

APPLICATION TEMPLATE

A. Basic information of the enterprise:

1. **Name of the enterprise:**
2. **Address** (Office, factory/ project) :
3. **Name of the contact person, Designation, cell no & email:**
4. **Legal form of ownership:** *(Is the company a sole proprietorship, partnership, corporation or limited company and registered under Joint Stock Company and firms?
Is the company a non-profit or non – governmental organization? If yes, please describe the governing structure of the organization, such as a board of directors and decision-making staff.)*
5. **Objective of the enterprise:** *(The objective should be 30 words or fewer, explaining your organization or company's purpose and guiding principles).*
6. **Goals:** *(Please describe your business / organization goal for the next 3 year, (see example bellow. Goals are markers for where you want your business or organization to be¹).*
7. **General description:** *(In one paragraph, please describe the establishment year, start of operation, what the business does and what product & services it provides).*
8. **Human Resources:** *(Describe your team. Do you have a full- time staff? Do you have a board of members or professional advisors? Do you have any management team to operate the business?)*

B. Business Model:

1. **Operations:** *(Sources of raw material / input? Is the farmers/ women were benefitted for sourcing your Raw material / input?)*
2. **Production Process:** *[How your product is produced (production process)? What happens in your company or organization on a daily basis (current production quantity and installed capacity?]*
3. **Consumers / Beneficiaries:** *(Who are your current or target consumers or beneficiaries? To whom do you market / offer your product or services?)*
4. **Marketing strategy:** *(Describe your customer base and any primary and / or secondary market findings. How do you promote your business or organization or sell your goods or services?)*
5. **Sources of Revenue:** *(What is your greatest source of revenue? What happens in your company or organization on a daily basis?)*

6. Strategic Alliance or partnerships: *(Do you have any strategic relationships with other companies/ organizations to help promote your products or services?)*

C. Financial information:

(What is your current sales turn over/ year? If it is an ongoing / existing concern please provide the last 3 years financials / projected financial statements for 3 years if it is a new enterprise. Currently are you enjoying any credit facility? If yes from whom and how much?)

Is your business plans to create a product or service that helps farmers & women and do one or more of the following:

- Save time or money, enabling small farmers or women economic empowerment.
- The enterprise has no adverse environmental impact
- The enterprise creates job opportunity for women
- The enterprise creates safe and secured work environment

What support do you need from Oxfam?

(Financial/ Technical /capacity or business development and justification of your requirement in brief).

ⁱ **Example:** *Increase revenue, coverage, job creation, product line/ improve the local environment by conserving and lessening the impact of emissions. Please provide at least 3*