

MSME GRANT FACILITY GUIDELINES

- Applicant/Beneficial Owner must be aged 31 years or older.
- A completed application form (with original signature) must be submitted with a completed Business Plan including financial projections (cash flow and income statement).
- Only one (1) application per person permitted (i.e. an individual may only benefit once).
- Beneficiaries of the previous MSME Loan-Grant Facility can apply.
- The MSME Grant Facility will be administered in the amount of 100% grant-funding.
- The minimum amount of the grant-funding available is \$3,000 (XCD). The maximum amount of grant-funding available per enterprise is shown in the table below:

BUSINESS CLASSIFICATION	MAXIMUM LOAN-GRANT AMOUNT (XCD)
Pre ventures: Persons who want to start a business.	\$10,000
Start-Ups: Businesses in existence no more than 2 years.	\$15,000
Established: Businesses in existence for over 2 years.	\$15,000

- The enterprise must be owned or majority controlled by Saint Lucian National(s).
- Applicant must present one (1) valid form of ID (National ID Card - front & back, Passport, Driver's license.)
- Applicant must present proof of address (recent utility bill up to three (3) months).
- Applicant must retain copies of receipts, invoices, service-level agreements and contracts upon purchase.
- The enterprise must be a legally registered business. (Sole Proprietorship, Partnership or Company) Note: A copy of the Certificate must be submitted. Limited Liability Companies must provide a copy of the following:

Certificate of Incorporation	Notice of Address
Articles of Association or Company Bylaws	Shareholder Share Allotment
Notice of Director	Certificate of Good Standing (if registered for more than one year)
Proof of Address for all Directors (e.g. valid utility bill)	Notice of Secretary
Board Resolution (for company with more than one director; directors must sign, per company bylaws, authorizing applicant to receive grant-funding on company's behalf)	Copy of one (1) valid form of ID for all Directors (National ID Card (front & back), Passport, Driver's license)

DEFINITIONS OF MICRO-, SMALL AND MEDIUM-SIZED ENTERPRISES

MICRO BUSINESS	SMALL BUSINESS	MEDIUM BUSINESS
Not more than five (5) people employed	Six (6) - Twenty (20) people employed	Twenty-one (21) - Fifty (50) people employed
Annual turnover does not exceed \$100,000 (XCD)	Annual turnover between \$100,001 and \$500,000 (XCD)	Annual turnover between \$500,001 and \$1,000,000 (XCD)
Net Assets do not exceed \$75,000 (XCD) per annum	Net Assets between \$75,001 and \$200,000 (XCD) per annum	Net Assets between \$200,001 and \$500,000 (XCD) per annum



- PRIORITY SECTORS:** Manufacturing (including Agro-Processing), Agri-Business, Agro-Tourism, Food and Beverage, and Services (ICT and Professional Services), Green and Climate Resilient Businesses, and Community-Based Retailers.
Please see attached page highlighting requirements for each sector and selected purpose of funds.
- Accommodation and non-profit businesses will NOT qualify under this facility.
- Supporting documents e.g. Proforma Invoices/Quotations valid for three (3) months must be provided.
- Successful applicants must undergo relevant Training provided under the programme.
- In cases where the enterprise's financing needs exceeds the maximum amount of the grant, applicants must provide evidence of additional financing.
- Each successful applicant is required to sign a contract to adhere to the monitoring requirements of the programme.
- NO third party transactions will be allowed except where an absolute power of attorney is presented.

USE OF FUNDS

ELIGIBLE USES

- Equipment upgrade/modernization and spare parts/automation (including computers and laptops)
- Food Safety Standards/certification/regulations
- Purchase of Raw Materials
- Purchase of direct supplies (service-oriented businesses)
- Acquisition of specialised Motor Vehicles
- Technical Assistance
 - Specialty Advisory
 - Marketing services and activities (e.g. Trade Fair participation, Trade Mission and in-market activities)
 - Product and service development
- Quality and environment systems
- Retrofitting facilities (fixtures and amenities) to attain a specific standard
- International Food, Quality & Environment Standards
- Training Programmes (to benefit the business e.g. QuickBooks, etc.)
- Promotional material (e.g. Brochures, Catalogues, CDs, Video)
- Implementation of IT solutions (e.g. Website, E-Commerce and Multimedia)
- Packaging, Design
- Applied Duties (e.g. VAT, HSL, Service Charge)
- Port charges incurred by applicants under the previous MSME Loan-Grant Facility.

INELIGIBLE USES

- | | |
|--|--|
| <input type="checkbox"/> Overheads: Salaries, Rent, Utilities, etc. | <input type="checkbox"/> Debts, and Provision for Losses or Debts |
| <input type="checkbox"/> Sponsorships | <input type="checkbox"/> Items for retail and consumables |
| <input type="checkbox"/> Personal Use | <input type="checkbox"/> Building Expansions |
| <input type="checkbox"/> Travel Costs (Airfare, Hotel per-diem) | <input type="checkbox"/> Items already financed in another framework |
| <input type="checkbox"/> Individual Scholarships/Training Courses | |
| <input type="checkbox"/> Acquisition of Motor Vehicles for General Use | |
| <input type="checkbox"/> Interest owed on Outstanding Loans | |
| <input type="checkbox"/> Arrears of Taxes (Income Tax, Property Tax, etc.) | |
| <input type="checkbox"/> Interim Financing Costs (Legal/Accounting/Banking Fees, etc.) | |

N.B. The list of eligible and ineligible items is non-exhaustive.

MSME GRANT FACILITY

GUIDANCE TO APPLICANT – ADDITIONAL DOCUMENTATION

REQUIREMENTS SPECIFIC TO SECTORS

Food & Beverage Sector (Manufacturing/Agro-processing)

- Health Card
- License to Operate Facility - Environmental Health License (where applicable)
- Approved Labels – SLBS (Labelling Statement of Conformity)

Beauty & Wellness

- Health Card
- Professional Certificate (Barber, Hair Salon, Nail Tech, Massage Therapist)
- License to Operate Facility from Ministry of Health

Agriculture

- Farmer's ID
- Letter from major supermarket/customers stating that the applicant is a bona-fide farmer and the produce/item(s) that is purchased from the farmer (where applicable)
- License to own a chainsaw (where applicable)
- License to own/operate a boat
- Photographs of farming site
- Letter from Extension Officer stating that applicant is a bona-fide farmer
- Proof of land ownership or lease agreement for land
- Statement of conformity from the Saint Lucia Bureau of Standards (if applicable)

Customs Brokers

- Broker's Certificate/letter from Customs (includes the Bond)
- Copy or certificate of Training (2/3 courses are mandatory)

REQUIREMENT BASED ON GRANT REQUEST TYPE:

1. RETROFITTING

- Retrofitting of Facility – (sketch) Floor Plan, Bill of Quantities (Quote: Contractor including labour and materials), Development Control Authority (DCA) approval (where applicable)
- Permanent Structures - Proof of Land Ownership
- Property Ownership - Rental/Lease Agreements
- Approval letter from Crown Lands to use the space
- Vehicle Enquiry from Ministry of Infrastructure for persons using a vehicle to conduct business (this is to show proof of ownership)

2. ANY OTHER SERVICES (WEBSITE AND APP DESIGN, CONSULTATIONS ETC.)

- Copy of service-level agreement or contract from the service provider with:
 - contractor identified,
 - scope of works and deliverables,
 - payment plan highlighting the cost at each phase, and
 - schedule of activities.

Kindly note that a quota will be applied on the number of applications that can be received.