



ZIMBABWE

MINISTRY OF HIGHER AND TERTIARY EDUCATION SCIENCE AND TECHNOLOGY DEVELOPMENT

RESEARCH, DEVELOPMENT AND COMMERCIALISATION OF INNOVATION FUND (RDCIF)

LOAN APPLICATION FORM

This document is the template to be used by entities to prepare funding proposals under the RDCIF fund. Important fill in instructions are at the end of the document.

A. PROJECT DETAILS

I. PROJECT TITLE

II. PROJECT LOCATION ADDRESS

III. PROVINCE

B. THE COMPANY DETAILS

1) Provide the following information about the participating company/individual:

Name of Company/Person:

Key Project Promoter(s):

Year Established:

Physical Address:

Postal Address:

Phone Number: *Business* *Mobile:*

E-mail:

Business Sector (Mining, Energy etc):

Number of Employees:

C. PROPOSED PRODUCT AND ITS INNOVATION

- 1) Give a description of the product – What the product does? How does the product work?**

Where necessary elaborate with schematic diagram which must be labelled Fig C1

- 2) What are the problem(s) that the proposed product is trying to solve?**
- 3) If the product is an improvement/upgrade from existing product of the company, list down the differences between the existing product and the proposed product.**
- 4) What are the competitive advantages and novelty of the proposed product as compared to other competing products and/or solutions?**
- 5) Are there any regulatory and technical standards that the product should meet? I.e. health, environmental standards etc.**
- 6) I. Is the product registered or patented (Yes/No)**
II. IF YES attach an proof document
Put as Annex C6II

D. TARGET MARKET

- 1) Who are the customer(s)/target market(s) of the proposed product?**

- 2) Why will the customer(s)/target market(s) be interested in the product?**

- 3) What is the total available market for the product (in physical units and in US \$) and its expected growth rate? Where available provide 3rd party reports to substantiate the figures.**

- 4) Who are the competitors? Provide a comparison of the proposed product to the competitors' products in terms of performance (functions, features etc.) and price.**

- 5) There any interest from the potential customers already? If there is, please provide written proof.**

E. COMMERCIALIZATION – PLANS AND PROSPECTS

i. Product Manufacturing, Marketing and Sales Activities

- 1) **What is the company's plan to commercialize the product to the customer(s)/target market(s)? List down the plan in progressive steps.**

- 2) **What are the responsibilities for the company/individual during commercialization phase – e.g. manufacturing, marketing and sales?**

- 3) **How will the existing commercialization capability of the company help in commercializing the product?**

- 4) **What other forms of financing the commercialisation have you considered or is considering to pursue for the product?**

- 5) **What are the foreseeable risk(s) in the commercialization process?**

F. ECONOMIC CONTRIBUTION TO BOTH COUNTRY AND COMPANY / INDIVIDUAL

- 1) **What will be the economic contribution of the product to Zimbabwe?**

- 2) **What will be the benefits to company in this project?**

G.PROJECT ORGANIZATION AND MANAGEMENT PLAN

- 1) Show the organization chart for the project, listing all the project members and their designation. Include all consultants and subcontractors**

The separate organisational chart must be labelled Fig G1

- 2) For each project member/consultant/subcontractor, explain what their responsibilities in the project are.**
- 3) Put brief profiles of key project personnel and highlight information relevant to the project.**

Full CVs must be attached Under Annex 3

- 4) How will the project be managed? Describe the project management plan such as the frequency of meetings and the planning and reporting procedures.**

H. FINANCIAL DETAILS

- 1) How much financial support are you applying for?

\$

NB Just state the total figure. The detailed budget should be Annex 1.*

- 2) What is the total budget required for the whole project?

\$

- 3) Have you applied for or accessed other sources for funding for the same project before? If **YES** please mention them as well as the level of funding accessed or applied for.

- 4) Has the company/individuals received Government funding previously on this project or any other project?

*If **YES**, please provide the answers to the following:*

- a) At what stage is the project(s) at, as of today?

- b) If the product is in the development stage, describe the progress of the development.

- c) If the product is in commercialization stage, what is the outcome of the project in commercial terms, i.e. what have the companies done to commercialize the product and revenues generated from the product as of today?

- 5) Does the company/individual have any obligations to other government ministries or government agencies (e.g. Youth Fund or Small & Medium Enterprise Development, etc.), which have supported the Company/Individual with loan(s) / grant(s)?

If **YES**, please list them below.

ANNEX 1 - PROJECT BUDGET

Attached as a Separate File

ANNEX 2 – CASHFLOW

Attached as a Separate File

ANNEX 3 – DETAILED CVs OF KEY PROJECT PERSONNEL

Attached as Separate Files

ANNEX 4 – OTHER EXTRA DOCUMENTS

Declaration

I declare that every part of the funding proposal that I have submitted is genuinely my own. I also declare that the facts and information given is true and factual to the best of my knowledge. I acknowledge that, if the Ministry detects any sort of untruth or malpractice in relation to this proposal, they reserve the right to discard my application or cancel the funding agreement and recall the loan in full, at any time.

Signature (of person making this statement):

Print Full Name:

Date:

IMPORTANT INSTRUCTIONS

- a) Fill in the space provided within the soft copy form, the spaces provided will adjust to suit your requirements.
- b) Diagrams, Tables, and Pictures must be prepared and submitted as separate soft copies but must be inserted in the relevant sections i.e. as next page after the question in the submitted bound hardcopy.
- c) Project Budget, Cash flows and CVs of key project personnel must be submitted as Annex 1, 2 and 3 respectively.
- d) All project proposals should be submitted in both soft and **BOUND** hard copy.
 - i. Soft copies should be emailed to rdi@mhtestd.gov.zw, mhtestdicf@gmail.com Three (3) signed **BOUND** hard copies should be submitted to the Ministry Address below. All 3 submitted hardcopies must have the declaration form signed with **ONE** of the 3 copies initialled at the bottom of every page.
- e) NB. Grants can only be awarded to research being undertaken by higher and tertiary as well as research institutions that have a clear organizational structure.
- f) All administration costs should be borne by the host institution. Workshops and conferences cannot be funded under RDCIF.
- g) Prototypes of the project should be presented before the adjudication committee since the fund cannot finance abstract ideas or conceptions.
- h) Should more information be required for the evaluation of the project, companies/ individuals are to submit the required information based on Ministry of Higher and Tertiary Education, Science and Technology Development team's request. Information sheet and guidance available to assist with completion from <http://www.mhtestd.gov.zw>, <http://www.zimbabwehumancapital.org/>
- i) Should there be any queries with regards making this application and filling the form you can get in touch with us on the following contact details, and our officers will be prepared to help you:

Ministry of Higher and Tertiary Education, Science and Technology Development

Research Development & Innovation Department

P. Bag CY 7732

Causeway

Harare

Telephone +263 4 700897/251178, Fax Numbers: 792109, 728730, 703957

You can also e-mail us on: rdi@mhtestd.gov.zw, mhtestdicf@gmail.com.