

# MSME LOAN-GRANT FACILITY GUIDELINES

- Applicants/Beneficial Owner must be within the age range of 31-60 years.
- 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).
- The maximum amount of the fund 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.	\$20,000
Established: Businesses in existence for over 2 years.	\$25,000

- The enterprise must be owned or majority controlled by Saint Lucian National(s).
- Applicant must present two (2) valid forms 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).
- Bank Statement letter (new account) or Running Balance Bank Statement (active account).
- 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)
Notice of Secretary	<i>Board Resolution (for company with more than one director)</i>

- PRIORITY SECTORS:** Manufacturing (including Agro-Processing), Agriculture, Agro-Tourism and Services (ICT, Beauty and Wellness, Creative Industries, Professional Services).  
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.
- Applicants must undergo a credit check by the Saint Lucia Development Bank (SLDB).
- Successful applicants must undergo relevant Training and Technical Assistance provided under the programme.
- In cases where the enterprise's financing needs exceeds the maximum amount of the loan-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/modernisation
- 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

### 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 (VAT, 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 LOAN-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 (where applicable)
- 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

#### Customs Brokers

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

### REQUIREMENT BASED ON LOAN REQUEST TYPE:

#### 1. RETROFITTING

- Retrofitting of Facility – (sketch) Floor Plan, Bill of Quantities (Quote: Contractor including labour and materials)
- 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 statement of works from the service provider with payment plan highlighting the cost at each phase.