

**V CHECKLIST OF REQUIRED DOCUMENTS FOR THE LARGE GRANTS TO ATTACH  
TO THE SUBMISSION OF EXPRESSIONS OF INTEREST (EOI)**

<b>I. LIST OF MANDATORY DOCUMENTS</b>			
<b>GENERAL DOCUMENTS</b>			
<b>CHECK</b> ✓	<b>DOCUMENTS</b>	<b>WHO</b>	<b>SOURCE OF THE INFORMATION</b>
<input type="checkbox"/> 1	FILLED (IN ENGLISH) & SIGNED APPLICATION FORM <b>EXPRESSION OF INTEREST (EOI) LARGE GRANT 2<sup>ND</sup> CALL (GREEN COLOURED)</b>	Every Applicant	SAMAP-OFFICE: Letitia Vriesdelaan #10. CAHFSA Building. First floor. TEL 424414/ <a href="mailto:SR-Samap@fao.org">SR-Samap@fao.org</a>
<input type="checkbox"/> 2	COPY OF IDENTIFICATION ( <i>ONE OF THE FOLLOWING</i> ): A) NATIONAL IDENTITY CARD B) PASSPORT C) DRIVING LICENSE	Every Applicant	Personal
<input type="checkbox"/> 3	FOR PARTNERSHIPS / CONSORTTIUM LIST OF PARTICIPATING ORGANIZATIONS OR FARMERS WITH CONTACT DETAILS	Every applicant	Own records
<b>PROOF OF LEGAL STATUS / CONSTITUTION OF THE APPLICANT OR PARTICIPATING PARTNERS</b>			
<input type="checkbox"/> 4A	MEMORANDUM OF UNDERSTANDING / PRIVATE AGREEMENT BETWEEN CONSORTIUM PARTNERS	If applying as Consortium / Partnership with farmers (organized or not)	Personal
<input type="checkbox"/> 4B	REGISTRATION AT CHAMBER OF COMMERCE OR LEGAL CONSTITUTION OF THE ORGANIZATION	<ul style="list-style-type: none"> <li>➤ Agribusiness (Cooperative)</li> <li>➤ Farmer or Producer Association</li> <li>➤ Foundation (<i>Stichting</i>)</li> </ul>	Chamber of Commerce (KKF)  Notarized Photocopy.
<input type="checkbox"/> 4C	FARMER'S CERTIFICATE/ REGISTRATION OF ALL FARMERS/OUTGROWERS WITH THE RELEVANT AUTHORITY	If Consortium of Agribusiness and farmers/outgrowers (organized or not)	LVV/ROS
<input type="checkbox"/> 4D	STATEMENT BY COMMUNITY LEADER CONFIRMING THAT THE APPLICANT IS A FARMER/ORGANIZATION IN THE COMMUNITY (STAMPED, SIGNED AND INCLUDE A COPY OF ID OF THE LEADER)	<ul style="list-style-type: none"> <li>➤ Community in Hinterland</li> <li>➤ Individual farmer (who is in consortium with Agribusiness ) farming in the Hinterland</li> </ul>	COMMUNITY LEADER

<b>PROOF OF LAND IN PRODUCTION (at least one the documents: 5A-5B-5C)</b>			
<input type="checkbox"/> 5A	LANDPAPER	➤ Every applicant (and involved partner(s) In the case of a Consortium in partnership with a group of farmers/outgrowers (organized or not) proof of land ownership should be submitted by all participating outgrowers : if you have your own land	Ministry of Ground affairs/ Personal
<input type="checkbox"/> 5B	LAND LEASE AGREEMENT	➤ Applicants who are renting the land	Owner of the Land
<input type="checkbox"/> 5C	STATEMENT BY COMMUNITY LEADER CONFIRMING THAT THE APPLICANT IS A FARMER/ORGANIZATION IN THE COMMUNITY (STAMPED, SIGNED AND INCLUDE A COPY OF ID OF THE LEADER)	➤ If you are using land in hinterland	Traditional Authority
<b>PROOF OF YOUR MARKET -(At least one of the documents:6A-6B)</b>			
<input type="checkbox"/> 6A	CONTRACT OR AGREEMENT WITH BUYERS	Every applicant (& Partner)	<b>Own records</b>
<input type="checkbox"/> 6B	RECEIPTS OF SALES, SHIPMENTS OR EXPORT DOCUMENTS, STATEMENT OF DELIVERY	Every applicant (& Partner)	<b>Own records/Buyer</b>
<b>PROOF OF GUARANTEED MARKET FOR THE INDIVIDUAL FARMERS (at least one the documents: 7A-7B)</b>			
<input type="checkbox"/> 7A	CONTRACT- AGREEMENT WITH YOUR SUPPLIERS/OUTGROWERS	Every applicant	Own records
<input type="checkbox"/> 7B	RECEIPTS OF PURCHASEMENTS, STATEMENT OF SUPPLY	Every applicant	Own records/supplier
<b>CONTACT DETAILS &amp; PRODUCTION INFORMATION OF INDIVIDUAL OUTGROWERS IN PARTNERSHIP:</b>			
<input type="checkbox"/> 8	ANNEX I: OUTGROWER(S) IN CONSORTIUM / PARTNERSHIP WITH AGRIBUSINESS	Consortium in Partnership with <u>individual outgrowers</u>	<b>ANNEX I attached to the EOI</b>
<b>II. LIST OF OPTIONAL DOCUMENTS (NOT MANDATORY)**</b>			
<input type="checkbox"/> 9	<b>DOCUMENTS</b>	<b>WHY</b>	<b>WHERE</b>
<input type="checkbox"/> 10	COST BENEFIT ANALYSIS	To measure the Profitability of your project	ANNEX attached to EOI
<input type="checkbox"/> 11	BUSINESS PLAN	Feasibility of project	Personal
<input type="checkbox"/> 12	BANK STATEMENT	Proof of liquidity	BANK
	Any other document related to <u>your project</u> , which can give more specific detailed information related to market, financial or technical feasibility of the proposal		

*\*\*Although these documents are not mandatory, they can have a significant impact in the evaluation of your proposal*