**Government of the People’s Republic of Bangladesh**

**Livestock and Dairy Development Project (LDDP)**

**Department of Livestock Services**

**Farmgate, Khamarbari Sarak, Dhaka-1215**

**Business Proposal Format for Small Scale milk processing technology at the premises of large farmers and HUBs/POs and sweet meat shops**

**1. Name and address of the Sub-project:**

|  |
| --- |
|  |

**2. Contact person and details:**

|  |  |
| --- | --- |
| **a. Name of the owner /applicant** |  |
| **b. Designation of the applicant** |  |
| **c. NID Number (Photo copy**  **to be attached)** |  |
| **d. Full address Present:**      **Permanent:** |  |
|  |
| **Cell phone Number** |  |
| **WhatsApp Number** |  |
| **Email ID** |  |

**3. Short briefing of the Project**

**a. Why do you need the Matching Grant?**

|  |
| --- |
|  |

**b. How the business will be implemented?**

|  |
| --- |
|  |

**c. What are the expected achievements of the business?**

|  |
| --- |
| **i.**  **ii.**  **iii.** |

**4. Business profile:**

|  |  |
| --- | --- |
| **a. Name of current business of the applicant** |  |
| **b. Date of commencement of business** |  |
| **c. Main activities of the current business** |  |
| **d. Ownership status (own/partnership) with evidence** |  |
| **e. Financial status:**  **i) Bank statement of last 12 months (To be attached)**    **ii) Audit report for last two years (If any to be attached)** |  |
|  |
| **f. Operational structure**    **i) Fixed asset value in Taka (excluding land and Building):**  **ii) Turnover in last year**    **iii) Working force employed**  **(Staff & labour)** |  |
| **g. VAT/BIN registration number (Certificate to be attached)** |  |
| **h. Tax Identification Number (TIN)**  **(Certificate to be attached)** |  |
| **i. Updated Trade License Certificate (To be attached)** |  |
| **j. Bank account Number with address** |  |

**5. Sub-project objectives with possible performance indicator**

|  |  |
| --- | --- |
| **Objective** | **Performance indicator** |
|  |  |
| **ii.** |  |
| **iii.** |  |

**6. Sub-Project description**

|  |
| --- |
| **a. Rationale of the proposed sub-project:** |
| **b. Implementation strategy including actors and their roles :** |
| **c. Partnership arrangement/agreement (Documents to be attached):** |
| **d. Location of the proposed sub-project:** |
| **e. Land ownership (Own /rented, documents to be attached):** |
| **f. Project duration (Year):** |
| **g. Activities to be performed with MGS.** |
| **h. Project lay out (Map to be attached):** |

**7. Business proposal**

|  |
| --- |
| **a. Description of business idea:** |

|  |
| --- |
| **b. Market analysis:** |

|  |
| --- |
| **c. Proposed products and their production (Quantity per year):** |

|  |
| --- |
| **d. Technical information of the present and proposed business:** |

|  |  |  |
| --- | --- | --- |
| **Parameters** | **Present status** | **Expected proposition** |
| **Land Areas (in decimal)** |  |  |
| **Operational units (No)** |  |  |
| **Individual equipment (No)**  **(List & Specification with price in detail need to be enclosed)** |  |  |
| **Finished products (name & quantity/year produced)** |  |  |
| **Beneficiaries/users (No)** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **e. Cash flow of last three years (In Taka):** | | | |
| **Description** | **Y1** | **Y2** | **Y3** |
| **Income:** |  |  |  |
| **Sales** |  |  |  |
| **Investment of income if any** |  |  |  |
| **Others** |  |  |  |
| 1. ***Total revenue*** |  |  |  |
| **Expenditure:** |  |  |  |
| **Cost of raw materials** |  |  |  |
| **Wages** |  |  |  |
| **Rent** |  |  |  |
| **Interest paid** |  |  |  |
| **Transportation** |  |  |  |
| **Utilities** |  |  |  |
| **Other expenditure** |  |  |  |
| 1. ***Total expenses*** |  |  |  |
| **Net inflow taka (i - ii)** |  |  |  |

|  |  |
| --- | --- |
| **f. Probable risk & mitigation strategy:** | |
| **Risks** | **Mitigation strategy** |
| **i)** |  |
| **ii)** |  |
| **iii)** |  |
| **iv)** |  |

**8. Break even analysis:**

|  |
| --- |
|  |

**9. Expected impact:**

|  |
| --- |
| **a. Social**  **b. Environmental**  **c. Economic:** |

**10. Budget for proposed matching grant:**

**a) Amount requested from MGs in taka:**

**b) Amount from own contribution (in taka):**

**b) MGs money will be placed after investing of own contribution:**

**Do you agree: Yes No**

**c) Money expense for different purpose under MGs scheme**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Items** | **Year 1** | | | **Year 2** | | | **Total** | | |
|  | **Cost** | **MGs** | **Own** | **Cost** | **MGs** | **Own** | **Cost** | **MGs** | **Own** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| ***Total*** |  |  |  |  |  |  |  |  |  |

**11 Supervision & Monitoring indicators:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity /description** | **Start date** | **End date** | **Money spent** | **Indicators** |
|  |  |  |  |  |
|  |  |  |  |  |

**Signature of applicant**

**Name::**

**Designation:**

**Date:**

**Phone no:**

**Office Stamp**

**Annex**

**Please list the documents you have submitted and enclosed serially:**

|  |  |  |
| --- | --- | --- |
| **Sl No** | **Name of documents** | **Remarks** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |