

GUIDELINES FOR PROPOSAL SUBMISSION

This document is meant to assist project developers in submitting their project summary for assessment by the Apex Strategic Ventures team. Although you are able to use any format that you feel best suits your project and portrays the project in its most favourable light, we suggest the following sections be included.

Provide a brief description of project.

Approximately 250 words describing the project and its main purpose and outcomes.

Overview of sponsorship, management and technical assistance:

- History and business of sponsors, including financial information.
- Proposed management arrangements and names and curriculum vitae of managers.
- Description of technical arrangements and other external assistance (management, production, marketing, finance, etc.).

Identify the market and sales forecast:

- Projected production volumes, unit prices, sales objectives, and market share of proposed venture.
- Potential users of products and distribution channels to be used.
- Present sources of supply for products.
- Future competition and possibility that market may be satisfied by substitute products.
- Tariff protection or import restrictions affecting products.
- Critical factors that determine market potential.

Technical feasibility, manpower, raw material resources and environment:

- Comments on special technical complexities and need for know-how and special skills.
 - Possible suppliers of equipment.
 - Availability of manpower and of infrastructure facilities (transport and communications, power, water, etc.).
 - Breakdown of projected operating costs by major categories of expenditures.
 - Source, cost, and quality of raw material supply and relations with support industries.
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- Import restrictions on required raw materials.
- Proposed plant location in relation to suppliers, markets, infrastructure, and manpower.
- Proposed plant size in comparison with other known plants.
- Potential environmental issues and how these issues are addressed.

Investment requirements, project financing and returns:

- Proposed financial structure of venture, indicating expected sources and terms of equity and debt financing.
- Type of financing (loan, equity, quasi-equity, a combination of financial products, etc.) and amount.
- Projected financial statement, information on profitability, and return on investment.
- Critical factors determining profitability.

Government support and regulations:

- Specific government incentives and support available to project.
- Expected contribution of project to economic development.
- Outline of government regulations on exchange controls and conditions of capital entry and repatriation.

Timetable envisaged for project preparation and completion.
