



Ministry of Marine Resources
GOVERNMENT OF THE COOK ISLANDS

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Fisheries Development Facility Small Grant Fund Application 2016-2017



1. **PROJECT/BUSINESS TITLE:** _____
(INGOA O TE AKAKORO'ANGA)
TOTAL COST: _____ **Island:** _____
(MONI KA ANOANO'IA) (Enua):

2. **PERSONNEL: (Aronga te ka akateretere)**
Who is going to manage the project: (Name, Qualification/ experience) (Naai e akatere I te akakoro'anga): (Ingoa, Pepa Apii, Turanga Marama)

Have you applied for other grant funding in the past? If so please provide details.
(Kua pati ake ai nei koe I tetai tauturu no ko I te grant? Me Ae, akamarama mai.)

3. **APPLICANT: (TANGATA NANA TEIA PATI'ANGA): Very Important to complete this section!**

Name: _____ Position: _____ Island: _____
(Ingoa:) (Ta'au anga'anga/Tao'anga) (Enua):
Organization: _____ Email: _____ Phone: _____
Fax: _____

4. **SUBMITTED BY: (PATI'ANGA NO KO MAI IA:)** *On behalf of the Applicants*

Name: _____ Position: _____ Island: _____

(Ingoa:) (Anga'anga/Tao'anga:) (Enua:)

Organization: _____ Email: _____ Phone: _____

Fax: _____

5. **OWNERSHIP OF ASSETS TO BE PURCHASED BY THE FUND:** *(Tetai au apinga a tetai tangata ke te ka inangaroia kia okona mai e te moni tauturu):*

Indicate owner of proposed assets: _____

(Te tangata nana teia apinga:)

Circle whether owner is a: **Private business/individual:** or **Public/Community body**

Indicate how these assets are to be repaired and maintained over the long term: *(Akakite mai e ka akape'ea me akano; me maani I te au apinga ta'au ka anoano no tetai tuatau.)* _____

6. **BRIEF DESCRIPTION OF THE TYPE OF BUSINESS OR PROJECT TO BE FUNDED (more details to be provided in business plan) at least 2-3 page –This is a must! – provide on a separate sheets.**

7.. **CONFLICT OF INTEREST: (MANAKO PATO'I)**

To be completed by anyone having a self interest in this proposal, whether by family or business relationship or direct benefit. This includes Cabinet Ministers, Mayors, Island Councilors, GRs, CEOs, FDFSGF Board Members, Implementing Agencies, applicants, and Funds managers.

(Kia akaki ia mai e tetai uatu tangata me e manako ke atu rai tona no runga I teia pati'anga, me e kopu tangata, pirianga pitiniti, me kore e tika'anga no'ou rai. Ka o katoa mai te au Minita, Mayors, Konitara o te au enua, GR's, CEO's Mema o te FDFSGF, Te au pupu na ratou te pati'anga, tangata okotai nana te pati'anga, e te au Manitia na ratou te moni.)

I _____ hereby declare a conflict of interest/self interest in this proposal by way of _____

Signed: _____ Date: _____

Applicant Signature **Signed** _____ **Date:** _____

Return completed form to: FDFSGF
Ministry of Marine Resources (MMR)
PO Box 85
RAROTONGA – Phone 28721, Fax 29721
Email RAR@mmr.gov.ck or k.raumea@mmr.gov.ck

Office Use Only:

Project No: _____

Please ensure that the following has been received: This is a must, if one is missing, it would probably miss out on being considered!

- FDFSGF application form completed & signed
- Business plan completed and business or project description
- 2 x letters of support
- Invoices from suppliers on the project cost (***Pse Note * For invoices \$3,000 and over applicant must supply 3 quotes****)

Application received	Date	___/___/___
FDF board decision (approved or declined)	Date	___/___/___
Applicant Advised	Date	___/___/___
Successful applicants agree/ counter-sign conditions	Date	___/___/___
Funds disbursed	Date	___/___/___
Monitoring date (6 monthly)	Date	___/___/___

1. Introduction

The Fisheries Development Facility Small Grant Fund (FDFSGF) is a fund to assist private sector development in fisheries and fisheries related businesses. The purpose of the fund is to help small scale developments, improving livelihoods both in Rarotonga and the Outer Islands. The funding is from the Cook Islands Government, initially through a Payment on Behalf of the Crown (POBOC). It is hoped that the fund will be available on an annual basis, in future utilizing a portion of the fees obtained from foreign interests for fishing access to Cook Islands Waters.

2. What are the criteria?

The FDFSGF is a small fund. The fund works alongside finance options already available from commercial banks through bank loans. The fund will operate under the principles of good governance and transparency.

All applications will be considered under the following criteria:

1. Applications must meet as many of the criteria as possible. Any individual or group may put forward an application as long as they meet the criteria.
2. Applications will only be accepted on the FDFSGF application form.
3. Applications must include two letters of support. These can be from a relevant government official, Island Mayor, Island Secretary, Member of Parliament, church official, Justice of the Peace, or other person of good standing in the community. Letters of support must be from the island where the business will take place.
4. Applications must include a business plan. (A simple template is available from MMR) .
5. Persons who have not benefited from similar grant assistance in the past will be given preference
6. Applicants must agree that any assets purchased by the fund must be used for the purpose stated in the proposal. Failure to do so may lead to forfeiture of assets to the value of the grant.
7. Use of the funds must abide with all laws and procedures that govern the use of public monies in the Cook Islands.
8. Any conflicts of interest must be declared.

3. Priority areas

Businesses that satisfy the following will also be given priority::

- 3.1 demonstrate a commitment to the sustainable use and conservation of resources
- 3.2 supply fishery products either to Rarotonga or overseas markets
- 3.3 undertake value adding of resources (i.e. further processing to increase value)
- 3.4 propose activities that are linked to the strategic plan for each island or a fishing association.
- 3.5 benefit men, women and/or youth and different socio-economic groups
- 3.6 Request less than \$3,000

4. How do I apply?

Step 1. Complete the FDFSGF application form

These can be collected from the Ministry of Marine Resources Office by emailing RAR@MMR.gov.ck

Step 2 Provide all information to MMR. We will require the following:

- (a) FDFSGGF application form*
- (b) Business plan*
- (c) 2 letters of support*
- (d) Quotes/ Invoices from suppliers where necessary)*

Applications that do not meet the criteria may require further information before being considered by the FDFSGF board.

Step 3. feedback

The MMR may forward a copy of the proposal to the various knowledgeable people who will be asked to comment on the proposed project. This is done independently of the applicant. =

Step 4.FDFSGF board decision

The Board will meet and assess all applications. It decides which projects should receive funding, and the size of the grants.

Step 5. Payment disbursement of grants

Once approved, a summary of the application and approval will be forwarded to the MFEM Office, who will issue cheques to suppliers or the beneficiary, as appropriate. Payment will be made directly to the bank account of the Suppliers. **Funds not used** for the agreed purpose **must be refunded..**

6. Maximum Amount

As a general rule, the FDFSGF may be available for individual projects up to \$3000 and in very exceptional circumstances the OIGF board may consider applications exceeding \$3000.

7. Who Can Apply?

Any Cook Islands person, enterprise or business in the Cook Islands can apply as long as they meet all the criteria.

8. Conditions

The FDFSGF board may amend the FDFSGF criteria from time to time in line with the needs and priorities of the situation.

9. Reporting Requirements

Those who receive FDFSGF funding are required to provide reports to the MMR on the use of the funds and the outcomes of the projects.

1. Applicants must show that funds are used for the purpose for which they are granted. The approval of the Board is required to use funds for any other purpose.
2. Once the fund has been used a Project report will be needed on the use of funds A Project report is also needed 6 months after receiving the grant. As well as showing any successes, any problems in putting together your project should also be included.
3. Reports may include photographs or media reports of activities if available.
4. If you fail to meet the reporting requirements you will not be eligible for future grants from the FDFSGF.
5. MMR will monitor a random sample of projects each year. However, all proposals may be subject to review at any time.

10. Checklist

- | |
|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Have you <u>completed</u> and <u>correctly</u> filled out the application form?<input type="checkbox"/> Have you completed your business plan?<input type="checkbox"/> Have you attached your two letters of support?<input type="checkbox"/> Have you attached your invoices/ quotes from the company or business that will be supplying the services or products you have budgeted for?<input type="checkbox"/> Is the application signed and dated? |
|---|

Further information

Contact: Uirangia or Kori Raumea on 28-730

2. BUSINESS PLAN

Submitted by:

Island:

Phone:

Email:

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1. **BACKGROUND**

Write a background summary to your business idea

- 1) Is it a new business?*
- 2) Why are you going in to business?*
- 3) Is there a need for this product or service?*
- 4) Do you have any experience in this area?*

2. OBJECTIVES

- 1) What are the objectives of your business (goals)?*
- 2) What are the social, economic, cultural or environmental benefits if this application is approved?*

3. MANAGEMENT

- 1) Who will operate the business?*

- 2) *Who are your staff?*
- 3) *Who will look after the finances?*
- 4) *What experience have you had in managing a business*

4. DETAILS OF PRODUCT OR SERVICE

- 1) *What product or service will you provide?*
- 2) *What resources do you need to start your business?*
- 3) *How many of your products can you supply?*

5. MARKETING PLAN

- 1) *Have I done any research to understand the market?*
- 2) *Who are my customers?*
- 3) *How do I promote my business to my customers?*
- 4) *How much are my customers willing to pay for my product?*
- 5) *Who are my competitors?*
- 6) *How do I make my product better than my competitors?*
- 7) *What are my strengths? (things I'm good at)*
- 8) *What are my weaknesses? (things I need to work on)*
- 9) *What are the opportunities? (things that can lead to more income for the business)*
- 10) *What are the treats? (things that may affect income for the business)*

6. OPERATIONS PLAN

- 1) *How will I operate my business*
- 2) *Where is the business located?*
- 3) *What things do I need to keep my business going?*
- 4) *What are my policies & procedures?*
- 5) *How will my customers pay?*

7.CASH FLOW FORECAST

Give examples

8.APPENDICES

Provide supporting documents: