



Environmental Investment Fund
of Namibia | ensuring sustainability

EIF Grants Application Form

SECTION I. PERSONAL & PROJECT DETAILS

Project title:

Location of Project:

Region:

Amount requested from EIF (maximum **N\$ 150 000.00** per applicant): **N\$**

Applicants should apply for amounts between (N\$ 50,000- N\$ 150 000)

Match/Own Contribution:¹ **N\$**

1. Can be either monetary, in-kind or both.

PROJECT DETAILS (IF APPLYING AS AN INDIVIDUAL)

Full name of applicant:

Initials:

Physical address:

Postal Address:

ID number:

Gender:

Age:

Next of keen/reference:

Contact details (*next of keen/reference*):

Designation or position in project:²

-

2. Project Owner/Project Manager/Farmer/Project Lead/Coordinator/Technical Advisor

Primary cellphone number:

Secondary cellphone number:

Primary email address:

Secondary email address:

Employment Status (*Unemployed/Self-Employed/Employed*):

If employed, please indicate your role and employer name:³

-

3. Employment status does not warrant automatic disqualification

Are you a Politically Exposed Person (PEP) based on your current profession? (**Yes/No**)

PROJECT DETAILS (IF APPLYING AS A GROUP/ORGANISATION/MSME)

Name of Group/Organisation/MSME:

-

Type of Group/Organisation/MSME:⁴

-

4: Youth Group/Women Group/ CC/PTY(LTD)/Sole Trader/Non-Community-Based Organisation (Non-CBO/Non-Profit Organisation (NPO)

Physical address:

Postal Address:

Gender representation of members (indicate number)

Male:

Female:

How many members does the group constitute of?

Age range of group members:

How long has the Group/Organisation/MSME been in existence?

Full names of the group Chairperson/Leader/CEO/Director/Managing Director

Primary Cellphone number:

Secondary Cellphone number:

Primary email address:

Secondary email address:

Are any of the group/organization/MSME member(s) a Politically Exposed Person (PEP) based on his/her current profession? (**Yes/No**)

Do you have any form of disability?⁵

☐ Yes

☐ No

5. Please attach Medical Assessment Report/Medical Certificate or Disability Assessment Form/Social Worker's Report/Disability Grant Approval Letter.

BACKGROUND

(Give a brief summary of the project background, problem and opportunity that led to the development of the project/initiative)

BACKGROUND (Word Count Limit - 300 Words):

Income:
-
ECONOMIC IMPACT:
5. Number of seasonal/temporary jobs planned/expected to be created.
- Men:
- Women:
6. Number of permanent jobs planned/expected to be created.
- Men:
- Women:
7. Total Income/Revenue planned/expected to be generated Monthly (30 Days)/Quarterly (90 Days)/Annually (12 Months): N\$
8. Total Income planned/expected to be generated by employees Monthly (30 Days)/Quarterly (90 Days)/Annually (12 Months):
- Men: N\$
- Women: N\$
9. Number of off-takers secured. ⁶
- Formal Market(s):
- Informal Market(s)/Traders:
<i>6. Attach Off-take agreement or letter of intent or proof of sales (receipts of goods sold)</i>
GOALS AND OBJECTIVES
Overall Goal of Project:
Objective 1:
Activity 1
-
-
Activity 2
-
-

Activity 3
-
-
Objective 2:
Activity 1
-
-
Activity 2
-
-
Activity 3
-
-
Objective 3:
Activity 1
-
-
Activity 2
-
-
Activity 3
-
-
Objective 4:
Activity1
-
-
Activity 2
-
-
Activity 3
-
-

TECHNICAL PROJECT DESCRIPTION AND IMPLEMENTATION

Is the project:

- ☐ A start up (new)
- ☐ Existing (operational)

Focus Areas in line with the grant application:

- ☐ Climate Change.
- ☐ Biodiversity Loss.
- ☐ Land Degradation.
- ☐ Green Enterprises.
- ☐ Waste Management.

Investment Themes in line with the grant application:

- ☐ Sustainable Natural Resource Utilisation & Management.
- ☐ Sustainable Tourism MSMEs.
- ☐ Nature-based Enterprises & Natural Resource Value Addition.
- ☐ Green Technologies, Low Carbon Development, Renewable Energy & Energy Efficiency Initiatives.
- ☐ Sustainable Agriculture/Climate Smart Agriculture.
- ☐ Solid Waste Management & Recycling.

Do you have landownership for your proposed activities?

- ☐ Yes
- ☐ No

If yes, what is the form of ownership:⁷

- ☐ Rented
- ☐ Owned (paid off)
- ☐ Owned (not paid off)

7. Please specify & Attach Supporting Documents.

Are you leasing land/plot/agricultural infrastructure/agricultural vehicle(s) for your project from the respective participating local authority? (Municipality/ Town Council/Regional Council/Traditional Authority)⁸.

- ☐ Yes
- ☐ No

8. If yes, please Specify & Attach Supporting Documents.

Please indicate the size of your available land.

- ☐ 0 m² - 500 m²
- ☐ 501 m² - 1000 m²
- ☐ 1001 m² - above

Please specify the size plot for your project implementation.

- m²

Please indicate the size of fencing for the land/plot for your project site.

- ☐ 10 m² - 50 m²
- ☐ 51 m² - 100 m²
- ☐ 101 m² - 150 m²
- ☐ 151 m² - above

Please indicate if you have water available for your project.⁹

- ☐ Yes
- ☐ No

9. If yes, please Specify & Attach Supporting Document.

Do you have a sustainability plan for the project?¹⁰

- ☐ Yes
- ☐ No

10. If yes, please Specify & Attach Supporting Document.

Project Risk¹¹	Type (Financial, Technical, Social, Environmental etc.)¹²	Risk Rating (High, Moderate, Low)¹³
1.		
Mitigation Actions:¹⁴		
2.		
Mitigation Actions:		
3.		
Mitigating Actions:		
4.		
Mitigating Actions:		

SECTION II. REPORTING AND MONITORING

No	Milestone ¹⁵	Deliverables ¹⁶	Date (timelines)
1			Month 1
2			Month 2
3			Month 3
4			Month 4
5			Month 5
6			Month 6
7			Month 7
8			Month 8
9			Month 9
10			Month 10
11			Month 11
12			Month 12

11. Identify the key risks that may affect the successful implementation of your project.

12. State one (Legal; Financial; Environmental; Social; Political; Procurement).

13. State one (Low; Moderate; High).

14. Outline the measures you will implement to minimise the identified risks and support successful project implementation.

15. List the key stages or achievements that indicate progress during project implementation.

16. List the specific outputs or products that will be produced and submitted upon completion of project activities.

SECTION III. IMPLEMENTATION & WORK PLAN

Start date (month):		End date (month & year):							
Notes: Please shade the months in which the Activities will take place and mark in the Result outcome / output number (as per Workplan) in the month it will be achieved									
Objective	Activity	1	2	3	4	5	6	7	8
1.	1.1								
	1.2								
	1.3								
	1.4								
2.	2.1								
	2.2								
	2.3								
	2.4								
3.	3.1								
	3.2								
	3.3								
	3.4								
4.	4.1								
	4.2								
	4.3								
	4.4								
FOR THE OFFICIAL USE OF EIF ¹⁷									
Grant agreement signed									
Technical reports									
Financial reports									
Media releases & photos (Knowledge Management)									

17. The section inclusive of "Grant agreement signed, Technical reports, Financial reports as well as Media releases & photo (Knowledge Management)" is strictly for the official use of EIF and should not be completed by the applicant(s).

SECTION IV. BUDGET BREAKDOWN

Project title:				
Contact person:				
		Own Contribution (Cash Contribution): ¹⁸	N\$	
		Own Contribution (In-Kind Contribution): ¹⁹		
		Total funds requested:	N\$	
		Expenses		
Activity/Item description		Cost per unit (N\$)	Quantity	Total (N\$)
1	Objective 1:			
Activities				
1.1				N\$ -
1.2				N\$ -
1.3				N\$ -
	Subtotal			N\$ -
2	Objective 2:			
Activities				
2.1				N\$ -
2.2				N\$ -
2.3				N\$ -
	Subtotal			N\$ -
3	Objective 3			
Activities				
3.1				N\$ -
3.2				N\$ -
3.3				N\$ -
	Subtotal			N\$
4	Objective 4			
Activities				
4.1				N\$ -
4.2				N\$ -
4.3				N\$ -
	Subtotal			N\$ -
(Inclusive of Tax:15%)				N\$ -
TOTAL:				N\$ -

18. State the amount of your own funds that will be contributed towards the implementation of the project. This excludes funding requested from the Environmental Investment Fund (EIF).

19. State any non-cash resources you will contribute towards the implementation of the project, such as labour, equipment, materials, facilities, or professional services.

CHECKLIST

Kindly ensure that the following supporting documents are included in your application (Mark with (X))

ALL APPLICANTS

I have read the Guidelines for Applicants document.	
I have completed all sections of the application form.	
I have submitted a cover letter for the proposal.	
I have kept a copy of my application including all the attached supporting documents.	
I have completed and attached the Environmental and Social Safeguards (EES) Form.	
I have attached a formal endorsement/support letter from the local/regional/traditional authority to implement the project.	
I have attached formal proof for the leasing of land/plot/agricultural infrastructure/agricultural vehicle(s) for the project from Municipality/Town Council/Regional Council/Traditional Authority.	
I have attached a Medical Assessment Report/Medical Certificate or Disability Assessment Form/Social Worker's Report/Disability Grant Approval Letter (If applicable).	
I have attached proof of landownership in the form of an Allotment Letter/Lease Agreement outlining land-use rights and outlining available infrastructure with at least five (5) years validity/ Subletting Agreement from MAFWLR/Certificate of Customary Land Right/Certificate of Leasehold/Traditional Authority Land Allocation Letter (Under the Official letterhead of the Headman/Headwoman, signed and stamped)/Permission to Occupy (PTO) or Land Use Confirmation Letter (Under the Official letterhead of the Headman/Headwoman, signed and stamped)/Commissioner of Oath Declaration by Landowner (attach certified ID not older than 3 months of the landowner).	
I have attached proof of sustainable water availability for my project (Water Supply Agreement or Contract/Municipality or NamWater Account Statement/Water Connection Confirmation Letter/Borehole Completion Report/Borehole Yield Test Report/Borehole Registration or Permit/Water Abstraction Permit or Water Use License/Letter from Traditional Authority or Landowner/Water Point Committee Consent or No Objection Letter/Water Point Committee Resolution or Meeting Minutes).	
I have attached permission/consent from the local/regional/traditional authority to implement the project (if applicable).	
I have attached a sustainability plan for the intended project.	

INDIVIDUAL APPLICANTS

I have attached my valid certified (not older than 3 months) Namibian National Identification Documentation (ID/Passport/Birth Certificate/Permanent Residence Permit).	
I have honestly and truthfully completed the section for "(IF APPLYING AS AN INDIVIDUAL)" and provided information of my Next of Kin/Reference.	

GROUP APPLICANTS

I have attached valid certified (not older than 3 months) Namibian National Identification Documentation (ID/Passport/Birth Certificate/Permanent Residence Permit) of all members.	
I have honestly and truthfully completed the section for "(IF APPLYING AS A GROUP/ORGANISATION/MSME)" and provided information of the Deputy Chairperson/CEO/Director/Treasurer/Secretary/Reference.	

MSME (SOLE TRADER/CC) APPLICANTS

I have attached valid certified (not older than 3 months) Namibian National Identification Documentation (ID/Passport/Birth Certificate/Permanent Residence Permit) of all members.	
I have attached a valid certified (not older than 3 months) NamRA Tax Registration/Tax Certificate.	
I have attached a valid certified (not older than 3 months) VAT Registration Certificate (If registered for VAT).	
I have attached a valid certified (not older than 3 months) Social Security Registration Certificate (if employing staff).	
I have attached a valid certified (not older than 3 months) Employment Equity Compliance Certificate (where applicable).	

I have attached a valid (not older than 3 months) Business Bank Account Confirmation.	
I have attached a valid certified (not older than 3 months) Close Corporation Registration Certificate.	
I have attached a valid certified (not older than 3 months) Founding Statement (CC1).	
I have attached a valid certified (not older than 3 months) Amended Founding Statement (CC2), (where applicable).	
I have attached a certified (not older than 3 months) Beneficial Ownership Declaration (BO Form), (where applicable).	
I have attached a valid certified (not older than 3 months) Annual Duty Compliance (CC7).	
I have attached a valid certified (not older than 3 months) BIPA Good Standing Certificate.	
NON-PROFIT ORGANISATION APPLICANTS	
I have attached valid certified (not older than 3 months) Namibian National Identification Documentation (ID/Passport/Birth Certificate/Permanent Residence Permit) of all registered Directors.	
I have attached a valid certified (not older than 3 months) BIPA Certificate of Incorporation (Section 21 Company/Association Not for Gain).	
I have attached a valid certified (not older than 3 months) Certificate to Commence Business (where applicable).	
I have attached a valid certified (not older than 3 months) Memorandum of Association.	
I have attached a valid certified (not older than 3 months) Articles of Association.	
I have attached a valid certified (not older than 3 months) BIPA Good Standing Certificate.	
I have attached a valid certified (not older than 3 months) Beneficial Ownership Declaration (where applicable).	
I have attached a valid certified (not older than 3 months) List of Directors/Office Bearers.	
I have attached a valid certified (not older than 3 months) Resolution authorising the submission of the grant application and nomination of the authorised signatory.	
I have attached a valid certified (not older than 3 months) NamRA Tax Registration Certificate (If applicable).	
I have attached a valid certified (not older than 3 months) VAT Registration Certificate (if applicable).	
I have attached a valid certified (not older than 3 months) Social Security Registration Certificate (if employing staff).	
I have attached a valid certified (not older than 3 months) Employment Equity Compliance Certificate (if applicable).	
I have attached a valid certified (not older than 3 months) Business Bank Account Confirmation.	
NON-COMMUNITY BASED ORGANISATION APPLICANTS	
I have attached valid certified (not older than 3 months) Namibian National Identification Documentation (ID/Passport/Birth Certificate/Permanent Residence Permit) of all members.	
I have attached a valid certified (not older than 3 months) List of the Executive Committee Members.	
I have attached a valid certified (not older than 3 months) Constitution of the organisation or group.	
I have attached a valid certified (not older than 3 months) Letter of recognition or support from the relevant Traditional Authority, Constituency Office, Regional Council, or Local Authority (where applicable).	
I have attached a valid certified (not older than 3 months) Resolution or minutes of the meeting authorising the submission of the grant application and nominating the authorised representative.	
I have attached a valid certified (not older than 3 months) Business Bank Account Confirmation.	

Signature:

Date: