



**Micro and Small Business Grant Policy Guideline 2017–2018**



Item	Details
<p><b>Eligibility Criteria</b></p>	<ol style="list-style-type: none"> <li>1. Open to all Fijians 18 years and above.</li> <li>2. Available for Start-up and Existing micro and small businesses.</li> <li>3. Preference given to businesses with annual sales turnover of \$30,000 or less with employees of 1-5 individuals.</li> <li>4. Not a current recipient of a similar government scheme</li> <li>5. Past and immediate family members of recipient of this grant need not apply, as the Ministry will only consider new applicants.</li> <li>6. Those who applied for this Grant in 2015 &amp; 2016 but were not approved need to re-apply.</li> <li>7. Not an employee of the Fiji Civil Service</li> <li>8. Compliance – must have valid business license.</li> <li>9. Provide valid photo ID (Voter ID, FNPF/FRCA Card/ Driver’s License)</li> </ol>
<p><b>Grant Purposes and Corresponding Pre-Qualification Requirements</b></p>	<ol style="list-style-type: none"> <li>1. <b>Working Capital</b> <ul style="list-style-type: none"> <li>• Purchase of building material/stock: Funds to be paid directly to suppliers.</li> <li>• Proper quotations and detailed costs to be provided.</li> </ul> </li> <li>2. <b>Juice maker, deep freezer, poultry, livestock, seeds, planting material, equipment handicraft tools, farming &amp; fishing implements, sewing material, cooking utensils, canteens and kiosk, roadside stalls, tents, etc.</b> <ul style="list-style-type: none"> <li>• Confirmed location/ base of operation</li> <li>• Valid Business license.</li> <li>• Proper quotation and detail costing</li> <li>• Funds disbursed to supplier.</li> </ul> </li> <li>4. <b>Equipment Financing – Road-side Tents and Vending Sheds/BBQ Facility/Freezers/Diving tools/Farming Implements etc.</b> <ul style="list-style-type: none"> <li>• Provide proper quotations</li> <li>• Funds paid directly to suppliers</li> </ul> </li> <li>5. <b>Agriculture, Fishing and Aquaculture</b> <ul style="list-style-type: none"> <li>• Proper quotations to be provided and funds paid directly to suppliers.</li> <li>• Fishing license</li> <li>• Valid lease document and land title</li> <li>• Village headman/ mataqali consent and/or support letter.</li> </ul> </li> </ol>
<p><b>Exclusions</b></p>	<ol style="list-style-type: none"> <li>1. Aggregate group application</li> <li>2. Not a past recipient and currently receiving any form of government grant.</li> <li>3. To meet costs associated with regulatory approvals required from National Fire Authority, Ministry of Health &amp; Medical Services, etc.</li> </ol>
<p><b>Applicants Contribution</b></p>	<p>Preferably have done some basic business training/seminars/workshop</p>



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<b>Terms &amp; Condition</b>	<ol style="list-style-type: none"><li>1. Must have at least a Bank Account</li><li>2. Basic Business record to be maintained.</li><li>3. The funds provided under the Micro and Small Business Grant must be appropriately used and in case of any abuse of funds, the Grant recipients shall be liable for any misappropriation and the Ministry will take legal actions to recover \$1,000.00 provided under the Grant Scheme.</li></ol>
<b>Maximum Grant</b>	Up to \$1,000 per applicant.
<b>Pre Approvals</b>	<ol style="list-style-type: none"><li>1. Application forms available at MITT Head Office, Divisional Government offices and FDB branches.</li><li>2. Divisional Government offices to <b>receive and verify</b> all applications before submission to FDB branches.</li><li>3. Applications can also be lodged directly with FDB branches and FDB Head Office.</li></ol>
<b>Approvals</b>	Committee (MITT & FDB) to vet application (with the right to refuse) and FDB to supervise disbursements.
<b>Post Approvals</b>	Monitoring and Evaluation – Report to Ministry of Industry, Trade and Tourism from FDB as agreed in the MOA.