



**BOUGAINVILLE CONSTITUENCY  
ECONOMIC INVESTMENT PROGRAM**

*Proposal Application Form* 2023

Department of Commerce, Trade and Economic Department  
PO Box 860, Buka, AROB  
Phone: +675 973 9713

**Section A: The Applicant Organization**

This Section is about the organization/group/ association submitting this application, the lead applicant

Full name of organization/ group / cooperative society:	
Date the organization/ group / cooperative society was established:	Number of employees of the applicant group? (if any)
Is the group/ association registered entity with Investment Promotion Authority? Yes..... No .....	Number of members in the group/ cooperative society?
IPA registration number.....	Number of youth members in the group/ cooperative society?
IRC Tax Identification Number (TIN).....	Number of Women members in the group/ cooperative society?
If it is a Cooperative Society, Is it registered entity with Cooperative societies of PNG- Registrar's Office? Yes ..... No .....	
Certificate Number.....	

1. What is the purpose of establishing the business group or cooperative society?

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2. Provide a brief overview of the applicant group (attach up to 3 pages). How organized is the group? Is there a management structure? Is there a finance officer or an administration officer? Tell us about the organization.

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3. Describe the composition of the group. Example, is it a family group, community group, community government business arm or group made up of people with similar interests? Are the members financial members. Is there a membership fee?
4. What is your main business activity?

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5. Are there other activities that the group will be engaged in apart from the main business activity? If so, what are these activities and how are these activities contribute to sustaining the operations of the group?

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6. Has the applicant group previously applied and/ or received funding from any other donor or government agency?  
Yes [  ]                      No [  ]  
If yes please provide details.

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3. Provide a summary business description (attach to this application form) Example, what are the planned business activities that the group is seeking funding for and what are the costs?

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4. How will you do your marketing? For Example, in terms of:

I. *Products*: Example, what products will your business sell?

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*Price*: Example, how are you going to determine the prices of your products?

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II. *Place* (Location): Example, where is the precise location of your proposed business? Is it an ideal location? Is it accessible to the customers?

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III. *Promotion & Distribution*: Example, how will you promote your business and how will you distribute your products to your customers?

<b>Please attach the following documents:</b>	
1. IPA certificate & Business extract/ or Cooperative Societies Certificate	

2. IRC Tax Identification Number certification	
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**ANNEX 1: FINANCIAL PROJECTIONS**

Income generated with this activity in the past year and expected income in the next three years (**Cash Flow Plan**)

		Year 1	Year 2	Year 3
<b>1</b>	<b>MONEY IN</b>			
2	Cash at beginning of year			
3	Membership fees			
4	Sales Revenue from main business activities			
5	Income from other business activities			
6	Other Contributions (Income)			
<b>A</b>	<b>TOTAL MONEY IN</b>			
	<b>MONEY OUT</b>			
	<i>EXPENSES</i>			
1	Purchases			
2	Rent/ Lease			
3	Wages & Salaries			
4	Transport			
5	Stationeries			
6	Phone Credits			
7	Electricity Bills (Petrol/ Diesel)			
8	Other Administration Costs			
9	Other Costs Associated with running of the business group/ association or cooperative society			
<b>B</b>	<b>TOTAL MONEY OUT</b>			
<b>C</b>	<b>BALANCE (A-B)</b>			
<b>D</b>	Bougainville Constituency Economic Investment Program Grant			
<b>E</b>	Counterpart funding			
<b>F</b>	<b>TOTAL BALANCE (C+E)</b>			









**5. Project objectives, Current situation for their objectives & Expected benefits/ change**

Business Objectives	Groups to consider for your Objectives	What is the current situation in relation to the objectives?	What are the benefits or change you would like to see after the objective is achieved?

<b>BUSINESS OBJECTIVES</b>	<b>OUTPUTS</b>	<b>INDICATORS</b>

**6. How will other organizations benefit?**

<b>Category</b>	<b>Number who will benefit</b>	<b>How will these organizations benefit?</b>
Health Center		
Schools		
Churches		
Other Businesses		
Community Government		
Local Farmers		

**7. What major risk do you foresee and how will the group manage those risks?**

Risks or difficulty expected during implementation	High / Medium / Low	How will the risk be managed?
Mismanagement of Business funds		
Community Social misfits' intrusion		
Cultural barriers on Women		
Lack of Cooperation		



<b>Please submit the following documents:</b>	
1. Founders Contract (only for Cooperatives)	<input type="checkbox"/>
2. Statute (Only for registered groups)	<input type="checkbox"/>
3. List of members (list of potential members)	<input type="checkbox"/>
4.. Bank Account Details:	
5.. 12 Month Bank Statement	

**SUBMITTED BY:**

Name:

Signature:

Position:

Contact:

Email:

**WITNESSED BY:**

Name

Signature

Position:

Contact:

Email: