

## Appendix 2

### Concept Note

Please fill the following requested information and introduce other relevant information as per your case and need. Please note that the concept note should not exceed more than 3 pages excluded the attachments.

Name of Company or Applicant	<i>Name as per registration</i>
Contacts	<i>Name, occupation or title, contacts</i>
Company or applicant's background	<i>This section describes the Company's background and helps to understand the historical business development. It should provide with list of company's owners and shareholders. The section answers the following questions: How the company was established? Historical development and experience? Reason for company came to this sector? If company was not operational for certain period of time, explain the reasons? List of owners and their shares of the company? Where the company start the business operation and extension? Registration agency, date of first and last registration?</i>
Project Name	<i>Include the suggested project name</i>
Project's Description	<i>This section provides with description of project to be financed. The section should describe whole aspects of project implementation steps.: General project objective, idea and reasons for financing, Implementation procedure and time chronology and Improvement after financing the company.</i>
Implementation Strategy	<i>What is your current operation and what is expected to be? What is your source of inputs and material and from where will get the sources for the new project? What is the expected production increase and where you will sell that?</i>
Implementation plan including steps and time frame	<i>Action 1 / Time Action 2 / Time Action 3 / Time, and so on.</i>
Challenges	<i>What are the challenges that will face you and how you will overcome that and how our assistance will help in that?</i>
Market status	<i>Describe the market, the size, the competition, the opportunities, the location, clients and stakeholders.</i>
Employment	<i>Current and anticipated employment from the support or financing</i>
The estimated budget	<i>Detailed description or breakdown of all budget items from the requested amount including: Items, amount, associated activity and period.</i>
Attachments	<i>1. Copy of License or registration</i>