



This document sets out the fund process, from concept note submission to disbursements and follow up monitoring.

1. APPLYING AND INITIAL CONCEPT NOTE ASSESSMENT

The first stage is submission of an initial concept note where the applicants write about their business ideas and about their company on a template provided.

2. SELECTION

• REVIEW AND APPROVAL OF CONCEPT NOTES ASSESSMENT BY FUND

The concept notes are reviewed by the Fund Manager and the Independent Assessment Panel (IAP). Eligible businesses are shortlisted after which the Fund Advisory Committee (FAC) give their approval and the World Bank's IDA give a No-Objection. Shortlisted businesses are invited to submit a more comprehensive Business Plan.

• PROJECT SITE VISITS

During the Business Plan stage, SLADF engages with and visits the shortlisted applicants preparing Business Plans to understand their model and innovations better, and to carry out an organizational assessment.

• INDEPENDENT ASSESSMENT PANEL REVIEW

Final Business Plans are presented to an independent panel for further review. Shortlisted applicants are also invited to present their business idea to the Panel in person.

• FUND ADVISORY COMMITTEE AND WORLD BANK RATIFICATION

The Fund Advisory Committee and the World Bank review shortlisted applications for final approval and ratification.





3. AWARD

- **INDUCTION PROCESS**

Successful businesses are invited for an Induction Workshop where post-award processes such as progress reporting are made clear to the company prior to contracting.

- **CONTRACTING**

The contracting phase is rigorous and formalizes obligations and deliverables committed to by the grantee to meet all contracting terms and inform disbursement of funds.

- **DISBURSEMENTS**

Disbursements are made following disbursement schedules agreed to at the time of contracting, and are dependent on key deliverables being met at each stage of the project. At the point of each disbursement, the grantee must have provided matching funds equal to or greater than the amount being requested from SLADF.

4. EVALUATION

- **MANDATORY REPORTING**

Grantees must self-report quarterly.

- **MONITORING AND EVALUATION**

SLADF carries out monitoring and evaluation visits to the projects semi-annually or quarterly, to assess technical and financial progress.

For more information, please contact sladf@kpmg.com or call us on +232 30 444 142/104/179.

