



department of
youth

Ministry of Youth, Sport and Culture

YOUTH DEVELOPMENT FUND
APPLICATION GUIDELINES AND FORM

DEFINITION OF TERMS

Youth - Any person who falls within the age range 18 – 35 years.

Out-of-school youth - Any youth who is currently **not** attending school and/or enrolled in full-time training.

Unemployed youth - Any youth who is not in any formal employment or not operating any form of business.

Underemployed youth - Any youth who falls under the following:

- Employed on a part-time basis and earning P2,500 and below per month,
- Employed on a full time basis and earning P2,500 and below per month,
- Operating a small subsistence business making an average monthly turn-over of not more than P5,000.

(Note: a salary slip and/or employment letter should be produced as proof)

Recipient/Beneficiaries - Youth who has been funded under the Youth Development Fund.

Youth Industries - Any income generating project initiated and implemented by a group of five (5) to ten (10) young people who have pooled their knowledge and skills to embark on mass production.

Fund - Financial assistance provided to the youth beneficiaries as a combination of a 50% grant and a 50% interest-free loan.

Grant - A portion of the fund that is not repayable and whose continued enjoyment will be dependent on strict adherence to stipulated terms and conditions of offer.

Loan - A portion of the fund that is repayable without any interest. Interest only accrues in the event of payment default at the rate of 5% per month on the amount outstanding.

Assets - Items acquired for long-term use in the project (e.g. machinery, equipment, tools, furniture, breeding stock, transport vessels etc).

Working capital - Items required to support the business' daily operations (e.g. raw materials, office supplies, stationery, supplementary feed, fertilizers, pesticides, rent, wages/ salaries, water, electricity, fuel & lubricants, transport hire cost, etc).

Project cost - The amount required to acquire the project's assets and adequately cover the working capital requirements.

1. FUNDING GUIDELINES FOR YOUTH DEVELOPMENT FUND PROJECTS

1.1 Assistance is available to individuals and groups that meet the following criteria:

- Botswana citizens
- Members aged 18-35 years
- Out-of-school-youth
- Unemployed youth
- Underemployed youth
- A Partnership of young people or a youth cooperative
- A legally registered business/company that is owned by young citizens.

1.2 Funding will cover:

- Micro and Small Scale Projects; P500.00 – P100,000.00 per project
- A special consideration will be made to fund Youth Industries up to P450,000.00

1.3 All projects should be conceptualised, initiated and implemented by eligible youth who shall be prepared to be involved in its running on a full-time basis.

1.4 The following projects will not be funded;

- Bar/ Bottle Store/Liquor Restaurant/ any other alcohol related projects.
- Cash Loan
- Night Clubs
- Phone Shops
- Cattle Speculation
- Public Transport (i.e. taxi, combis and buses)
- Any other business that is not allowed by the laws of Botswana.

1.5 The applicant should possess relevant knowledge and or experience to run the projects. In the event where the foregoing has not been satisfied then there should be provision for training.

1.6 Applicants who consider themselves technically competent but have not gone through any formal training will be required to take a competency test.

1.7 The applicant must demonstrate willingness to be guided and consult with relevant experts in organizing his/ her business idea.

1.8 The application should be accompanied by the following documents:

- One (1) set of quotations covering all items included in the proposed budget.
- A copy of valid license of operation (where applicable).

- Certified copies of valid Omang for all business partners.
- A letter of intent to lease or lease agreement in cases of operating businesses or proof of ownership thereof.
- Curriculum Vitae of all members.
- Certified copies of vocational and or academic certificates or traceable references (where applicable)
- Copy of partnership deed, or cooperative constitution, or memorandum and articles of association (where applicable)
- Certificates of business registration and shareholder's certificate should show full details (i.e. names and ages) of members.
- Certified copies of parents/guardians/spouse's Omang.

(Note: Proposals that are not accompanied by required documents shall not be accepted.)

- 1.9 Beneficiaries under the Micro and Small Scale Projects category may be considered for additional funding under the Medium Scale Projects category after full repayment of the first loan.
- 1.10 Beneficiaries under the Medium Scale Projects category shall benefit once under the Fund. The expectation is that they have to graduate and approach other financial intermediaries to expand and grow their establishments.
- 1.11 Youth who benefitted from other Government Economic empowerment schemes such as but not limited to these; the Out-of-School Youth Grant, Financial Assistance Programme (FAP), KBL Kickstart and Citizen Entrepreneurial Development Agency may be considered for funding upon submission of proof to the effect that they sustain their project operations over time and that prospects of expansion are attractive.
- 1.12 Youth who have benefited from LIMID and other poverty eradication schemes can be funded provided that they will be operating the same line of business.
- 1.13 The repayment periods for the loan component shall be as follows:
- Up to P50,000.00 shall not exceed 36 months
 - From P50,001.00 to P225,000.00 shall not exceed 60 months
- 1.14 The grace period for the loan component shall not exceed 36 months and shall be as follows:
- Non-agricultural projects – **3 months**
 - Poultry, Beekeeping, Fish Farming, birds, Rabbits, Horticulture – **6 Months**
 - Small Stock, Piggery, Snakes breeding, Crocodiles, Dog Breeding – **12 months**
 - Horses, Ostriches, Camels – **24 months**

- Cattle-**36 months**

- 1.15 Applications should be submitted at the District Youth Offices which covers their respective place of operation and **not at Head Office**.
- 1.16 Attendance of the following workshops shall be a pre-requisite for applying; Business Awareness Creation, Entrepreneurship Development, and Business Planning. A waiver will be granted to applicants who have attended similar training seminars offered by reputable institutions.
- 1.17 Provision for working capital requirements will be guided by the nature of the business.
- 1.18 All YDF Appeals should be lodged in writing to the Director of Youth and channeled through the Regional Youth Offices within 21 working Days from the date of the letter.

APPLICATION FORM

Note: You are required to complete this form. Incomplete forms will **not** be accepted and it is the applicants' responsibility to ensure that all application requirements have been fully met before submission. You have the choice of producing a business plan using the form as a guide.

PART A:

A1. Applicant's Details (Where the Applicant is a cooperative/ partnership/ company these should be for the authorized representative)

Title (tick the correct one)	Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Miss <input type="checkbox"/>	Other (state title)
Surname				
Other Names				
Omang Number		Date of Birth	Date/	Month/ Year/
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Marital Status	Married <input type="checkbox"/>	Single <input type="checkbox"/> Windowed <input type="checkbox"/> Divorced <input type="checkbox"/>
Educational Background	Level	NONE <input type="checkbox"/> PSLE <input type="checkbox"/> JC <input type="checkbox"/> COSC/ BGCSE <input type="checkbox"/>		
		TERTIARY	Certificate	
			Diploma	
			Degree	
	Year			
Training Background/work experience (please provide traceable references)	Year	Course Title/Job Title	Institution/Employer	Sponsor

Postal Address	
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Physical Address	Constituency				
	City/ Town/ Village				
	Ward/ Street				
	Plot/ House #				
Length of stay at the physical address	_____ months/ years	Cell Phone	Telephone	Fax	
E-mail Address					
Name and Address of Employer(where applicable)					
Your Position at your work		Salary per month (attach latest copy of the salary advice slip)	P		
Parent/ Guardian/Spouse	Name				
	Relationship				
	Address	Postal			
		Physical			
	Contacts	Tel. #			
		Cellphone #			
Email					

A2. Applicant's Funding History

Have you ever benefited from any financial assistance scheme administered by Government /Private Sector?			
Yes <input type="checkbox"/>		No <input type="checkbox"/>	
If yes, provide details	Programme/Scheme	Year	
		Amount	
		Sponsor	
	Business	Type	
		Status	

A3. Business Membership/Shareholding

Name (in full)	Date of Birth	Omang No.	Position	Share in the business (%)	Gender

A4. Functional Responsibilities of Business Partners

Name	Functional Area	Required competencies	
		Managerial	Technical

PART B BUSINESS PROPOSAL

NOTE: This will serve as a guide in preparation of your business proposal. Relevant support documents should be attached when presenting this proposal to your respective Youth Offices. Proposals which are incomplete and not accompanied by relevant attachments/documents **shall not be accepted.**

B1. BUSINESS DETAILS

B1.1 Business Premises

Physical address	Constituency				
	City/ Town/ Village				
	Ward/ Street				
	Plot/ House #				
	Ownership				
	Amenities	Electricity <input type="checkbox"/>	Water <input type="checkbox"/>	Telephone <input type="checkbox"/>	Access road <input type="checkbox"/>

B1.2 Business Status (New / Existing): _____

B1.3 Business Description (i.e. type of enterprise, goods/ services you will offer):

B2. Production Process

B2.1 Clearly describe all the steps you will take, once all required inputs are available, to produce your goods/ services.

B2.2 How much time is required to complete your production process?

_____ hours/days/ weeks/ months.

B2.3 Employment

Position Required	Number Required	Employment Terms		Educational Qualification			
		Full-time	Part-time	PSLE	JC	COSC/ BGCSE	TERTIARY

B2.4 Production Forecast

(Taking into account your estimated monthly working capital, the skills and or competency level of your employees, your production schedules, and machinery capacity what will be a reasonable number of goods/ services you expect to produce on a monthly basis?)

Good/ Service	Weekly Production				Total
	1	2	3	4	
Total					

B2.4 State factors that could disrupt your production process and those that could make it better?

<p>DISRUPT</p> <p>(a) Weaknesses</p>	<p>MAKE IT BETTER</p> <p>(b) Strengths</p>
<p>(c) Threats</p>	<p>(d) Opportunities</p>

B3. MARKET RESEARCH

B3.1 Who are your targeted customers?

Who are you targeting to buy your goods/services?

What are their buying patterns?

Why do you think they would buy from you instead of other players in the market?

How many people are buying goods/ services that are similar to what you want to sell?

B3.2 Competition

Who is currently providing your targeted customers with the goods/ services you want to offer or similar products?

What strategies do they use to attract these customers?

B3.3 Marketing Strategy

(What will you do to make your product more attractive compared to what is offered by your competitors? Highlight your goods/ services' unique features. Explain your pricing strategy. What will you do ensure that your products reach your customers where and when they require them?)

<u>Product features/ attributes</u>	<u>Pricing strategy</u>
<u>Distribution strategy</u>	<u>Promotional strategy</u>

B3.4 Sales Forecast

(Taking into account your estimated monthly production, customers' purchasing power, and existing competition how much do you expect to generate from sales on a monthly basis?)

Good/ Service	Weekly Sales				Quantity	Unit Price	Amount
	1	2	3	4			
Total Sales Revenue							

B4. BUDGET

Describe exactly what will be purchased or done with the funds requested. Present cost breakdown for each item needed for the project as per the tables below:

B4.1 Project Assets/Capital Expenditure

Description	Quantity	Cost per unit	Total
Total			

B4.2 Working Capital

Description	Quantity	Cost per unit	Total
Total Monthly Working Capital			

Total Amount Requested: P_____

DECLARATION BY THE APPLICANT

I hereby solemnly state that I am aware of the consequences of making a false statement or giving false information or evidence. I further state that the information furnished by me on this application form is true and nothing else but the TRUTH. I also state that I have read and understood the Youth Development Fund Guidelines.

I am aware that this information may be used as evidence in legal proceedings in favor or against me.

Applicant' Signature:.....

Date:.....

Name of Receiving Officer:

Water												
Sanitation charges												
Insurance												
Bank charges												
Miscellaneous												
SUB TOTAL												
Loan repayment												
Asset purchases												
Owner's withdrawal												
Other start-up costs (eg. License fees, business consultancy fees, legal fees, etc)												
TOTAL CASH PAID OUT												
Cash Position (end of month)												