOR SUPPORT FACILITY**  
The harmonised system for Development Partner funding support to the Private Sector Economy in Samoa

**APPLICATION FORM – INDIVIDUAL BUSINESS PROJECTS  
(CATEGORY B)**

This funding is only available for individuals and small to medium businesses. Please read the application guidelines prior to completing this form to ensure that you are eligible and to assist you in completing this form.

**Applicant(s) Details**

<b>Business Name</b> (if applicable)		
<b>Contact Person</b>		
<b>Role in Business</b> <i>(ie. Owner, Manager etc).</i>		
<b>Physical Address</b>		
<b>Postal Address</b>		
<b>Telephone</b>	<b>Work</b>	<b>Home</b>
<b>Email Address</b>		

**Business Activity Details**

<b>Business Description</b> <i>(What does your business do?)</i>	
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P.O. Box 862, Apia, SAMOA | Telephone: (685) 20441/ 20442/ 20882 | Facsimile: (685) 20443 | Email: [mpal@mcil.gov.ws](mailto:mpal@mcil.gov.ws).

Level 4, ACC House, Apia | Website: [www.mcil.gov.ws](http://www.mcil.gov.ws)



<p><b>Background to Funding Request</b> (What opportunity or issue does your business face that this funding would help address? What specific activities will be undertaken?)</p>	
<p><b>Target Market</b> (Who is the target market for your business and this proposed activity?)</p>	
<p><b>Benefits</b> (How will your business benefit as a result of this funding?)</p>	<p style="text-align: right;">Tick boxes that apply.</p> <p><input type="checkbox"/> Increase our business, or family, income</p> <p><input type="checkbox"/> Broaden the products or services our business offers.</p> <p><input type="checkbox"/> Create new jobs.</p> <p><input type="checkbox"/> Improve our business and operational skills.</p> <p><input type="checkbox"/> Increase our profile amongst our target market and customers.</p> <p><input type="checkbox"/> Make our business sustainable.</p> <p><input type="checkbox"/> Improve our ability to access new markets.</p> <p><input type="checkbox"/> Enable us to consider exporting or increase our existing exports.</p> <p><input type="checkbox"/> Other (specify below)</p>
<p><b>Sustainability</b> (Will the business be sustainable once this funding ceases? How will you ensure this?)</p>	

<b>Activity/Project Delivery</b>	
<p><b>Ability to deliver</b> (Describe the skills and experience available to you to undertake this proposed activity. Also describe any work you have previously completed relevant to this proposal.)</p>	

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<p><b>Risks</b> (What are the risks of the proposed activity not being successful if your application is approved? How will you manage the risks?)</p>	
<p><b>Environmental and Land Considerations</b> (Does the activity require an Environment Impact Assessment or use of, or access to, customary land. If so what action is proposed to address this)</p>	

Funding Details					
<p><b>Expenditure</b> (List what the costs of the project are.)</p>	<i>Expenditure Item</i>			<i>Estimated Cost</i>	
	Item 1:			\$	
	Item 2:			\$	
	Item 3:			\$	
	Item 4:			\$	
	Item 5:			\$	
	<b>TOTAL ACTIVITY COST</b>			<b>\$</b>	
<p><b>Capital Cost</b> (Explain how the capital costs sought from the funding are integral to the project's aims)</p>					
<p><b>Source of Funds</b> (List where the funds are coming from to meet this total cost including any in-kind contributors. Remember to include any cash or in-kind contribution that you are making towards the total costs.)</p>	<i>Contributor</i>		<i>Cash/In-kind</i>	<i>Confirmed</i>	<i>Contribution</i>
	<b>PSSF (This Fund)</b>		Cash	Pending	\$
	<b>Your Contribution</b>			Yes/No	\$
	Other (specify):			Yes/No	\$
	Other (specify):			Yes/No	\$
	Other (specify):			Yes/No	\$
	<b>Total Contribution</b>				<b>\$</b>

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## DECLARATION

I, ..... hereby declare that I am authorised to make this declaration of behalf of myself, or the applying business. I confirm that:

1. The information contained in this Grant Application to the PSSF is accurate and accept that if any information given, or representations made in this request, or subsequent correspondence, or made during the course of the project (if it proceeds) is found to be misleading or inaccurate in any material respect; then the PSSF Steering Group may at its discretion withdraw the grant so that no further payments are made.
2. I understand that the PSSF may request other information, not included in the checklist that may be required to assess my application. I understand that in the event that we do not supply the requested information, or that this application form is incomplete, then this application will not be assessed by the PSSF.
3. Staff, governance members, nominated consultants and suppliers all being persons without a direct conflict of interest in the applicant's proposal, may at their discretion carry out reference checks in relation to any previous work that has been undertaken with Development Partners and/or other donors assistance and that all references and reports obtained by them will be confidential to them.
4. Summary information about the application and any resulting grant (including applicant name, project title and an abstract of the proposal, its progress and results) may be made publicly available through the PSSF.
5. I, as the signatory, have the authority to commit the applicant to this application/contract.
6. In submitting this application, myself as the applicant and if applicable the named business acknowledges that the assessment of projects will be a subjective and relative process, and that the Steering Group has final decision-making authority in this process.

Signature \_\_\_\_\_

Date \_\_\_\_\_



## NEXT STEP AND CHECKLIST

The Information Checklist is a list of supporting documents and/or information that you may need to provide together with your completed Application form. Please tick the relevant box.

In addition, there may be other documents that you may wish to submit to support your application, please list these in the empty rows.

Information Checklist	Y	N
Completed and Signed Application Form		
Copy of Business License		
Evidence of Counterpart Contributions		
Quotes for Capital Items		
Quotes for Services		
Financial Statements or Bank Statements		
Business Plan		

Completed applications may be provided in either hard copy or electronic copy to:

**PSSF Secretariat**  
**Industry Development & Investment Promotion Division (IDIP)**  
**Ministry of Commerce Industry & Labour**  
**Level 4, ACB Building, PO Box 862, Apia, Samoa**  
**Phone: 20441 Fax: 20443 Email: [mpal@mcil.gov.ws](mailto:mpal@mcil.gov.ws)**

For PSSF Secretariat Use Only	
Date when application was received	
Name of Receiving Officer	
Signature of Receiving Officer	
Comments	

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