

PROJECT PREPARATION FUND

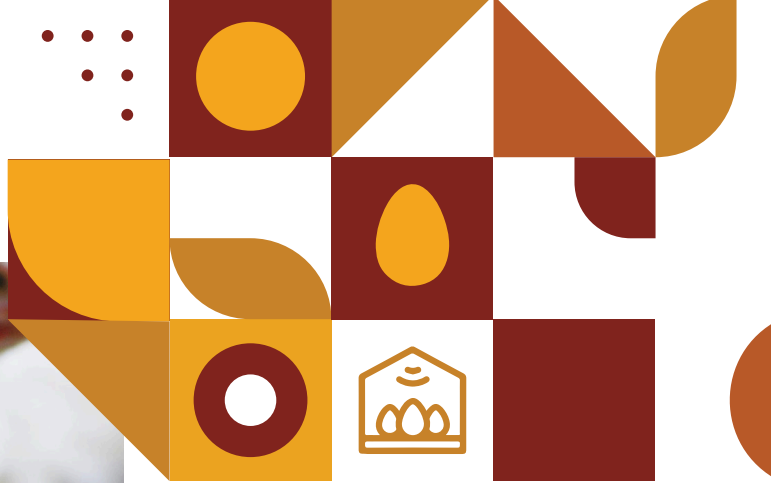
(PPF) Guidelines





1. Introduction

1.1 There is a need to support early-stage development activities for poultry agro-processing projects, particularly among farmers and producers who often lack the technical capacity and financial resources required to prepare bankable proposals. Many promising poultry projects fail to progress beyond the concept stage due to high preparatory costs and limited access to specialized expertise. This creates barriers to investment, slows value-chain development, and restricts growth opportunities for smallholder and emerging commercial farmers.

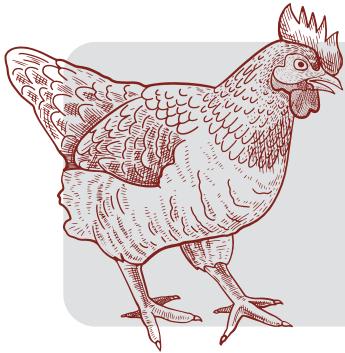


1.2 Therefore, CEDA introduces a Project Preparation Fund (PPF) to finance these critical early-stage activities. **The PPF will be provided as a 100% grant for special interest groups and 50% grant for the non special interest group**, enabling farmers and producers to undertake essential preparatory work such as Environmental Impact Assessments, facility plans, registration processes, licensing requirements, zoning and import permits, and certification with BOBS. Through this Fund, CEDA aims to de-risk poultry projects, enhance bankability, and strengthen the overall poultry agro-processing ecosystem.



2. Objectives of the Project Preparation Fund

2.1 To de-risk poultry agro-processing projects by funding essential early-stage preparatory activities required before full project implementation.

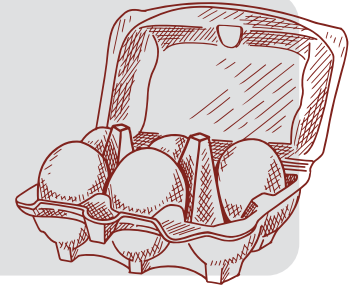


2.2 To assist farmers and producers in meeting regulatory and compliance requirements, including Environmental Impact Assessments (EIA), licensing, and zoning approvals etc.

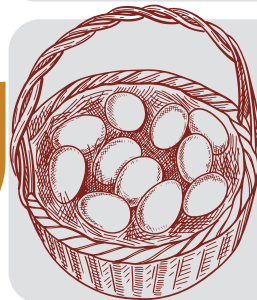
2.3 To support the development of high-quality technical documents such as facility designs, structural plans, architectural drawings, and engineering layouts required for project bankability.



2.4 To facilitate the registration and certification of poultry manufacturing facilities, including compliance with Botswana Bureau of Standards (BOBS) requirements.

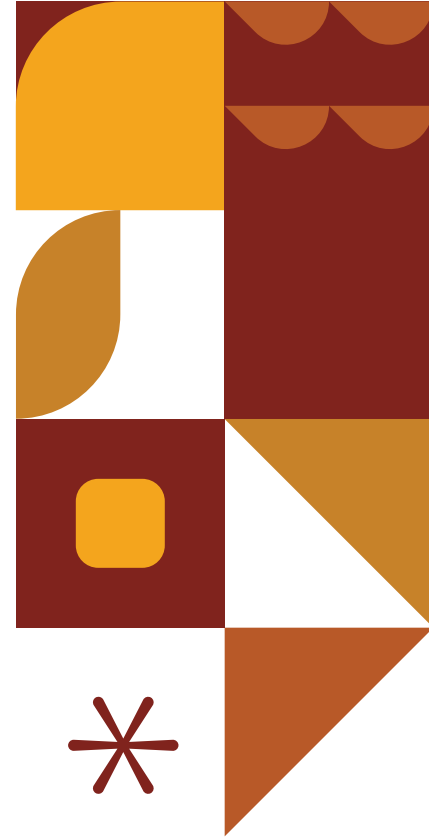
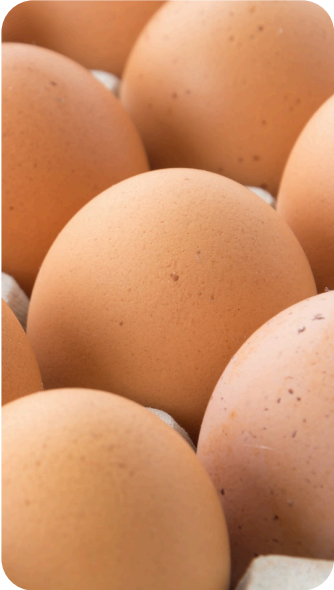


2.5 To strengthen the overall poultry value chain by ensuring that proposed projects are properly structured, financially sound, and ready for investment.





3. Product Overview



3.1 PPF ACTIVITIES FUNDED

- a) Environmental Impact Assessment (EIA)
- b) Building plans & structural reports
- c) ISO/BSO Certification
- d) Valuation Report
- e) Bills of Quantities (BOQs)
- f) Others

3.2 ELIGIBILITY CRITERIA

- a) Individuals aged 18 years and above who wish to start or already engaged in Chicken farming related activities
- b) Applicant should be a citizen of Botswana
- c) Clean credit record
- d) Individuals, partnerships and Groups (cooperatives, cluster & associations.
- e) Existing farmers seeking to expand or develop their farming business
- f) Expansions and Start-ups seeking to venture into poultry product





3.3 APPLICATION PROCESSING TIME

- 3.3.1 The loan application will be as per CEDA current's service level agreement
- 3.3.2 Currently startups turnaround time is 30 days whilst expansions is 9 days

3.4 LOAN LIMITS

- 3.4.1 The minimum size of funding is P5000.00 and the maximum is P200,000.00
- 3.4.2 The fund is a 100% grant to Special Interest Groups (youth, women, and persons with disabilities)
- 3.4.3 For Non-Special Interest Groups, the funding will be 50% grant and 50% contribution (can be in the form of a loan)

3.5 REPAYMENT PERIOD

- 3.5.1 Loans from P5,000.00 to P50,000.00 will not exceed 24 months
- 3.5.2 Loans above P50,001.00 will not exceed 60 months





3.6 SECURITY/COLLATERAL REQUIREMENTS

3.6.1 Personal surety

3.7 GRACE PERIOD

3.7.1 Grace period will be up to 24 months

3.8 CONTRIBUTION

As a rule, promoters of projects to be financed by CEDA should show commitment through contribution. Contribution may either be in cash or in kind (tangible assets).



4. Checklist	Tick
1. PPF application form	
2. Concept Note (summarised business plan)	
3. Certified copies of Omang (Individuals, partners, shareholders, and directors)	
4. Resolution by Board of Directors to apply for a loan	
5. Company Extract, Certificate of Incorporation & Constitution	
6. Personal Bank Statements for 12 months (start-ups or/ and individual directors)	
7. Tax Clearance Certificate where applicable	
8. Personal Balance sheets of all shareholders	
9. Proof of ownership or availability of land for the project	
10. At least three quotations of items to be financed	
11. Certified Copy of Marriage Certificate if Married (where applicable)	
12. Copy of Marriage Instrument (Form A or Form B) (where applicable)	
13. Pay slips for the last 3 months (where applicable)	
14. Letter of Confirmation of employment (where applicable)	
15. Certified copy of Omang of spouse (where applicable)	
16. Bank statements of the last 3 months	
17. Know your customer forms and proof of residence	
18. Tax Registration (VAT, PAYE, Income Tax)	
19. Financiers letter/Bank Statement	





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