



## *Ministry of Economic Planning, Sustainable Development, Industry, Information and Labour*

P.O. Box 608, Kingstown, St. Vincent and the Grenadines  
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### **GUIDELINES TO APPLICANTS FOR FINANCIAL ASSISTANCE AND SUPPORT TO THE SME SECTOR UNDER THE SMALL GRANT AND CONTRIBUTIONS PROGRAMME**

#### **Objectives**

The purpose of the small grant programme is to provide assistance to developing and established Small Businesses in St. Vincent and the Grenadines in the areas of :

- Product development
- Labelling
- Packaging
- Innovation

#### **Prerequisite for Beneficiary Assistance**

- Entity must be a locally registered business-sole proprietorship, partnership, limited liability company.
- Entity must be operating legally in St. Vincent and the Grenadines.
- Entity must not have more than a yearly turnover of EC \$ 50,000

#### **Procedures**

- A formal request letter must be submitted to the Ministry detailing level of assistance requested and signed by the applicant.
- An application form detailing background of business must be completed by the applicant.
- Applicant must be working along or indicate commitment to working along with a reputable Business Development Organization and the St. Vincent and the Grenadines Bureau of Standards.
- Items for procurement must be clearly listed with an original and accompanying proforma invoice.
- Suppliers of items to be procured must be reputable and credible.

### **Criteria for Selection**

- Applicants must demonstrate sustainability of business subsequent upon disbursement of grant.
- Applicants must be deemed to have the capacity to successfully manage their own business.
- Applicants shall have a limit to one disbursement from the programme.
- Applicants must not be benefiting from a similar support from any other programme.



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**APPLICATION FOR SMALL GRANT OR CONTRIBUTION  
(For funding under the Small Grants and Contribution Programme)**

**All applicants for small grants and contributions must provide the following information to be considered for support: Grants will only be given to firms that are legal entities and have a yearly turnover of EC \$ 50,000 or less.**

**1. DESCRIPTION OF BUSINESS**

1.1 Name of applicant : \_\_\_\_\_

1.2 Name of Business: \_\_\_\_\_

1.3 Type of Business operation \_\_\_\_\_  
(Light manufacturing, Agro-processing, other)

1.4 Start date of Business: \_\_\_\_\_

1.5 Number of years in Business : \_\_\_\_\_

1.6 Number of employees : \_\_\_\_\_

1.7 Projected employment in the next 2-3 years : \_\_\_\_\_

1.8 Type of Products traded : \_\_\_\_\_  
\_\_\_\_\_

1.9 Sales in the last year : \_\_\_\_\_

1.10 Current level of investment : \_\_\_\_\_  
(Value of Machinery, equipment, etc)

\_\_\_\_\_  
\_\_\_\_\_

**2. GRANT REQUEST**

2.1 Purpose of Grant: \_\_\_\_\_

2.2 Location of Business: \_\_\_\_\_

2.3 Commitment in having the SVG Bureau of Standards verify and assess product  
Yes ( ) No ( ).

2.4 Have you approached any other organization for financial assistance to conduct  
similar undertakings? Yes ( ) No ( )

If yes , give details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.5 List cost and items to be procured or purchased if any (attach list if space is not  
(adequate)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The above quotation must be supported by an **original and recent** Proforma invoice/bill from a local or foreign supplier and **MUST** be submitted together with letters of recommendations from any reputable business support service provider and the St.Vincent and the Grenadines Bureau of Standards. The original bill head must state the words: **“Proforma Invoice”** and the name, address telephone/fax-numbers of the supplier, quantity and price relative to the support requested.

**By signing this application, the applicant, on receipt of any grant or contribution, gives the Ministry of Economic Planning and Industry the authority to conduct periodic monitoring and evaluation exercises of the business operation to determine whether the expenditure have or is contributing to the success of the business.**

Signature of applicant: \_\_\_\_\_

