CDF/LAF/01

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

Project Identification Number: **(for official use)**	**YE/Zone/Ward Code Number** **WE/Zone/Ward Code Number** **CE/Zone/Ward Code Number**

SECTION A. GENERAL DETAILS (TO BE COMPLETED BY THE APPLICANT)

1. **Name of Business/Organisation/Company/Group/Cooperative/ Club**

   .....

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

   .....

3. **Date of Company/Group/Cooperative/Club Registration: .....**

4. **TPIN: .....**

5. **Shareholders of the Company/Members of a Group/Cooperative/ Club**

S/No.	Full Names	NRC/ Passport No.	% share holding (applicable to a company)	Position in the Business	Physically Challenged (Disabled)	
					Yes	No

5. Authorized Representative

(T*o 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)
	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/No.	Description of product	Sales Quantity												Unit Price (K)				Total Sales (K)			
		Year 1/Months											Total Y1	Y1	Y2	Y3	Y4	Y1	Y2	Y3	Y4
		M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12								
														Total Sale (K)							

(d) Projections of total operating costs for the duration of the loan

S/No.	Description of costs	Operating costs (K)												Total Costs (K)			
		Year 1/Months												Y1	Y2	Y3	Y4
		M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12				
														Total Sale (K)			

(e) Financial data of current business operations where applicable

Please provide Financial data for your business	
(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 ☐ No ☐
(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

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	

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: .....

4. 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.

SECTION F: CHECKLIST OF REQUIREMENTS TO BE ATTACHED TO LOAN APPLICATION

S/No.	Description of documents to be attached copies	Tick
1.	Valid Certificate of Company/Group/ Cooperative/Club Registration	
2.	Green National Registration Cards for Company shareholders/Members of Groups/ Cooperatives/Clubs	
3.	Proof of Active Bank Account/Mobile Wallet	
4.	Constitution of the Company /Group/ Cooperative/Club	
5.	Copy of Signed Minutes	
6.	Proof of property ownership/lease/consent agreement (Where Applicable)	
7.	Recommendation letter from a Civic /Religious /Traditional Leader /Bank Manager	
8.	Taxpayer Identification Number (TPIN)	

ADDITIONAL INFORMATION REQUIRED

S/N	DESCRIPTION	NUMBER
1	Registration Body of a certificate	
2	Registration No. of a club/group/co-operative certificate	
3	Total number of members in a club/group/co-operative	
4	Total number of males in a club/group/co-operative	
5	Total number of females in a club/group/co-operative	
6	Total number of youths aged 35 and below in a club/group/co-operative	
7	Total number of male youths in a club/group/co-operative	
8	Total number of female youths in a club/group/co-operative	
9	Total number of males who are Differently Abled in a club/group/co-operative	
10	Total number of females who are Differently Abled in a club/group/co-operative	
11	Total number of Job to be created by club/group/co-operative	

Note!! *All documents of a club/group/co-operative must be filed in a folder*