



INTEGRATED HUMAN RESOURCE DEVELOPMENT PROGRAMME

GRANT POLICY GUIDELINE 2019/2020

CONDITIONS OF ASSISTANCE:

Item	Details
Target Group	<ol style="list-style-type: none"> 1. Youth Groups, Women's Groups or clusters of producers with the same commodity 2. Existing cooperatives who have achieved target 100 to be validated by Department of Co-operatives 3. Cluster of successful micro, small and medium enterprises recipients previously funded under MSBG with the same economic activities within the community 4. New and existing community groups and tikina/district cluster who have not been assisted by a government grant scheme for the last 5 years 5. Certain disadvantaged groups i.e. people with disabilities and women
Eligibility Criteria	<ol style="list-style-type: none"> 1. Members must be all Fijian citizen of 18 years and above 2. Residing in the peri-urban, rural and remote areas in Fiji 3. Available to start-ups and existing enterprises 4. Members should not be an employee of the Fijian Civil Service 5. Must comply with all regulatory requirements of doing business 6. Confirmation of cooperative/business TIN registration and business license for exiting enterprises
Target sectors	<ol style="list-style-type: none"> 1. AGRICULTURE: <ol style="list-style-type: none"> a. Collection Center b. Processing Packaging Center c. Farmers' Cooperative Store d. Mechanized Farming and Farming Implements 2. FISHERIES: <ol style="list-style-type: none"> a. Fish Processing and Packaging Plant b. Fishing Boat and Fishing Implements c. Fishermen's Collection Center and Cooperative Store 3. NON-FARM ACTIVITIES: <ol style="list-style-type: none"> a. Bakery b. Crafts: wood/bamboo, tapa making, cane crafts, leather, fibers, others (showroom, machinery & tools needed for efficient production) c. Textile/Clothing: weaving, sewing, embroidery, knitting, jewelry making, others (showroom, industrial sewing machine, machinery for large productions) d. Services: <ol style="list-style-type: none"> i. Cooperative store (retailing) ii. Transport iii. Carpentry and Joinery iv. Eco-tourism v. Catering vi. Others (specify) e. Others – IGP that creates decent and productive work <p>NOTE: ALL OF THE ABOVE SHALL BE LINKED TO THE COOPERATIVE STRUCTURE.</p>
Grant Scale	<p>A minimum threshold of \$25,000 to a maximum of \$100,000</p> <p>Full funding; and/or partial funding <i>[dependent on the nature of the request]</i></p>
Applicants	<ol style="list-style-type: none"> 1. One-quarter contribution in cash

Contribution	<ol style="list-style-type: none"> 2. Additional contribution shall include resources and sweat equity 3. Training venue and facilities in the community 4. Free unskilled labour 5. Catering and accommodation of officers during any training or gathering in relation to the enterprise
Objective of the Project	<ol style="list-style-type: none"> 1. To support employment creation in the rural areas and Micro, Small and Medium Enterprise [MSME] development. 2. Minimum 3 jobs created (Direct + Indirect)
Exclusions	<ol style="list-style-type: none"> 1. Past IHRDP grant recipients from same community need not apply, as the Ministry will only consider new applicants 2. Debt refinancing 3. Non-enterprise activities 4. Business with turnover (sales) of more than \$1million per year 5. Infrastructure development, i.e. roads, community hall, evacuation center, jetties etc. 6. Grant funds will be released only to vendors and not to applicants 7. Costs associated with regulatory approvals required from relevant authorities e.g. Rural Local Authority, Environment, TLTB, National Fire Authority, Ministry of Health and Medical Services etc. 8. Funding high risk equipment such as road motor vehicles
Scope of Assistance	Funding will include facilitation of procurement of actual project materials, employable skills training, small business training, financial literacy training and post services support.
Potential area criteria	<p>The Local Economic Development [LED] and Training for Rural Economic Empowerment [TREE] site selection criteria is a guide and tool either wholly or partially that will be used to pre-determine the sites which are feasible to be considered for economic interventions.</p> <ol style="list-style-type: none"> 1. Unemployment rate or low income level 2. Total population demographics 3. Number of businesses in operation in the community 4. Vulnerability to Natural Disasters 5. Rate of Non Communicable Diseases [NCDs] 6. Availability of human resources and raw materials 7. Availability of the required infrastructure and facilities 8. Availability of market demands and market links of the business 9. Availability of Community Development/Action Plan 10. Commitments of the technical advice from relevant IRD stakeholders 11. Potential can be expanded to include very remote areas or islands that lack infrastructure and essential services but have resources in abundance.
Pre-Approval	<ol style="list-style-type: none"> 1. Project Concept Paper form is available at the Ministry's Head Office, Divisional IHRDP and Cooperatives Offices. 2. Desk assessment by IHRDP Divisional Managers based on IHRDP Criteria. 3. Prioritization of the identified potential employment and income-generating opportunities by the Integrated Rural Development [IRD] stakeholders. 4. LED/TREE socioeconomic survey through the following tools: <ol style="list-style-type: none"> a. Community Profile Survey [CPS]; b. Consumer Demand Survey [CDS]; c. Market Opportunities Survey [MOS]; or through; d. Rapid Community Assessment [RCA] Techniques; and e. Feasibility study to validate a short list of potential economic activities 5. Recommendation of the feasibility report of the IRD
Approval	Presentation and approval of the potential economic activities to PS MITT through the Ministry's Executive Committee meeting forum.
Post-Approval	<p>Submission of monthly report</p> <p>Monitoring and Evaluation will be conducted on a quarterly basis after project implementation by the Ministry Officials and IRD stakeholders.</p>

