



Ministry of Local Government and Rural Development

**CONSTITUENCY DEVELOPMENT FUND LOAN
APPLICATION FORM FOR YOUTH, WOMEN
AND COMMUNITY EMPOWERMENT**

Instructions: This application form should be completed by the applicant and sent together with supporting documents to the Chairperson, Ward Development Committee.

NOTE: This form is not for sale.

Disclaimer: Completion of the form does not guarantee the award of the Loan

<p>Project Identification Number: (for official use)</p>	<p>YE/Zone/Ward Code Number WE/Zone/Ward Code Number CE/Zone/Ward Code Number</p>
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SECTION A. GENERAL DETAILS (TO BE COMPLETED BY THE APPLICANT)

Name of Business/Organisation/Company/Group/Cooperative/Club

.....

Legal form of applicant (Limited Company (SME)/Group /Cooperative/
club:.....

1. Date of Company/Group/Cooperative/Club Registration:

2. **TPIN:**



5. Authorized Representative

(To act on behalf of the Applicant and respond to any questions regarding the application)

Name of Contact Person		
Position in the Business		
Contact Number(s)	Cell:	Telephone:
Email		

6. Project Location:

- (a) Name of District.....
- (b) Name of Constituency:
- (c) Name of Ward
- (d) Name of Zone
- (e) Physical address

SECTION B: DETAILS OF LOAN APPLICATION

1. **Loan application amount (in figures and words):**.....
.....
2. **Description of business** (eg. Pottery, Piggery, Carpentry, Tailoring, Metal Fabrication etc):
.....
.....
3. **Indicate whether the Company/Cooperative/Club is an existing one or a start-up:**
.....
4. **Purpose of the loan** (eg. To start or expand a Pottery business, buy sewing machine, to buy metal fabrication equipment etc.)
.....
.....
5. **Repayment period** (time period for paying back the loan:.....
6. **Source of funds for repayment of Loan:** (funds realized from the business and any other source):
.....
7. **Collateral if any** (eg assets such as land, equipment ets):.....
.....

8. Financials

(a) Breakdown of Capital Expenditure of Business Proposal

	Description of cost	Quantity	Unit Cost (K)	Total Cost (K)
1				
2				
3				
4				
5				
	Total			

(b) Projected level of production

S/No.	Description of product	Quantity																	
		Year 1/Months												Y2	Y3	Y4			
		M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12						

(c) Sales Projections for the duration of the loan in years

S/N o.	Description of product	Sales Quantity	Unit Price (K)	Total Sales (K)

(e) Financial data of current business operations where applicable

<i>Please provide Financial data for your business</i>	
(a) What is the monthly revenue of the current business? If any	K
(b) What is the Total operating costs of the current business?	K
(c) What is the Total Net Profit of the current business?	
(d) How much have you invested in the current business? (e) Provide a breakdown of current investment eg. Land Assets: equipment Vehicles, tractors	K

(f) Previous CDF Funding

(a) Is Applicant or any of its shareholders/ members already beneficiary of a Loan or Grant under CDF Empowerment Fund?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(b) If Yes give details:		
(c) Status of Loan (outstanding/repaid)		
(c) Name of Business/Cooperative/Club		

9. Proposed Management Team

No.	Full Name	Management Position	Management Qualification and Experience
1.			
2.			t
3.			
4.			

10. Business benefits/ impact on the following:

a) Customers						
b) Suppliers						
(c) Employment (Number of workers)		Women	Men	Total	Of which	
					Youth	Physically Challenged (Disabled)
	Before CDF Funding					
	After CDF Funding					

11. Capital Threshold and Repayment Period

S/No.	ZMW	REPAYMENT PERIOD	TICK SELECTED OPTION
1.	5,000 – 10,000	12 months	
2.	10,001 – 25,000	18 months	
3.	25,001 – 50,000	24 months	
4.	50,001 – 100,000	36 months	
5.	100,001 – 200,000	48 months	

Note: The loans are to be repaid in within the agreed period and recovery efforts will be initiated should the borrowers not pay back the loan.

12. Project Implementation

If you are funded, when would operations start? (Tick where applicable)			
Within 1 - 3 months		Within 6 - 9 months	
Within 3 - 6 months		More than 9 months	

SECTION C: BANK DETAILS OF APPLICANT

Provide Bank account or mobile money wallet registered for your Company /Group/ Cooperative/Club:

Bank Name

Branch.....

Sort/Branch Code.....

Swift Code.....

Account Number.....

Tpin

Mobile Money Wallet Name and Number.....

SECTION D: APPLICANT DECLARATION

We the undersigned, declare that the information given herein is correct to the best of our knowledge and we will take full responsibility for the repayment of the loan and in the event of abuse and mismanagement, of the funds provided under this Empowerment Fund.

Company/Group/ Cooperative/Club Secretary

Full Names:

Signature:.....

Date:.....

Witness:

Head of the business/Company Director/Group/ Cooperative/Club Chairperson or shareholder/member:

Full Names:

Signature:.....

Date:.....

SECTION E: APPROVAL PROCESS

1. Recommendation by the Ward Development Committee

Recommended/Not Recommended/Deferred

Reasons:.....

.....

Name (Chairperson):

Sign:**Date:**

2. Decision by the Constituency Development Fund Committee

Supported/ Not supported.....

Reasons:

.....

Name (Chairperson):**Sign:****Date:**

.....

3. Recommendation by the approved Financial Institution

Recommended for approval/ Not Recommended for approval:.....

Reasons:

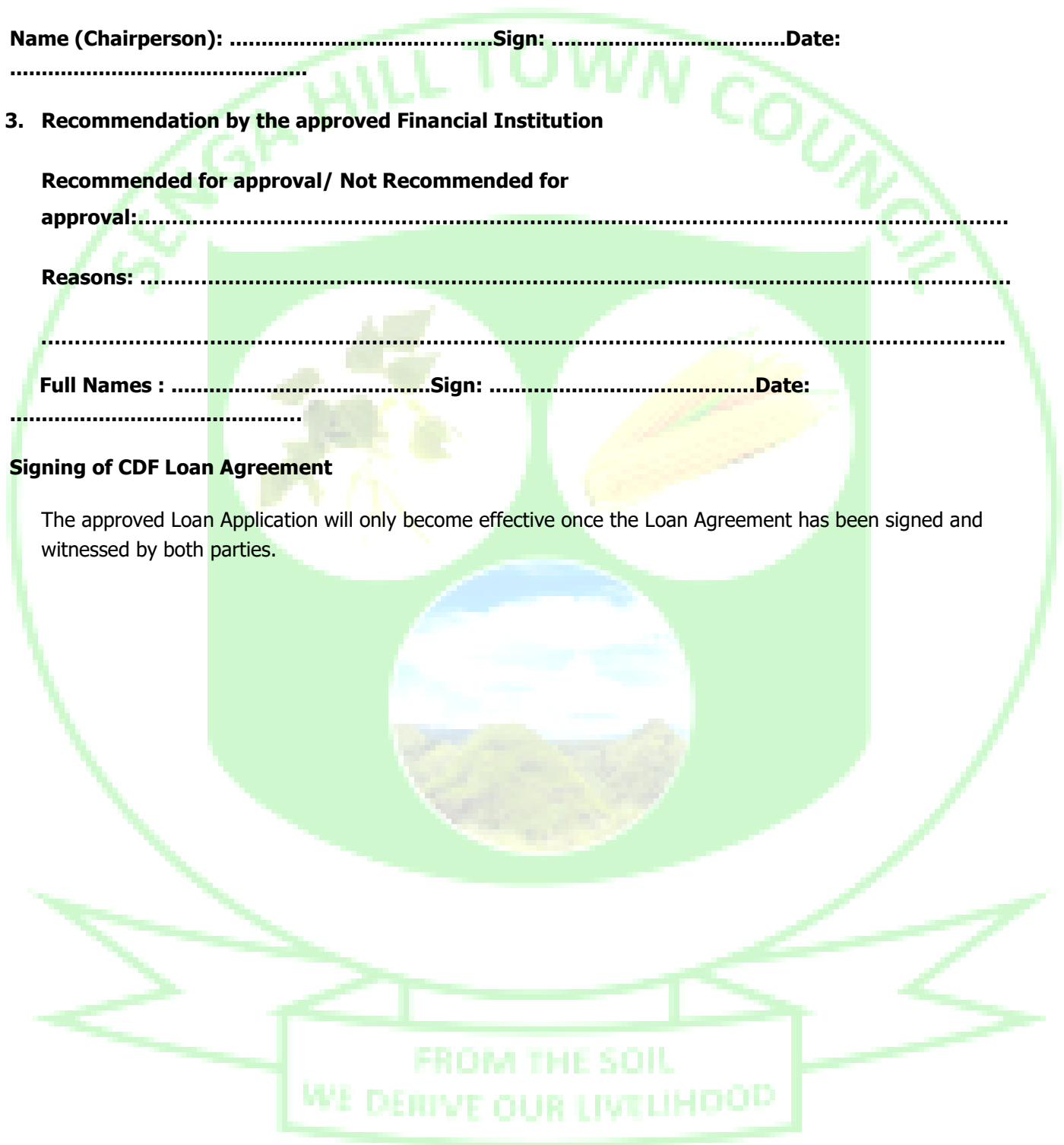
.....

Full Names :**Sign:****Date:**

.....

Signing of CDF Loan Agreement

The approved Loan Application will only become effective once the Loan Agreement has been signed and witnessed by both parties.





APPENDIX-1

PROPOSED CONSTITUENCY DEVELOPMENT FUND APPROVAL CHECKLIST

Date : _____ District: _____ Constituency: _____

NO.	COMPONENT	CHECK LIST/ GUIDING PRINCIPLE FOR CDFCs	TICK	COMMENT
1.	EMPOWERMENT LOANS	Minutes of the WDC signed by chairperson and secretary lists of recommended applicants signed on each page		
2.		Quorum attained during the WDC meeting		
3.		Resolutions provide guidance on recommendation made		
4.		Total number of applicants		
5.		Certificate of Registration of business		
6.		Articles of Association/Bylaws		
7.		Green NRC Copies of Directors		
8.		Business Profile indicating:		
9.		<ul style="list-style-type: none"> • Management Structure • Membership Structure • Sector focus • Years in the business sector • Modes of generating revenue • Revenue generated monthly 		
10.		Latest Tax Clearance Certificate		
11.		Board Resolution/Minutes to borrow		
12.		Type of projects proposed		
13.		Cash flow projections (CFPs) month on month projections tenures not exceeding 1 year; year on year for others		
14.		Latest bank statement or mobile banking account statement		
15.		Proof of Income i.e. Cash sales		
16.		Proof of future earnings i.e. signed contracts with offtakers		
17.		Amount currently owed by applicant if any		
18.		Number of jobs to be created		

Prepared by: _____ Checked by: _____

Signature: _____ Signature: _____

Recommendation: APPROVED/NOT APPROVED

Reason/s: