



REPUBLIC OF BOTSWANA

MINISTRY OF YOUTH EMPOWERMENT, SPORT
AND CULTURE DEVELOPMENT

YOUTH DEVELOPMENT FUND (YDF)
LETLOLE LA TLHABOLOLO TSA BANANA

LOAN APPLICATION FORM
FOMO YA GO KOPA MADI A KADIMO

JUNE 2017

LEPHATA LA TLHABOLOLO BANANA,
METSHAMEKO LE NGWAO

NOTE

You are required to complete this form. You have the choice of producing a business plan using the form as a guide. Incomplete forms will NOT be accepted and it is the applicant's responsibility to ensure that all application requirements have been fully met before submission to MYSC District Offices.

Applicants are allowed to use extra sheets for information where necessary.

ELA TLHOKO

O tshwanetse go tlatsa fomo e ka botlalo. O ka itlhophela go itirela lenaneo la gago la kgwebo kgotsa wa dirisa fomo e go go kaela le go go thusa. Fomo e e sa tladiwang sentle ga e na go amogelwa. Ke maikarabelo a moikopedi go tihomamisa gore tsotlhe tse di tlokegang di teng pele ga a tsisa fomo e kwa diofising tsa MYSC .

Baikopedi ba letlelesega go ka dirisa dipampiri tsa tlaleletso fa go tlhokafalang teng.

SECTION 1: APPLICANT'S DETAILS

1.1 Personal Details

Personal details of sole proprietor, partners or shareholders/*Dintlha ka ga moikopedi yo nosi, baikopanyi kana banaleseabe:*

(Note: This section should be completed for all members or shareholders)

Ela tlhoko: Karolo e e tshwanetse go tlalediwa ke maloko otlhe le banaleseabe mo kgwebong

Surname / <i>Sefane</i>								
Other names / <i>Maina a mangwe</i>								
Identity number / <i>Nomoro ya Omang</i>								
Date of birth/ <i>Letsatsi la matsalo</i>								
Gender / <i>Bong</i>	Tick/Supa ka letshwao (✓) Male <input type="checkbox"/> Female <input type="checkbox"/>							
Disability / <i>Bogole</i>	Tick/Supa ka letshwao (✓) Yes <input type="checkbox"/> No <input type="checkbox"/>							
Postal address / <i>Aterese</i>								
Physical address / <i>Lefelo La bonno</i>								
Constituency / <i>Kgaolo ya bothlophi</i>								
Telephone Contacts/ <i>Megala ya tlhaeletsano</i>	Landline/ <i>Mogala wa ko lapeng</i>				Cellphone/ <i>Mogala wa letheke</i>			
Email / <i>Aterese ya email</i>								
Marital status	Tick/Supa ka letshwao (✓) Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/>							
Highest qualification / <i>Dithutego tsa gago tse di kwa godimo</i>	None	PSLE	JC	BGCSE	Certificate	Diploma	Degree	Others
Tick/ Supa ka letshwao (✓)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.2 Applicant references / *Basupi ba baikopedi*

Furnish the references of members, sole proprietor, partners and shareholders of the applicant business in the space below: / *Tlatsa moalo o o fa tlase ka dintlha tsa moikopedi yo o nosi, baikopanyi le banaleseabe mo kgwebong.*

Name / <i>Leina</i>		Name / <i>Leina</i>	
Postal address/ <i>Aterese</i>		Postal address/ <i>Aterese</i>	
Telephone/ <i>Mogala</i>		Telephone / <i>Mogala</i>	
Facsimile / <i>Fekese</i>		Facsimile / <i>Fekese</i>	
Mobile number / <i>Mogala wa letheka</i>		Mobile number/ <i>Mogala wa letheka</i>	

1.3 Applicant's next of kin

Alternative contact details of next of kin not living with you. / *Dintlha ka mongwe/bangwe ba masika a o sa nneng le one mo lapeng.*

Name / <i>Leina</i>	
Relationship / <i>Kamano</i>	
Identity Number / <i>Nomoro ya Omang</i>	
Postal address / <i>Aterese</i>	
Telephone / <i>Mogala</i>	
Facsimile / <i>Fekese</i>	
Mobile number / <i>Mogala wa letheka</i>	

1.4 Business details / Dintlha tsa kgwebo

Business Name /Leina la Kgwebo				
Type of business (Ownership)/ Mohuta wa kgwebo	Sole proprietor/ Mogwebi yo o nosi	Partnership / Bagwebi ba ba ikopantseng	Company / Khamphani	Others/ Tse dingwe
Tick/Supa ka letshwao (✓)				
Nature of business/ Mohuta wa kgwebo	Sector / Mohama		Type / Mohuta	
Registration / Incorporation / Kwadiso ya kgwebo	Number/ Nomoro ya setlankana sa kgwebo		Date / Letsatsi	
Contact Numbers/Megala ya tsa tllhaeletsano	Telephone/Mogala wa mo lwapeng kgotsa ofising		Mobile / Mogala wa letheka	
Postal Address/ Aterese				
Proposed Business Location/ Kakanyetso lefelo la Kgwebo				
Number of owners/shareholders/ Palo ya beng/banaleseabe				
Indicate business status with a tick/ Supa seemo sa kgwebo ka letshwao (✓)	Start-up/magorogo masha <input type="checkbox"/>		Existing / e ntse ele teng <input type="checkbox"/>	

1.5 Business/company ownership details / Dintlha ka ga mong wa Kgwebo/ beng ba kgwebo

Name in full / Maina ka botlalo	Nationality / Letso	ID NO/ nomoro ya Omang	Position / Maemo	Shareholding / Selekanyo sa diabe (%)

1.6 Loans with other financial institutions / Dikadimo tse di dirilweng le Makgotla a mangwe a madi

(a) Do you currently have loans from other financial institutions in Botswana / A o na le kadimo ya madi(sekoloto) le dikgwebo tse dingwe tsa madi mo Botswana?	Tick/Supa ka letshwao (✓) Yes/ Ee <input type="checkbox"/> No/ Nnyaa <input type="checkbox"/>
(b) Have you ever benefited from any financial assistance scheme administered by Government Private Sector? / A o kile wa thusiwa ka madi ke mananeo mangwe a puso kana dikhaphani tse di ikemetseng?	Tick/Supa ka letshwao (✓) Yes/Ee <input type="checkbox"/> No/ Nnyaa <input type="checkbox"/>
(c) What is the repayment amount (installment) for the loan above in (b)? / O duela sekoloto se o se umakileng fa godimo ko (b) bokae ka kgwedi?	P
(d) Loan duration / Sebaka sa go duela sekoloto	
(e) Have you attached the loan statement from the institution above in (c) / A o tsentse sesupo a ileng madi ?	Tick/Supa ka letshwao (✓) Yes/Ee <input type="checkbox"/> No /Nnyaa <input type="checkbox"/>
(f) If the answer provided in (e) is a 'no' provide reasons below: /Fa e le gore karabo ya gago ya (e) fa godimo ke nyaa "Nnyaa"fa mabaka.	

SECTION 2: BUSINESS PLAN / TOMAGANO KA KGWEBO

2.1 PROJECT DESCRIPTION / TLHALOSO YA KGWEBO
(a) Provide a detailed description of your intended business, stating the products and services it intends to sell. / Bolela ka botlalo maikaelelo a gago a kgwebo, o supe tse di tlaa bong di ntshiwa le ditirelo tse e tlaa bong e di rekisa.
(b) Provide history of business (year funded, major expansions etc.).(For existing businesses only) / Bolela ditso tsa kgwebo,(e simolotswe ka ngwaga ofe, dikatosoloso/ditlhabololo tse di dirilweng) (fa e le gore kgwebo e ntse e dira.)

2.2 Licensing Requirements/ Tse Di Tlhokegang Go Fiwa Teseletso Ya Kgwebo

(a) Provide an explanation of the type of license the business will require in order to commence trading. / Tlhalosa ka bokhutshwane teseletso ee tlhokegang go tsamaisa kgwebo ya gago.

(b) Give a description of how you will meet the requirements of the licensing authority. / O ya go kgona jang tse di batlwang ke ba ba abang diteseletso tsa tsamaiso ya dikgwebo.

SECTION 3: PROJECT LOCATION / LEFELO LA KGWEBO

3.1 Physical Location

State the exact location of existing business or intended business./ Bolela gore lefelo la kgwebo ya gago kana e o batlang go e dira le ko kae .

3.2 Accessibility to utilities and infrastructure/ Bogaufi jwa lefelo la kgwebo le ditlamelo

Provide a clear description of business location in relation to utilities, accessibility to road networks, technology, customers, suppliers, and other national developments, which will enhance competitiveness of the business. Emphasis is placed on selecting a suitable location for conducting business. /Tlhalosa ka botlalo ka kgwebo ya gago mabapi le tse di latelang: metsi, ditsela, motlakase, tsa dikgolagano(network), tsa boranyane, babereki, tse di ka tiisang kgwebo ya gago moko. Seemo se tshwanetswe go bewa leitho go tlhopha lefelo le le tshwanetseng go tsamaisa kgwebo.

3.3 Location in relation to the target market/ Kamano ya lefelo le bajibareki

Provide a description of the location in relation to the market that the business intends to service. /Tlhalosa kamano ya bajibareki le lefelo le o batlang go simolola kgwebo kwa go lone.

SECTION 4: ORGANIZATIONAL STRUCTURE / POPEGO YA TSAMAISO YA KGWEBO

4.1 Fill in the details of the proposed employees / Tlatsa dintlha ka badiri le ditiro tse ba di dirang.

Name / <i>Leina</i>	Position / <i>Maemo</i>	Qualification / <i>Dithutego</i>	Experience / <i>Maitemogelo</i>	Salary (Cost)/ <i>Dikamogelo tsa kgwedi le kgwedi</i>

SECTION 5: PROJECT COSTS/ DITSHENYEGELO TSA KGWEBO

5.1 Project costs-assets / Ditshenyegelo tsa dithoto

Item / <i>Tse Di Rekwang</i>	Supplier / <i>Morekisi</i>	Quantity / <i>Palo</i>	Unit Cost/ <i>Tlhwatlhwa Ya Dithoto Ka Bongwe Ka Bongwe</i>	Total
Sub-Total/<i>Tshoboko potlana</i>				

5.2 Project costs - working capital /Madi a tsamaiso kgwebo letsatsi le letsatsi.

Item of working capital / <i>Madi a a tsamaisang kgwebo</i>	State the number of months the working capital will cover. / <i>Bolela palo ya dikgwedi tse madi a tsamaisang kgwebo a tla di tsayang pele ga kgwebo e ka itsamaisa</i>	Total working capital required. (In Pula) / <i>Madi otlhe a a tlhokegang go tsamaisa kgwebo (ka dipula)</i>
Sub Total / <i>Tshobokopotlana</i>		

5.3. GRAND TOTAL /TSHOBOKO KGOLO
Total amount applied for/ *Madi otlhe a a ikopelwang:*
 P _____ (in figures)/*Ka dinomoro,*
 _____ (in words)/
ka mafoko

5.4 Owner’s contribution/ Seabe sa mong wa kgwebo

State your contribution to project/ *Seabe sa gago ke bokae*

OWNERS CONTRIBUTION: How much will you be putting into the business: / <i>Seabe sa mong wa kgwebo: O tlaa bo o ntsha bokae go simolodisa kgwebo?</i>	AMOUNT / BOKAE
CASH / MADI	
ASSETS (Land, transport, equipment?) (Monetary Value)/ <i>Tlhwatlhwa ya dithoto (lefatshe, dipalamo, didirisiwa)</i>	

SECTION 6: PRODUCTION PROCESS/ THULAGANYO YA KGWEBO

(a) Outline the production process detailing the stages of production, machinery to be used for production and the activities at each stage. / *Nankola thulaganyo ya ka fa ditirelo di yang go ntshiwa ka teng , didirisiwa tse di tlhokafalang o be o supe gore go tlaa bo go dirwa eng mo kgatong nngwe le nngwe.*

(b) State where you will be sourcing your machinery. / *Bolela gore o ya go reka kae didirisiwa tsa kgwebo ya gago(leina la barekisi le kwa didirisiwa di tswang teng.*

Machinery /Mochine	Place of origin/Lefelo le didirisiwa di tswang teng	Supplier/ Morekisi

(c) List and describe the input resources (raw materials) required in production. / *Nankola tse di tlhokegang go ntsha /dira dithoto tsa kgwebo.*

Raw material/ Tsedi tlokegang go ntsha dithoto	Place of origin/Lefelo le didirisiwa di tswang teng	Supplier/ Morekisi

(d) How much will you be producing at the start of the project? (Provide quantities per week, month or per annum). *O ya go ntsha selekanyo se se kae sa dithoto le ditirelo mo tshimologong, supa maduo a beke ,kgwedi kgotsa ka ngwaga.*

Product or service/ Dithoto/ ditirelo	Frequency/ Sebaka sa go ntsha dithoto le ditirelo	Quantity/ Seelo

(e) Calculate the cost of production based on the estimated quantities of production in (d). *Tlhakanya ditshenyegelo tsa go ntsha dithoto o ikaegile ka selekanyo sa kakanyetso ya dithoto tse di tlaa ntshiwang o dirisa (d)*

Product or service/ Dithoto/ ditirelo	Quantity/ Seelo	Unit Cost/ Tlhwatlhwa ya tirelo	Sub Total/ Tshoboko potlana

(f) Estimate the quantities of products or services to be sold per week/month etc. / *Abelela selekanyo sa dithoto /kana ditirelo tse di tlaa di rekisiwang ka beke/kgwedi.*

Product or service/ <i>Dithoto/ ditirelo</i>	Frequency of sale/ <i>Sebaka sa go ntsha dithoto le ditirelo</i>	Quantity/ <i>Seelo</i>

(g) Production process risks/ Diphatsa tse di ka nnang teng mo go ntshiweng ga dithoto.

List and describe the risks inherent to the nature of your proposed business and the mitigation strategies thereof using the table below. / *Nankola o bo o tthalose diphatsa tse di tshabelelang dikgwebo tsa mohuta wa kgwebo o o tlhophileng le maano a go ka lepalepana le bodiphatsa jo bo boletsweng.*

List at least three/Nankola dintlha tse tharo

Risks/ <i>Bodiphatsa jwa kgwebo</i>	Mitigation Strategies/ <i>Ditsela tsa go lepalepana le bodiphatsa jwa kgwebo</i>

SECTION 7: TARGET MARKET ANALYSIS / TSHEKATSHEKO YA BAJIBAREKI BA O BA BEILENG LEITLHO.

(a) Identify the target customers and demonstrate how each customer segment will contribute to the overall sales of the business. Provide quantities required by each target customer and sales revenues to be generated from each of the identified target customers. Use the Sales revenues calculated here in your cash flow statement for the proposed products and services. / *Supa bajibareki ba dithoto le ditirelo tsa kgwebo ya gago le gore ditlhophana tsa bajibareki ba o ba beileng leitlho ba ya go nna le seabe jang mo dithekisong tsa kgwebo ya gago. Supa gape gore bajibareki ba ya go tsenya bokae mo kgwebong go ya ka ditlhophana tsa bone. Dirisa madi a thekiso ka fa tiriso ya madi e tlaa tsamayang ka teng.*

Identified customer/ <i>Bajibareki</i>	Quantity of product or service/ <i>Seelo sa dithoto le ditirelo tsa theko</i>	Cost/ <i>Tlhwatlhwa</i>
Total/ <i>Tshoboko</i>		

(b) Overview of distribution process. (How the products and services will be delivered to the potential customers). / *Phatlalatsa ya dithoto le ditirelo. (Supa gore dithoto le ditirelo di ya go goroga jang kwa bajibareking)*

(c) Indicate how you will be able to distribute the products or services to your target customers./ *Supa ka fa o yang go kgona go phatlalatsa dithoto le ditirelo tsa kgwebo ya gago go goroga kwa bajibareking ba ba ikaeletsweng*

(d) List and explain the marketing strategies to be used by the business to acquire and maintain a substantial share of the market. / *Nankola o bo o tthalose methale eo tla e dirisang go bapatsa kgwebo gore e nne le seabe se se bonalang mo mmarakeng le go tthomamisagore kgwebo e a itshetlela*

**SECTION 8: COMPETITORS AND COMPETITIVE EDGE / BA O GAISANYANG NABO
LE KA FA O TLA A BA PHALANG KA TENG.**

(a) Identify the business's major competitors, their strengths and weaknesses / *Supa dikgwebo tsa motia tse o tlaa bong o gaisanya natso, bokgoni le makoa a bone.*

(b) Explain how your products or services will be unique from those already in the market. / *Tlhalosa gore dithoto le ditirelo tsa gago di a go farologana jang le tse di setseng di le teng mo mmarakeng/marekisetsoeng*

(c) Explain how the business will gain competitive edge over the identified competitors. / *Tlhalosa gore kgwebo e tlaa nna le letsogwana le le fa godimo jang mo dikgwebong tse o gaisanyang le tsone.*

SECTION 9: SWOT ANALYSIS (STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS)/ ITSHEKATSHEKO (BOKGONI, MAKOA, MONYETLA LE MATSHOSETSI)

Strengths (at least two) /Bokgoni (dintlha di ka nna pedi)	Weaknesses (at least two) / Makoa (dintlha di ka nna pedi)
Opportunities (at least two) / Monyetla (dintlha di ka nna pedi)	Threats (at least two)/ Matshosetsi (dintlha di ka nna pedi)

SECTION 10: IMPLEMENTATION PLAN / LENANEO LA TIRAGATSO

<p>List the activities that must happen thereafter with reasonable dates. (Tabulation of the implementation plan / Nankola ditiragalo tse di dirwang morago ka dinako tse di kgonagalang. (Supa ka moalo tiragatso ya ditiro tse di farologanyeng.)</p>	
<i>Activity/Tiragalo</i>	<i>Date/ Letsatsi</i>

ATTACHMENTS

Attach the following to make a successful submission / Tsenya tse di latelang gore kopo ya gago e amogelwe.

Name of Applicant/ Leina La Moikopedi: _____

Business Name/ Leina la Kgwebo: _____

List of attachments / Tse di tshohegang The following must be attached where relevant/ Tsenya tse di latelang fa go tshohegang teng	Tick where appropriate / Tshwaa mo go siameng	
Trade license (for existing businesses) / Teseletso ya go gweba. (ba ba nang le dikgwebo)	Yes/Ee ()	No/Nnyaa ()
Certificate of registration of business or certificate of incorporation for companies / Setlankana sa kwadiso ya Kgwebo kana setlankana sa dikhamphani tse di tshwaragantsweng	Yes/Ee ()	No/Nnyaa ()
List of directors form from CIPA (Form 2) and share certificates for companies only/ Maina a batsamaisi ba kgwebo go tswa kwa go ba CIPA(Form 2)le Setlankana sa kgaoganyo ya diabe (dikhamphani fela)	Yes/Ee ()	No/Nnyaa ()
Partnership agreement / deed for partnership businesses (For companies only)/ Tumalano ya baikopanyi/ tumalano ya go thakanela kgwebo	Yes/Ee ()	No/Nnyaa ()
Certified copies of Omang of owner/partner or shareholders / Meriti e e netefaditsweng ya Omang wa mong wa kgwebo/ le banaleseabe	Yes/Ee ()	No/Nnyaa ()
Resolution , for registered companies only / Ditshwetso tsa moadimi (dikhamphani fela).	Yes/Ee ()	No/Nnyaa ()
Copy of land title (title deed or registered lease) for owner occupied land/premises. / Moriti wa setlankana sa lefatshe /tumalano ya Khiriso ya lefelo le le dirisiwang.	Yes/Ee ()	No/Nnyaa ()
Lease agreement if the project has rented premises. (existing businesses)/ Tumalano ya khiriso fa e le gore kgwebo e mo lefelong le le hirisitsweng (dikgwebo tse di teng).	Yes/Ee ()	No/Nnyaa ()
Letter of intent to lease for startup businesses. / Lekwalo la tsholofetso ya go hirisa lefelo (dikgwebo tse disha)	Yes/Ee ()	No/Nnyaa ()
CV's and academic certificates or competency test certificate of key management. / Lekwalo la itlhaloso, ditlankana tsa thuto le sentlankana sa bokgoni jwa botsamaisi.	Yes/Ee ()	No/Nnyaa ()
Technical support letters from relevant institutions e.g. Local Enterprise Authority,etc./ Makwalo a baitsaanape a tshegetso le thotoetso e e maleba go tswa kwa dikhamphaning jaaka bo LEA.	Yes/Ee ()	No/Nnyaa ()
Two (2) Quotations from different suppliers. / Dikwalo tse pedi tsa kopo ditlhwatlhwa pele ga theko go tswa kwa barekising	Yes/Ee ()	No/Nnyaa ()
Letters of intent from potential customers. / Makwalo a supang mai-kaelelo a go dirisa dithoto tsa gago go tswa kwa bajibareking fa kgwebo e simolola go dira.	Yes/Ee ()	No/Nnyaa ()

Contracts with customers (where applicable). / <i>Ditumalano tse di dirilweng le bajibareki (fa go tlhokafalang teng).</i>	Yes/Ee ()	No/Nnyaa ()
3 months Loan statements if you have business loan somewhere else. / <i>Pego ya kadimo ya madi ya Kgweddi tse tharo fa o na le madi a o a adimetseng go tswa golo gongwe.</i>	Yes/Ee ()	No/Nnyaa ()
Proof of access to water source supported by documents/ <i>Bosupi jwa gore moikopedi o na le metsi le mekwalo tse di supang seo</i>	Yes/Ee ()	No/Nnyaa ()
Spouse consent (for applicants married in community of property)/ <i>Tumalano ya molekane (fa nyalo e le ya tlhakanelo dithoto)</i>	Yes/Ee ()	No/Nnyaa ()
State number of additional sheets attached /<i>Supa palo ya dipampiri tsa tlaleletso tse o di dirisitseng</i>		

Officers Name/ *Leina la modiredi:* _____

Signature/*Monwana:* _____

Date of submission/*Letsatsi le go tsisitsweng ka lone:* _____

Cash flow projections/ Ponelopele ya go tsena le go tswaga madi a kgwebo

	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	Total
Opening cash on hand/ Madi a tshimolodiso kgwebo a a mo seatleng													
RECEIPTS/ MADI A TSENANG													
Sales revenues / Madi a dithekiso													
YDF Grant / Madi a kabo go tswa mo letleng la tlhabololo ya banana													
YDF Loan amount/ Madi a kadimo go tswa kwa YDF													
Cash contribution/Seabe sa gago sa madi													
Receipts from debtors/ Madi go tswa kwa go ba ba kolotang													
A TOTAL RECEIPTS / TSHOBOKO YA MADI													
Capital expenditure / Madi a a dirisitsweng													
Fixed Assets/ Dithoto tsa sennela ruri (YDF)													
Working Capital/Madi a a tsamaisang kgwebo (YDF)													
B Total capital expenditure/ Tshoboko ya madi a a dirisitsweng:													

	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	Total
	Estimated operating expenses / Dikakanyetso tsa ditshenyegelo tsa tsamaiso kgwebo												
C	TOTAL OPERATING EXPENSES / TSHOBOKO YA MADI A TSAMAISO KGWEBO												
A-B-C	CLOSING CASH ON HAND / MADI A MO LETSOGONG FA DIBUKA TSA MADI DI TSWALWA BOFELONG JWA KGWEDI.												

The image features a minimalist, abstract design. A large, thick white circle is centered in the upper half of the frame. Below it and to the right is a smaller white circle containing the text 'YDF 2017'. The background is composed of various shades of gray and white, with diagonal lines and overlapping geometric shapes creating a sense of depth and movement.

YDF
2017