**CBARD-AIM Grant Concept Note**

Businesses should complete their Concept Note, considering the evaluation criteria listed in the Request for Expressions of Interest, and following the format outlined below.

1. **Business Information.**

* Company name, address and telephone number;
* Business Structure (including names of President, Vice President and any shareholders);
* Number of years in business and company history;
* Number of employees (full and part time);
* Details of products or services provided, and main buyers of products and services;
* Name, position, address, email and cell number of contact person;

Please provide a copy of your MOIC license with your submission.

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1. **Project Description & Objectives**

Summarize the purpose of the grant and your investment, what the objectives and major activities are, and what new technology or processes you will adopt. Outline what impact the grant will have in terms of increased capacity/output, sales/exports, productivity, employment, and profitability.

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1. **Expected Products & Outputs**

Clearly define what new products or services you will be able to provide after receiving the grant, or new markets you will be able to target.

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1. **Beneficiaries**

Describe who will benefit from your project aside from you as a company, and how they will benefit.

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1. **Experience & Capacity**

Describe your technical, managerial and financial capacity to implement the proposed activity. Indicate if you have previously received donor support through grants or technical assistance and provide additional information (amount and purpose of grant, training, etc.)

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1. **Budget**

Provide a simple and concise budget outlining the costs anticipated and the level of cost share from your side. Explain the source of funds you will contribute.

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