

PRIVATE SECTOR SUPPORT FACILITY

GUIDELINES FOR APPLICANTS FOR CATEGORY C – PRIVATE SECTOR ORGANISATION PROJECTS

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PSSF Secretariat

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Establishing Development Partners:



1. BACKGROUND AND OBJECTIVES

The Private Sector Support Facility (Facility) is a harmonised donor fund that was established in 2006 to support development of the private sector and trade opportunities through the provision of grant funding for private sector initiatives. The Facility supports grant applications from businesses operating in the agriculture, fisheries, tourism, manufacturing and exporting and technology sectors.

The Facility is administered by a Steering Group with the support of the Secretariat, housed by the Industry Development & Investment Promotion (IDIP) Division of the Ministry of Commerce, Industry and Labour (MCIL).

The primary objective of the Facility is to support the private sector in increasing its contribution to the Samoa economy through:

- Increasing private sector employment and skills development;
- Growing trade and exports;
- Increasing the size and number of private sector businesses; and,
- Increasing business investment and innovation.

The Facility is a contestable fund and open year round for applications.

2. ELIGIBILITY CRITERIA AND ACTIVITIES

Category C funding is available only to private sector associations and organisations which are formally registered and where the members come together on common business objectives (e.g. Chamber of Commerce, SAME, SHA, Farmers Association).

It is also required that:

- The applicant's project has yet to be implemented.
- All of the PSO business must be based/located in Samoa.

Types of Eligible Activities

Any proposed projects should refer to an industry or sector development plan (unless that is the project funding is sought for). Eligible activities that can be funded by the facility under this category include:

- A value chain or industry situation analysis.
- Facilitation of key industry level forums.
- Development of industry level plans or programmes.
- Member capacity building initiatives.

3. LEVEL OF FUNDING

Funding can be sought for any amount up to SAT\$50,000. Multi-year proposals can be submitted.

Applicants are required to bear some of the risk associated with their project. In this respect, the organisation is required to contribute as a minimum, either in cash or in-kind, the equivalent of 10% of the funding requested.

A maximum of 10% of the total amount requested can be for project management or operating costs for the particular project that would otherwise not have been incurred if the project had not taken place.

Capital Cost Contribution

Not eligible for capital item grants.

4. ADDITIONAL ASSISTANCE

Not eligible for PSSF's proposal assistance or technical assistance grants.

5. HOW YOUR APPLICATION IS ASSESSED

Your application must comply with the eligibility provisions and activities outlined above. Applications that do not meet the eligibility provisions and activities will not be assessed. Applications that are eligible for consideration under the Facility will be assessed against the following criteria:

	Assessment Criteria	Commentary	Weighting
1	Economic Impact	Impact of the project on: <ul style="list-style-type: none">▪ Increasing employment and skills development;▪ Growing trade and exports (incl. increasing import substitution);▪ Increasing the size and number of private sector businesses; and,▪ Increasing business investment and innovation.	40
2	Project Management	Capability of the project team (based on skills and previous experience) to successfully implement and achieve the project outcomes.	20
3	End Results	Ability of the project to meet identified issues or opportunities and add value.	10
4	Viability	Commercial and financial viability of the project, including consideration of project sustainability, risk management and the financial resources that the applicant can contribute.	20
5	Social Impact	Positive impact of the project on the quality of life of the business or its beneficiaries.	5
6	Environmental Impact	Impact of the project on the environment (neutral or positive impact results in a higher score).	5
	Total		100

6. HOW TO APPLY

Interested groups and businesses must complete the relevant application form which is available from the Secretariat. In addition to the completed application form, you are required to submit documentation, where appropriate, to support your proposal/application. This may include:

- Certificate of Registration;
- Strategic plan;
- Quotes for services;
- Financial statements;
- Evidence of applicant's counter-part contributions; and
- Any other documentation required dependent on the nature of proposal.

Please note that you are required to submit a hard copy or an electronic copy of the application to the Secretariat.

7. HOW TO COMPLETE THE APPLICATION FORM

The following section provides instructions on how to complete the application form.

Business Activity Details	
Organisation Description:	<i>Describe the purpose of your organisation, key services or activities and the types of businesses (and number) that make up your membership.</i>
Background to Funding Request:	<p><i>Insert a few paragraphs explaining your project and what it is about. Include information about:</i></p> <ul style="list-style-type: none"> - <i>What the project is about;</i> - <i>What the main objectives are;</i> - <i>What issues you are trying to address or opportunity you are trying to take advantage of;</i> - <i>How the project will help achieve the objectives; and,</i> - <i>What the expected time for implementation is.</i>
Target Market:	<i>Describe who or what the target market for this proposed activity is.</i>
Benefits:	<i>Describe the benefits that your organisation, members and Samoa will achieve as a result of this funding and successful implementation.</i>
Sustainability:	<i>Describe how you will ensure that the activity will be sustainable once this funding ends and, if relevant, how this funding ensures sustainability. If the project will have completely addressed the issue or opportunity so will not need to continue then state this and any improvements to the sustainability of your members.</i>
Activity/Project Delivery	
Ability to Deliver:	<i>Insert brief information on who the key members are in your team that will be involved in the project and what expertise/ qualification they have that will make the project a success. Include any work you have previously completed that is relevant to this proposal.</i>
Risks:	<i>Describe any risks associated with the proposed activity and how you will manage the risks.</i>
Environmental and Land Considerations:	<p><i>Describe any positive or negative impacts that this activity would have on the environment, and how you will minimise any negative effects.</i></p> <p><i>State if the proposed activity requires an Environment Impact Assessment or use of, or access to, customary land. If so what action is proposed to address this.</i></p>
Milestones	
Milestones:	<i>List the major activities and outcomes of the project. These are the milestones or stages for the project. Please also identify the start date and end date over which each stage takes place and the estimated cost.</i>
Funding Details	
Expenditure:	<i>List the total cost of the project by item and attach a sheet if there is not enough room to list all expenditure.</i>
Source of Funds:	<p><i>List where the funds are coming from to meet this total cost including any in-kind contributors. If making a multi-year funding request then attach a supplementary budget if inadequate space on the form to complete.</i></p> <p><i>Remember to include any cash or in-kind contribution that you are making towards the total costs. As a minimum these must be at least 25% of the funding requested from PSSF.</i></p>