

List of documents to provide in the grant application file

- 1 Handwritten grant application letter signed by the representative of the PO and addressed to the Chairperson of the Project Selection Commission
- 2 Registration certificate issued by the Registry of Coop-CIG, the senior divisional office, the Court Registry) + for PAOs, include the registration certificates of the member organisations
- 3 Minutes of the constituent general assembly
- 4 Minutes of the last general meeting;
- 5 The "project document" (prepared according to the ACEFA model and signed by the Producer Group Counsellor (CGP) or the PAO Management and Organisation Counsellor (CGO), or the support organisation recognised by ACEFA)
- 6 Attestation of opening of an account set aside for the project in the name of the PO and the bank statement obtained within the last two weeks showing the amount of the PO's contribution
- 7 Localisation map of the project
- 8 For the construction of buildings / infrastructure / land developments: Provide an attestation of ownership, donation or long term lease of the site less than three months old duly signed by the two parties and a witness (producer group counsellor, PAO Organisation and management counsellor, etc.) and countersigned by the Divisional Officer; at least two detailed cost estimates of contractors and / or pro forma invoices of material suppliers if the works are performed by the members; Plans and/or diagrams of buildings / infrastructures / land developments (that comply with the technical norms prescribed by the Programme).
- 9 For equipments: At least two pro forma invoices of suppliers (indicating quantities, unit prices and amount of the articles, supplies, spare parts, labour, transportation and other expenses); technical features and photographs of the equipment
- 10 For studies / expertise / training: The technical and financial offers of short-listed service providers; For POs that are assisted by a support organisation that is different from ACEFA: specific attestation from the

aforesaid organisation describing the precise terms of the backstopping and a copy of the framework agreement signed with ACEFA

- 11 In case of additional external financing to that of ACEFA: Attestation from the lending institution or donor signed less than one month ago, designating the recipient by name and specifying the amounts of the loans or grants and the expected use thereof.

Where are the grant application files deposited?

Complete application files should be deposited in four copies at the regional coordination of ACEFA for projects submitted by PAOs and at the divisional technical unit for projects of PGs.

Any incomplete application file will be returned to the applicant.

What are the means of recourse available?

If your application file is not properly treated, engage any of the following procedures as appropriate:

- An applicant whose application is not registered at the time of filing may contact the Coordinator (Regional Coordinator for PGs and National Coordinator for PAOs) through a letter explaining the reasons.
- After his file has been received and registered, the applicant may at any time consult the Secretary of the Commission to inform him about the progress of the file.
- After a period of three months from the filing date shown on the receipt, the applicant may send a letter to the selection commission with a copy to the Regional Coordination to inquire about the fate of his application.
- If the complainant does not receive any response from the Commission, he may appeal in writing to the Regional Coordination and then to the National Coordination at the interval of two weeks each after the date of deposit of the correspondence.
- Beyond one month after the date of the letter of acceptance by the President of the Commission, after writing to the Regional Coordination without any reply from the latter, the complainant may write to the National Coordination to inquire about the status of his file.

MINISTRY OF LIVESTOCK, FISHERIES
AND ANIMAL INDUSTRIES



MINISTRY OF AGRICULTURE
AND RURAL DEVELOPMENT



ACEFA
PROGRAMME FOR THE IMPROVEMENT
OF COMPETITIVENESS OF FAMILY
AGROPASTORAL FARMS

GUIDE FOR THE FINANCING OF PROJECTS PRESENTED BY PRODUCER ORGANISATIONS

*"For a productive profitable and
competitive agriculture"*

ACEFA National Coordination

P.O. Box 4081 Yaoundé Cameroon
Tel : 222 20 36 48 – Fax : 222 20 36 47
Email: acefac2d@yahoo.fr
Website : www.acefa.cm



Convention of financement CMR - AFD

N° CCM 1263 01 4 K and CM 1263 02 L du 01^{er} août 2012

What are the goals of project funding?

The State of Cameroon within the framework of the C2D (Debt reduction and Development Contract), and through ACEFA, has established since 2008 a funding mechanism to provide support in the form of subsidies to producers' organisations in order to improve their economic and social performances.

What are grants?

Grants are related to productive **investment** projects aimed at developing crop and livestock production and related activities: input supply, storage, preservation, processing and marketing

Who are the beneficiaries?

- Level one Producer Groups (PGs);
- Level two and three Professional Agro-pastoral Organisations (PAOs).

How are the grants awarded?

In each region / division, a joint commission (Administration - Representatives of producers) analyses the projects and decides on the granting of subsidies. These commissions include:

- The Regional Project Selection Commission (CRSP) for projects presented by PAOs;
- The Divisional Project Selection Commission (CDSP) for projects presented by PGs.

What are the criteria for eligibility?

A- Projects presented by Producer Groups:

To be eligible to receive the grant, the producer groups must meet the following criteria:

1. Must have been receiving supportive counselling from an ACEFA counsellor for at least six months or from a support organisation that has signed a partnership agreement with the ACEFA Programme
2. Comprise at least seven (7) active members practising an agricultural or livestock production activity in the neighbourhood of the head office of the PG

3. At least 75% of its members must be permanently resident in the locality
4. Justify a legal existence of at least 2 years as confirmed by the authority concerned
5. Present a project that meets the criteria set by the ACEFA Programme
6. Be an effective organisation whose members are involved at all stages of the project: conception, formulation, financial involvement, implementation (management Committee, technical follow-up),
7. Be able to mobilize at least 15% of the total amount of the investment (required as a prerequisite for the disbursement of the grant);
8. Submit a complete subsidy application file that complies with the requirements

B- Projects presented by Professional Agro-pastoral Organisations (PAOs)

To be eligible for the grant, the PAO must meet the following criteria:

1. Must have been receiving supportive counselling from an ACEFA counsellor for at least six months or from a support organisation that has signed a partnership agreement with the ACEFA Programme
2. Comprise at least two member organisations that were legalised at least two years ago as attested by the competent authority
3. Justify a legal existence of at least 2 years as attested by the competent authority
4. Present an eligible project
5. Be an effective organisation whose members are involved at all stages of the project: designing, formulation, financial involvement, implementation (management Committee, technical follow-up)
6. Be able to mobilize at least 30% of the total amount of the investment (required as a prerequisite for the disbursement of the grant);
7. Submit a complete subsidy application file that complies with the requirements

Which types of projects for which funding ?

A- Projects submitted by producer groups (PG)

The amount of the grant is between five hundred thousand (500,000) FCFA and six (6) million FCFA for projects in the following categories:

| Category | Expenses financed by the ACEFA Programme | ACEFA contribution |
|--|---|--|
| 1. Production equipment | Equipment for irrigation, ploughing (including draught animals), phytosanitary treatment, harvesting, collection / transportation, Equipment for fishing and livestock production (fishing boats, hive, fish hatchery, incubator). | 85% |
| 2. Tree crop nurseries | Improved planting material (oil palm, cocoa, coffee, fruit trees) and equipment (irrigation equipment, phytosanitary treatment equipment). | 85% |
| 3. Buildings intended for production that comply with the norms and standards | Piggery, poultry house, sheepfold, animals stable / milk house, hutch with their small capital goods and facilities (feeding trough, watering bowl, incubator), | 85% |
| 4. Production infrastructures / amenities (including equipment) | Water tower / tank, well/ borehole, dam, water point for agricultural and pastoral use, irrigated area, fish pond, watering bowl in permanent material, vaccination yard, pen, (including equipment such as pumps, floodgate, water supply pipeline, etc.) | 85% |
| 5. Storage, treatment, conservation, and processing equipment | Transportation / collection of produce: truck, hand cart, milk containers... Conservation: mechanical drier, oven, steam rooms, cold room, freezer, refrigerator, refrigerated milk tank ... Processing: corn-sheller, grater, grinder, juice extractor, mill, mixer, washing / fermentation/ moistening tank, slaughtering / cutting, extractor (honey), filter, autoclave, etc. Control / weighing: moisture meters, weighing scale, weighing bridge... Packaging / conditioning: bagging machine, sewing machine, bottling machine. | 85% |
| 6. Storage, treatment, conservation and processing buildings and infrastructures (including equipment) | Store, warehouse, shed, platform, collection centre (storage, washing, drying, hulling, conditioning) including accessories (fish flakes, tarpaulins, palettes, hand truck, weighing machine, bagging machine, sewing machine, etc.), concrete areas (washing, drying), maize crib, cocoa / coffee drier, smokehouses in permanent construction material (for the smoking of fish or meat). | 85% |
| Technical support by service providers (provided there is a technical and financial offer annexed to the funding application file) | Costs of studies and/or expertise necessary for the realisation and monitoring of the project (example: plans, specific study for irrigation, processing units, etc.), training costs directly related to the investment (example: use and maintenance of the facilities). | [*] maximum amount of 10% of the subsidy |

B - Projects presented by professional agro-pastoral organisations (PAOs)

The total amount of the grant ranges from five (5) million FCFA to thirty (30) million FCFA for projects in the following categories:

| Category | Expense values in loads | ACEFA contribution |
|--|---|--|
| 1. Support to the production | Ploughing equipment; Fish ponds and facilities for the production of fingerlings; Chick production unit (buildings and accessories); Piglet production unit (buildings and breeding stock); Creation of nurseries for the production of planting material for tree crops (oil palm, cocoa, coffee, etc.), parent plant areas for the production of cuttings of improved planting material | 70% |
| 2. Input supply | Stores, warehouses and facilities for handling, storage of products. | 70% |
| 3. Collection and marketing | Storage warehouse, construction and equipping of collection points and centres (milk, agricultural products), weighing equipment (weighing scale, weighing machine) and quality control (moisture meter). | 70% |
| 4. Processing | Units for treatment, conservation and processing of crop and animal products (e.g.: oil mill, grain mill, animal feed production unit, dairy, cold rooms, slaughtering and cutting unit). | 70% |
| Technical support by service providers (provided there is a technical and financial offer annexed to the funding application file) | Costs of studies / expertise necessary for the realisation and monitoring of the project (example: technical studies, plans, etc.), training costs directly related to the investment (example: use and maintenance of facilities). | [*] maximum amount of 10% of the subsidy |

N.B : Any project which may not result from one or other of the categories is excluded.