

# **SAMPLE** APPLICATION FORM

**Note: This form is just a sample for you to familiarize yourself with. You cannot submit it as part of a formal application. Please obtain the formal application form from your nearest District Youth Office**

**PART A:**

**A1. Personal Details**

Title (tick the correct one)	Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Miss <input type="checkbox"/>	Other (state title)
Surname				
Other Names				
Omang Number		Date of Birth	dd / mm / yy	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Marital Status	Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/>	

Postal Address				
Physical Address				
District				
What is your previous address?		Cell Phone	Telephone	Fax
How long have you been at this address?				
E-mail				
Name and Address of Employer				
Your Position at your work		Salary per month P		

What qualification do you hold? What specific training or experience have you acquired to run this business?
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Type of Business
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Have you ever applied for any Government Financial Assistance/ Private? Yes  No

If yes, please tick which one.  
 (Financial Assistance Programme, Citizen Entrepreneurial Development Agency, Out-of-School-Youth-Grant, Kickstart, LIMID)?  
*Add check boxes*

How much are you applying for under the Youth Development Fund?  
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Proposed Business Physical Address

Date of Submission

Name of Receiving Youth Officer and Official Stamp

**A2. Business Details**

**A2.1 (Tick the form applicable to your business)**

<b>Sole Proprietorship</b>	<b>Partnership</b>	<b>Cooperative</b>	<b>Private Limited Company</b>

Name of company	
Date of Incorporation/ Registration	
Business Name	
Company Certificate Number	

**A2.2 Shareholders**

Name (in full)	Date of Birth	Nationality	Omang No.	Gender	Position	Ward/Physical Address	Village/District	Percentage Shareholding
								100%

**A2.3 Functional Responsibilities**

Member/Employee	Area of Responsibility	Required competence		Qualification
		Managerial	Technical	

**PART B PROJECT PROPOSAL**

**NOTE:** This will serve as a guide in preparation of your project proposal. Relevant support documents should be attached when presenting this proposal to your respective Youth Offices. Proposals which are not accompanied by relevant attachments/documents **shall not be accepted.**

**B1. PROJECT DEFINITION**

**B1.1 Project Status (New / Existing):** \_\_\_\_\_

(If it is an existing project, state date of inception, provide 3 months financial and bank statements and project background.)

**B1.2 Project Description** (i.e. type of enterprise, products/ services offered, technology to be employed, etc.)

**B1.3 Project objectives** (What do you want to achieve by operating this business)

**B2. Production/Service Process**

**B2.1 Describe your production/service process from start to finish – from raw materials to finished goods.**

**B2.2 What is the maximum output that you can produce/ provide per month?**

**B2.3 State the factors that could disrupt your production/service process and those that could make it better?**

DISRUPT	MAKE IT BETTER

**B3. MARKET RESEARCH**

**B3.1 Product/Service**  
(?)

What is your product or service?
How different will it be to all the other products/services in the market

**B3.2 Price**

What is the price you will have for your product/service?
How did you calculate that price?
What is the price for the similar product/service in the market?
How many products or services do you intend to sell at that price in a month?

**B3.3 Distribution**

How will you get your products or raw materials to your place of operation?
Where will you get them from?
Are the Suppliers you are looking at using reliable and would you have on alternative in case one cannot supply?
How will you get your product or service to the buyers?)

**B3.4 Promotion Strategy**

How will you ensure that your potential customers know about you?
How will you get them to start buying from you?







**B5. Income Statement**

<b>First year</b>												
Trading Results	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Total Sales												
Cost of Sales												
Gross Profit												
<b>Overhead Costs</b>												
Electricity												
Water												
Rent												
Transport												
Postages												
Stationary												
Other												
<b>Total Overheads</b>												
<b>Net Profit</b>												

**B6. Implementation Plan:**

You are expected to detail how you will start the project, what things need to be done first and should be followed by what. This will help you in planning for your business.

<b>WHAT</b> (i.e. Activity)	<b>HOW</b> (i.e. Strategies)	<b>WHEN</b> (i.e. Deadline)	<b>WHO</b> (i.e. Assigned to)

**B7. SWOT Analysis:**

<b>Strengths</b> (i.e. internal factors that enhance the business' performance)	<b>Weaknesses</b> (i.e. internal factors that have a negative effect on the business' performance)
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<p><b>Opportunities</b> (i.e. external factors that enhance the business' performance)</p>	<p><b>Threats</b> (i.e. external factors that have a negative effect on the business' performance)</p>
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**PART C: Particulars of Members' Parents/ Guardians**

Member	Parent/ Guardian	Relationship	Omang No.	Residential Address	Occupation	Home Village	Village Headman	Contacts	
								Tel.	Cell