



MSME Grant Programme

ELIGIBILITY VERIFICATION			
Is the business wholly-owned by Belonger(s) residing for at least 3 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does the business have a valid trade licence, with all payments up to date?
Has the business been in operation for at least one year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Number of years in operation:
Does the business have 20 employees or less (full-time equivalent)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Number of employees:
Does the business have an annual gross revenue that does not exceed \$250,000?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Annual Gross Revenue:

APPLICANT INFORMATION			
ADMINISTRATIVE DETAILS		Trade License Number:	
Legal Name of the Business:			
Type of Organisation: (e.g., Sole Proprietorship, Partnership, Limited Liability Company)			
Postal Address:		Physical Address:	

CONTACT INFORMATION		Name of Owner(s):	
Nationality of Owner(s):			
Name and Position of Authorised Representative (if applicable):			
Phone Number:		Email Address:	
Website address (URL):			
Primary Sector (e.g., Tourism, Retail, Manufacturing)			
Islands of Operation: Select all that apply			

BUSINESS PROFILE AND GRANT IMPACT	
Provide a concise overview of your business operations, including the products or services you offer and your target market:	
Explain how you plan to utilise the grant funding if awarded, specifically highlighting how it will directly contribute to the growth and sustainability of your business:	
Quantify the impact whenever possible (e.g., increased sales, new jobs created, improved efficiency):	

FUNDING REQUEST AND ALLOWABLE EXPENSES	
Total Grant Request:	
Detailed Budget Breakdown:	
Capital Expenditures: (Specify type and quantity of equipment)	
Inventory Management: (Specify type and quantity of inventory items)	
Marketing and Sales Support: (Specify activities, e.g., website development, advertising campaign, trade show participation)	
Employee Development: (Specify type of training and number of employees)	
Technology and Software: (Specify software name and purpose)	
Professional Fees: (Specify type of consultant/specialist and project details)	
Business Certification Costs: (Specify certification type)	

Verification Documents

Attach the following verification documents:

- Proof of nationality and length of residence
- Police Certificate(s)
- Trade Licence
- Company Incorporation Certificate (if applicable)
- Financial Documents (e.g., bank statements, financial statements, business plan, financial projections)
- Payroll Records (verifying number of employees)
- Good standing certificate or authorised payment plan from NHI
- Good standing certificate or authorised payment plan from SSB
- Good standing certificate or authorised payment plan from the Inland Revenue Department

Supporting Documents

Attach any additional documents that support your application, such as:

- Vendor quotations or cost estimates
- Resumes of key personnel involved in the project
- Letters of support from partners or collaborators

Certification

By submitting this application, I/we certify that all information provided is true and accurate to the best of my/our knowledge. I/we understand that the selection process considers the information provided in this application according to the MSME Grant Programme guidelines, with a focus on allowable expenses.

Signature: _____

Date: _____

Please submit your completed application form and any supporting documents to the designated email address by the specified deadline.

This fillable application form ensures that all necessary information is collected to make informed decisions about grant allocations, aligning with the guidelines and objectives outlined in the MSME Grant Programme Policy and Administration Guide.