
Proposal Guidelines

BACKGROUND

Background should include legal status of firm (e.g. limited liability, sole proprietorship, partnership, etc.), when firm was incorporated / registered, who the owners are and how many shares each holds. Please give a detailed description of your business.

PLANNED ACTIVITY

Outline the planned activity (e.g. development of business plan, diagnostic study/feasibility study, management systems, hire consultants/trainers to undertake specific training related to the business, etc.).

TIMING OF ACTIVITY

State when the activity is to be carried out. For instance if you are to carry out a feasibility study, with the help of the consultants, the consultants usually state the expected period the study will take them to complete (**BUDS will require that you submit your application at least ten working days prior to the start of the activity**)

RATIONALE

Give the justification for the above planned activity and its choice amongst alternatives: An assessment of the activity and its relevance from the service providers/consultant would be very useful.

PRELIMINARY WORK DONE TO-DATE

Outline any preparations made in planning and facilitating the above mentioned planned activity.

EXPECTED GAINS/SALES GROWTH/RESULTS

On completion of the proposed activity, what out comes do you expect? eg skills/knowledge, increased productivity, market access, etc

DELIVERABLES

Evidence of having carried out the activity e.g. detailed reports, original receipts, photographs, attendance lists, copies of cheque payments, etc

EXPECTED SALES OUTCOMES

On completion of the activity, what sales are expected to be made by the business in the next two years?

ACTIVITY BUDGET

Please provide a detailed break down of all the costs for the activity. BUDS will only provide 50% of the approved cost estimates.

SOURCES OF FUNDING

Please indicate the sources of funding for the activity. How does the firm propose to raise the required funds for the planned activity since BUDS contribution is on a reimbursement basis and received upon completion of the activity.