

**REPUBLIC OF RWANDA**



**MINISTRY OF ENVIRONMENT  
P.O BOX 3502 KIGALI**

**GRANT APPLICATION GUIDELINES**

**RECOVERY PROJECT FOR YOUTH AND WOMEN LED SMALL AND MEDIUM ENTREPRISES  
AFFECTED BY COVID-19**

**1. INTRODUCTION**

**1.1. Background**

Rwanda has been severely affected by COVID-19 across the entire spectrum of economic activities and especially, Private owned Small and medium businesses that have been mostly affected include tourism, agriculture and services.

The Government of Rwanda (GoR), through the Ministry of Environment (MoE), has received \$1,500,000 (one million five hundred thousand) from UNDP to implement a “Recovery Project for youth and women Small and Medium Enterprises/Cooperatives (RFF) as part of greening the national Recovery plan from the COVID19 pandemic.

The overall objective of RFF project is to support the Government of Rwanda to build back better from the COVID 19 impact and one of the specific objectives is to empower Women and youth entrepreneurs/SMEs to expand access to finance and digital tools to adapt and respond to COVID-19 economic shocks through active participation in agriculture, tourism/Eco tourism supply chains and digital trade.

In this context, the project will support Youth and Women Small and Medium Enterprises through grant awarding to recover their businesses from Covid-19 economic impacts. Under this project, the following districts have been selected for implementation of Projects activities: Rubavu, Nyabihu in the Western Province, Burera, Rulindo, Musanze in the Northern Province, Bugesera, Rwamagana in the Eastern Province, Kamonyi in the Southern Province and the City of Kigali.

**1.2. Objective of the grant**

The proposed grant intends to support and address the immediate needs of Women and Youth-owned businesses operating in the sector of Agriculture, tourism/Eco tourism value chains and digital trade (e-payment and e-trade, e-market facilities) adopted by women and youth-led SMEs businesses and cooperatives to source inputs and market and sell their products. The grant will cover but not limited to the following areas in each of the sectors (agriculture, tourism/ecotourism and digital trade:

### **a) Agriculture sector**

- ✓ Primary production;
- ✓ Small stock farming, aquaculture, beekeeping etc;
- ✓ Post-harvest management;
- ✓ Production processing equipment
- ✓ Collection centers and storage facilities including cold storage
- ✓ Equipment for Production transportation;
- ✓ Packaging and marketing equipment;
- ✓ Products and business marketing;
- ✓ Production Value addition
- ✓ Small processing units

### **b) Tourism Sector**

- ✓ Motel, Lodges and guest houses, restaurant and coffee shops;
- ✓ Hand crafts making for use in tourism Sector
- ✓ Other Tourism services like Tour operators and tour guides

### **c) Digital trade**

- ✓ E-commerce
- ✓ E-marketing
- ✓ Software and hardware assets

## **2. FUNDING INFORMATION**

- ✓ A focus will be given to projects which have been affected by Covid-19 operating in Agriculture, tourism/Eco tourism value chains and digital trade recognized by the selected District through a recommendation letter;
- ✓ Agriculture & tourism projects will benefit a grant from 5 to 7 Million Rwandan Francs while Digital trade projects will benefit a grant from 3 to 5 Million Rwandan Francs. The grant will be disbursed into two instalments i.e 60% upon signing grant agreement and 40% disbursed after clear justification of the use of first instalment at least beyond 80% of budget execution.
- ✓ Up on fulfillment of selection criteria and physical verification, final eligible women and youth projects shall receive the funds in agreed disbursement procedures which shall be portrayed in binding agreement to be signed between district of intervention and the grantee or grant beneficiary;

**Note:** Women and Youth SMEs or Cooperatives whose proposals are approved will be requested to pay grant performance security with Approved Bank or insurance company.

### 3. ELIGIBILITY/SELECTION CRITERIA

	Criteria	Description
1.	<b>Intervention Area</b>	Projects in the sector of Agriculture, tourism value chain and digital trade
2.	<b>Financial Sustainability</b>	<ul style="list-style-type: none"> <li>✓ The applicant Cooperative/SME must be operational with tangible activities on the ground for the last 4 years in agriculture and small stock farming as well as tourism value chains;</li> <li>✓ The project Applicant should submit a certified bank statement for years 2018, 2019, 2020 and 2021. Other proof of Covid impact may include accounting books and taxes payments for the period before Covid-19;</li> <li>✓ Other documents proving the impact of covid on their businesses like the suspension of taxes payment by competent authorities.</li> </ul>
3.	<b>Green economy</b>	<ul style="list-style-type: none"> <li>✓ The proposed project should demonstrate the green technology, climate resilient, Environment and natural resources management aspects e.g Use of clean energy in agriculture production, post harvesting, use of organic manure and any other sustainable agricultural practices;</li> <li>✓ The tourism/Eco tourism project should demonstrate waste management, energy and water saving, environment and natural resources protection commitments.</li> </ul>
4.	<b>Innovation</b>	<ul style="list-style-type: none"> <li>✓ Project applicant should demonstrate that the proposed project offers new innovative approaches to recover from covid while preserving environment and natural resources and adapting to climate change</li> </ul>
5.	<b>Digital Solutions</b>	<ul style="list-style-type: none"> <li>✓ The proposal whether stand-alone project or a component of the recovery project should demonstrate the needs and expected impact from the use of digital tools in sustainable recovery of the business</li> </ul>
6.	<b>Sustainability of the project results</b>	<ul style="list-style-type: none"> <li>✓ The project applicant must demonstrate how the project activities contribute to ensuring that funded activities and results are continued or maintained after the end of the grant period</li> </ul>
7.	<b>Membership of the youth and women SME or Cooperative</b>	<ul style="list-style-type: none"> <li>✓ 60% shall be composed of Youth or Women ;</li> <li>✓ The executive committee with predominance of Women or Youth shall be an added advantage.</li> </ul>

### Additional eligibility criteria:

- ✓ The project applicant should submit a recommendation letter from the local authorities in District or Sector where the cooperative/ SME operates to prove it is official recognized (the template is provided together with the application proposal);
- ✓ None is allowed to submit more than one proposal for this grant. However, request for digital solutions can be a component of the business recovery project. In this case, the applicant shall specify the total budget being requested for digital solutions in accordance with Section 2;
- ✓ The SME/ Cooperative shall not have received any other grant support during this Covid -19 Period;
- ✓ Public Servants are not allowed to apply for this call for proposal;
- ✓ The SME/Cooperative shall not go beyond twenty million (20,000,000 Rwf) for annual business turnover;
- ✓ The requested grant shall be used within six (6) months

**Ineligible expenses:** Loan payment, land and building renting, land acquisition, purchase of car, transports for applicants and projects preparation fees.

## 4. APPLICATION MODALITIES AND DEADLINE

### 4.1. Language

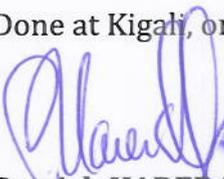
All application documents should be in Kinyarwanda or English and typed to be submitted in PDF format. The following is the administrative checklist to confirm received application:

- ✓ Application letter addressed to the Permanent Secretary of the Ministry of Environment;
- ✓ The complete and filled application form;
- ✓ A Recommendation letter from the District or Sector;
- ✓ Registration certificate (RCA & RDB)
- ✓ Bank Statements for the years 2018, 2019, 2020 na 2021

### 4.2. Submission

All application forms shall be submitted via email: [info@environment.gov.rw](mailto:info@environment.gov.rw) and give a copy to [t dusengimana@environment.gov.rw](mailto:t dusengimana@environment.gov.rw) not later than 29<sup>th</sup> September 2021 at Mid night 00:00AM.

Done at Kigali, on 15/09/2021

  
**Patrick KAREERA**  
Permanent Secretary



## Roadmap for Grant application, selection and awarding

#	Activity	Timeline
1.	Application Period	From 15 <sup>th</sup> to 29 <sup>th</sup> September, 2021
2.	Evaluation of submitted proposal by Grant selection committee	From 11 <sup>th</sup> to 15 <sup>th</sup> October, 2021
3.	Publication of Selected Proposal	20 <sup>th</sup> October 2021
4.	Physical verification/ Due diligence	From 24 <sup>th</sup> to 28 <sup>th</sup> October, 2021
5.	Signature of Grant agreement with confirmed SME/Cooperatives.	1 <sup>st</sup> to 2 <sup>nd</sup> November, 2021

## 5. APPLICATION FORM

### Instructions:

- Do not exceed 10 full pages of text (any text exceeding 10 pages will not be considered in the evaluation).
- Do not modify this template and respond, in the same sequence, to each of the sections listed below.
- The evaluation will be carried out in accordance with the evaluation grid provided.

### A. Cooperative/SME profile

Name of SME/ Cooperative	
Registration date and location <i>(District, Sector, Cell and Village)</i> <i>Please attach the copy of registration certificate and Registration number (RDB, RCA)</i>	
SME/Cooperative Sector of intervention <i>(Agriculture, Small stock farming, tourism and digital trade)</i>	
Experience in the sector of intervention	
Financial information <i>Please attach copies of bank statements for the years 2018,2019, 2020 ,2021</i> <i>Other proof of Covid impact like accounting books and taxes payments for the period before Covid-19;</i> <i>Other documents proving the impact of covid on their businesses like the suspension of taxes payment by competent authorities.</i>	
Members of Cooperative/SME <i>(Number and disaggregated by gender)</i> <i>✓ 60% shall be composed of Youth or Women;</i> <i>✓ The executive committee with predominance of Women or Youth shall be an added advantage.</i>	
Contact Person/representative of the SME/Cooperative and email address	

## B. Project Information

Project Title	
Areas of intervention <i>(Indicate under which Sector you are applying for)</i>	
Geographic coverage of the project <i>(Specify as detailed as possible up to sector, cell, village)</i>	
Duration of the proposed project <i>(Please indicate starting and ending Date not exceeding 12 months)</i>	
Project Budget <i>(Requested amount in Rwandan Francs for recovery component and digital solution separately where applicable)</i>	

## C. Technical Section:

### 1. Background of the SME/Cooperative before Covid-19

*Provide situation analysis including the description of the previous situation of Cooperative/SME business (max. 1 page)*

### 2. Problem Statement

*Please describe identified issues and how the proposed project will address them (Max: 2page)*

- ✓ *What is status of your business?*
- ✓ *Describe the impact of COVID-19*
- ✓ *What were your pre-crisis target markets*
- ✓ *Have you Signed Contract /agreement with buyer and business skills/*
- ✓ *Do you have cancelled contract or agreement with buyers or farming contract with raw material supplier*
- ✓ *Briefly describe how your proposal will help to build back better your business*

### 3. Project Objectives

*Please Describe the Project objectives including*

- ✓ *General objective;*
- ✓ *Specific objectives;*
- ✓ *Project activities meant to bring back your business?*

- ✓ Project activities meant to improve access to digital solutions where applicable.

#### 4. Project implementation Plan and Budget

Please indicate project outputs, Activities, timeline and Budget.

Expected Results	Indicators	Activities	Budget			Timeline
			Quantity	Unity Price	Total Price	
E.g: Production of Organic manure	Tons of organic manure produced	Purchase of fodder for manure composting	100 Kg	5 Rwf	500 Rwf	Three months
		Purchase of livestock wastes for composting mixture				

#### 5. Sustainability plan of recovered business results

Please describe mechanisms by which the project results will be sustained after the financing:

- ✓ Frameworks or structures with a clear plan on how they will keep functioning after the grant support;

Applicants (Names & Title of SME/Cooperative representative

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Applicant signature /

.....

Date of application /:...../...../ 2021



REPUBULIKA Y’U RWANDA  
INTARA .....  
AKARERE KA.....  
UMURENGE WA .....

**ICYEMEZO CY’UKO (KOPERATIVE/KAMPANI) IKORERA MU MURENGE**

Njyewe .....,Umunyamabanga Nshingwabikorwa w’Umurenge  
wa .....,ndemeza ko (Koperative/Kampani )ifite icyangombwa  
No..... cyatanzwe na(RCA/RDB) ikaba ikorera mu Murenge wa  
.....,Akagari ka .....,Umudugudu wa ..... kuva  
kuwa ...../...../.....

Ikaba ikora imirimo :.....,ihagarariwe na  
.....ufite irangamuntu ..... na  
Telefoni :.....

Bikorewe I.....,kuwa...../...../.....

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Umunyamabanga Nshingwabikorwa  
W’Umurenge wa .....