**Directions to completing this form (Please read this carefully):**

1. Every information provided on this form will be treated as confidential (refer to point 4). Please you’re entreated to provide as accurate information as possible.
2. This form should be completed by either one of the following:
   * 1. **Owner of Business or Business Idea**. In case of **joint ownership**, it should be completed by the partner with the **majority share**. However, provide particulars of the other owners in Question 2.5. In case of **equal share ownership**, choose the owner who runs or is likely to run the business or plays significant role in the business to complete the form and provide the particulars of the other partners in Question 2.5. Whoever completes this form will be referred to as the **Lead Promoter**.
     2. **The individual who runs/manages the business**, if he/she is responsible for taking day to day business decisions and has a stake in the business, even if it is not the majority share. Similarly, kindly provide information on other partners in Question 2.5.
3. This form **should not be completed** by representatives (relatives, friends etc.) who play no part in the business; that is, do not own, jointly own, run, or jointly run the business.

1. Check this box if you do not want your contact information to be shared with other ENGINE entrepreneurs. The objective of this is to promote networking amongst ENGINE applicants and increase market linkages and trade.

APPLICATION & BASELINE SURVEY FORM

Date (DD/MM/YYYY): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_

**1. Entrepreneur (The Lead Promoter)**

|  |  |  |  |
| --- | --- | --- | --- |
| 1.1 | Name of Lead Promoter | **SURNAME FIRST/ OTHER NAMES** | |
| 1.2 | Sex of Lead Promoter | 1. Male  2. Female | |
| 1.3 | Age of Lead Promoter |  | |
| 1.4 | Highest Educational Level | 1. No Formal Education  4. SSS/O’Level/A’Level  2. JHS/MSLC  5. Diploma/HND/Degree  3. Vocational/Technical  6. Masters or Higher | |
| 1.5 | Location of Residence (Region) | 1. Ashanti  6. Northern  2. Brong Ahafo  7. Upper East  3. Central  8. Upper West  4. Eastern  9. Volta  5. Greater Accra  10. Western | |
| 1.6 | District of Residence |  | |
| 1.7 | Community/Area of Residence |  | |
| 1.8 | Nationality |  | |
| 1.9 | Country of Residence |  | |
| 1.10 | Occupation |  | |
| 1.11 | Address | Correspondence Address |  |
| Residential Location  (Include Street Name, if available) |  |
| 1.12 | Telephone | Mobile: |  |
| Work: |  |
| Home: |  |
| 1.13 | Email Address |  | |
| 1.14 | Person with disability (check appropriately) | 1. Visually impaired  3. Physically challenged  2. Hearing impairment  4. Others\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**2. Enterprise**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.1 | Name of Enterprise | | |  | | | | | | |
| 2.2 | Is your business registered? | | | 1. Yes  2. No | | | | | | |
| 2.3 | If your business is registered, what is the type of registration? | | | 1. Sole Proprietorship  2. Partnership  3. Limited Liability  4. Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| 2.4 | If Partnership or Limited Liability Company, what is your stake in percentage (%)? | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_% | | | | | | |
| 2.5 | **If this business or business idea is owned by a team, please provide information on at most four of the members of the team, excluding you.** | | | | | | | | | |
| **No.** | **Name** | | | **Age** | | **Sex** | **Position in Business** | **Contact**  **(Mobile Number)** | **Share Percentage** |
| 1 |  | | |  | |  |  |  |  |
| 2 |  | | |  | |  |  |  |  |
| 3 |  | | |  | |  |  |  |  |
| 4 |  | | |  | |  |  |  |  |
| 2.6 | Industry (please choose the mostsuitable **one,** otherwise select ‘Other’ and specify) | | 1. Agribusiness and Processing (Food Processing) 2. Agricultural Services 3. Arts and Crafts (e.g. wood carvings and metal work) 4. Beauty and Personal Care 5. Clothing and Accessories 6. Consultancy Services 7. Construction and Real Estate Development 8. Education and Skills Development 9. Energy 10. Events Management 11. Financial Services 12. Green Industries (Recycling) 13. Health 14. Hospitality, Recreation and Tourism 15. ICT and Software Development 16. Light Manufacturing 17. Multimedia and Publishing 18. Transport 19. Water and Sanitation   77. Other (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| 2.7 | **Location of (Potential) Business** | | | | | | | | | |
| Region  *(If business is located in multiple regions choose where the main operation is located)* | | 1. Ashanti  6. Northern  2. Brong Ahafo  7. Upper East  3. Central  8. Upper West  4. Eastern  9. Volta  5. Greater Accra  10. Western | | | | | | | |
| 2.8 | District | |  | | | | | | | |
| 2.9 | Community/Area Business is located | | Community/Area | | |  | | | | |
| Street Name (if available) | | |  | | | | |
| 2.10 | Operational Location of Business | | 1. Urban  2. Rural | | | | | | | |
| 2.11 | Business Status | | 1. Idea Stage (0 years)  If **Idea Stage**, Go to **Section 3**  2. Start-Up (1 month - 3 years)  2. Existing Business (>3years) | | | | | | | |
| 2.12 | Number of years of Operation *(for Start-ups and Existing Businesses)* | |  | | | | | | | |

**3. Sources of Information**

|  |  |  |
| --- | --- | --- |
| 3.1 | Are you related to anybody at TechnoServe? | 1. Yes  2. No |
| 3.2 | Where did you first hear of ENGINE? | 1. Radio  4. Friends/Family  2. Internet  5. ENGINE Leaflets  3. Newspapers  77. Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3.3 | If your first source of information about ENGINE is the ***ENGINE Leaflets***, where did you pick them? |  |
| 3.4 | Where did you seek further information about ENGINE? | 1. Radio  4. Friends/Family  2. Internet  5. ENGINE Leaflets  3. Newspapers  6. No further information  77. Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3.5 | Have you participated or are you participating in a similar programme/competition before? | 1. Yes  If **No** or **Not Sure**: Idea Stage,Go To **Section 6**  Existing/Start-Up Go To **Section 4**  2. No  3. Not sure |
| 3.6 | If Yes, which programme? |  |
| 3.7 | In which year did you participate in this programme | 1. 2012  4. 2015  77. Other \_\_\_\_\_\_\_\_\_\_\_\_  2. 2013  5. 2016  3. 2014  6. Currently participating |
| 3.8 | Did you win any award? | 1. Yes  2. No |
| 3.9 | If no, indicate what you got from the programme? | For **Idea Stage**, skip to **Section 6** |

**4. Expenditure and Revenue**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **a. 2014** | **b. 2015** | **c. 2016** |
| 4.1 | How much did you spend on goods and services in Ghana (including salaries, but excluding all expenditure incurred on imported goods into the country and all fees paid to foreigners or expats for services delivered)? GH¢ |  |  |  |
| 4.2 | What is your total annual expenditure? GH¢ |  |  |  |
| 4.3 | What is your total annual revenue? GH¢ |  |  |  |
| 4.4 | Total value of business assets at year-end 2016? GH¢ |  | | |
| 4.5 | How were the assets financed? | 1. Equity  2. Loan  77. Other (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

**5.** **Employees**: Please provide the information on your employees. Include owner if paid by the job.

|  | **Employees** | **Male** | **Female** |
| --- | --- | --- | --- |
| **5.1** | **Employment Status** | | |
| 5.1.1 | How many people have you employed? |  |  |
| 5.1.2 | How many are full-time workers (8hrs/day) |  |  |
| 5.1.3 | How many work more than 8hrs/day |  |  |
| 5.1.4 | How many are part-time workers (Less than 8hrs/day) |  |  |
| 5.1.5 | How many are casual workers |  |  |
| **5.2** | **Payment Status of Employees** | | |
| 5.2.1 | How many are paid in cash |  |  |
| 5.2.2 | How many are paid in kind |  |  |
| **5.3** | **Age Status of Employees** | | |
| 5.3.1 | How many are less than 18 years |  |  |
| 5.3.2 | How many are from 18 to 25 years |  |  |
| 5.3.3 | How many are from 26 to 35 years |  |  |
| 5.3.4 | How many are from 36 to 45 years |  |  |
| 5.3.5 | How many are from 46 to 55 years |  |  |
| 5.3.6 | How many are above 55 years |  |  |
| 5.4 | If you source your raw materials directly from farmers, approximately how many farmers do you currently work with? | |  |
| 5.5 | If you market your products on commission basis, how many of such commission-based traders do you have? | |  |

**6. Access to Finance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 6.1 | Have you ever attempted accessing financial support from any financial institution? | | 1. Yes  If **No,** Go To **6.8**  2. No | | |
| **Year** | **6.2** | **6.3** | ***If you have been successful at least once, answer the following questions*** | | |
| **6.4** | **6.5** | **6.6** |
| **Number of Attempts** | **Number of Successful Attempts** | **Amount (GH**¢**)** | **Interest Rate (%)** | **Payment Status** |
| 1. Not Started Paying 2. Paid  3. Still Paying 4. Abandoned Payment |
| 2014 |  |  |  |  |  |
|  |  |  |
| 2015 |  |  |  |  |  |
|  |  |  |
| 2016 |  |  |  |  |  |
|  |  |  |
| 6.7 | If you have ever been unsuccessful in or withdrew from accessing loan, state the reasons you were unsuccessful or you withdrew. (Check as many as applicable) | | 1. Unavailability of funds from banks  2. Complex procedures  3. Unavailability of collateral  4. High interest rates  5. Unavailability/Weak Business Plan  77. Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 6.8 | Have you accessed loan from friends and family before? | | 1. Yes  If **No: *Existing/Start-up***: Go To **Section 7**  ***Idea Stage***: Go To **Section 8**  2. No | | |

**7. Basic Accounting Systems/ Bank Accounts**

|  |  |  |
| --- | --- | --- |
| 7.1 | Is there an in-house accountant/accounts officer? | 1. Yes  2. No |
| 7.2 | Which of the following does the business have? | 1. Cash Book: Yes  No  2. Inventory Book: Yes  No  3. Balance Sheet: Yes  No  4. Trial Balance Yes  No  5. General Ledger Yes  No  6. Asset Register Yes  No  7. Sales Day Book Yes  No  8. Profit and Loss Account Yes  No  9. Separate bank account: Yes  No |

**8. Accessing Business Development Services**

If No, **END**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 8.1 | Have you ever benefitted or received a Business Development Service? | 1. Yes  If No, **END**  2. No | | | | | | |
| 8.2 | If Yes, what technical support were you provided with? | 1. Business Plan Development  4. Book Keeping  2. Product Development  5. Market Linkages  3. Financial Management  77. Others (specify)\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| 8.3 | What kind of financial support were you provided with? | 1. Linked to an investor (equity)  77. Other (specify)\_\_\_\_\_\_\_  2. Provided with loans  3. Provided with grants | | | | | | |
| 8.4 | How many business development services have you received in the last twelve (12) months: |  | **1)** | **2)** | **3)** | **4)** | **5)** | **77.** |
| a. Formal (institutions and experts) | 0 | 1 | 2 | 3 | 4 | Others\_\_\_ |
| b. Informal (friends and family) | 0 | 1 | 2 | 3 | 4 | Others\_\_\_ |

**PARTICIPATION AGREEMENT AND CERTIFICATION**

This Agreement and Certification document must be read and signed in order to complete the ENGINE application.

By applying with a Business Expansion or Idea (“the Idea”) to the Business Plan Competition, (“the Competition”), the participant listed in this document is bound by the following conditions:

**ORIGINALITY OF PLAN** The participant hereby represents, warrants and guarantees that the ideas and concepts expressed in this document and in future documents, altogether referred to as the Idea, are the participant’s original work, are owned by the participant, and the participant is under no legal restriction or agreement prohibiting him/her from using the Idea, or from divulging or submitting these ideas or concepts in the Competition. The participant agrees that TechnoServe and ENGINE shall not be made a party to any legal action arising from the use or misuse of other people’s ideas.

**CONFORMITY WITH THE RULES OF THE COMPETITION** The participant has reviewed the Rules of the Competition (“The Rules”) and by his/her signature on this document, confirms that his/her application and that of the group or individual he/she represents are in accordance with The Rules and that he/she agrees to be governed by the said Rules.

**SUBMISSION OF BUSINESS CONCEPT AND PLAN** The participant agrees to submit his/her duly elaborated business concept(s) and plan(s) on the dates and times required by the officials of the competition for evaluation and continued participation. If the participant should fail to do so, the participant shall lose all rights of participation and shall have no access to benefits offered thereby.

**RENUNCIATION OF JUDICIAL ACTION** The participant acknowledges and agrees that the sponsor (the UK Government), and the implementing agency (TechnoServe) (collectively “Officials of the Competition”), are not under any legal obligation to give any advice or render any service to any participant. The participant further acknowledges and agrees that the opinions expressed by any of the judges, consultants, trainers, and local supporters and sponsors, and organizing committee members (collectively the “Representatives of the Competition”) are his/her own and not those of the Officials of the Competition, and that the Officials of the Competition shall have no legal liability to the participants for those opinions.

The Officials of the Competition agree that they will require that all Representatives of the Competition sign a confidentiality agreement. Participant acknowledges and agrees that the Officials of the Competition shall not be liable for the disclosure of Confidential Information by any of the Representatives of the Competition. Participant further acknowledges and agrees that the legal protection of the Ideas in the Competition is the sole responsibility of the participant.

In consideration of the time, skills and other resources provided bythe Officials of the Competition and the Representatives of the Competition, the participant hereby voluntarily absolves the Officials of the Competition and the Representatives of the Competition from any and all legal liability that could arise out of or in any way be related to participation in the Competition.

I hereby declare that I understand and agree to the foregoing terms of this Participation Agreement and Certification

**SIGNATURE (Lead Promoter)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE**\_\_\_\_**DD /MM/YYYY**\_\_\_\_