### **Annex 02: Technical proposal - LOT 2**

**1.0 Background on the existing business**

**Please provide a brief description of your farm, business, farm household.**

*Use these guiding questions provide the description:*

* *Since when are you involved in farming or running a business as individual / micro, small medium sized enterprise?*
* *In which economic field(s) are you currently active? What kind of products & services are you producing and selling? If you are a business, please list your primary and secondary activities (if relevant) according to ARBK.*
* *Annual quantities of production of goods on your farm, in your farm household, business, in the last 2 years (if applicable)?*
* *Please specify annual production and quantities for sale.*
* *Which services are you offering (if applicable)? Please specify type of services, number of customers per year.*
* *What are currently your main income sources from production and/or services?*
* *What is the annual turnover in the last three years?*

Click or tap here to enter text.

* 1. **Where are your main markets (local, regional, national, international) (if applicable)?**

*(Please indicate shares of sale on your markets)*

Click or tap here to enter text.

* 1. **Who are your main clients?**

*(e.g. processing companies, gastronomy, private households, tourists, other farmers, local shops, supermarkets, wholesale, exporters etc.)*

Click or tap here to enter text.

* 1. **What are your main difficulties regarding the economic development of your farm / or enterprise***? (short description)*

Click or tap here to enter text.

**1.4 List the main assets owned and used by your farm or enterprise**

*List of land property (with specification of type of ownership), buildings, equipment and machinery, animals, etc.*

Table 1. List of assets

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assets** | | **Area size (if applicable)** | | **Parcel no (acc. to ownership document)** | |
| 1. **Land property** (describe utilized agricultural area divided in arable land, grass land, pastures, vineyards, orchards, glass houses. Indicate type of crops-if applicable e.g. agricultural land planted with corn, pasture) | |  | |  | |
| Click or tap here to enter text. | | ........... acres | | Click or tap here to enter text. | |
| Click or tap here to enter text. | | ............ acres | | Click or tap here to enter text. | |
| 1. **Buildings** (describe building use (e.g. stable, barn warehouse, guesthouse, restaurant) | |  | | **Quantity (if applicable)** | |
| Click or tap here to enter text. | | ……….. m2 | | Click or tap here to enter text. | |
| Click or tap here to enter text. | | ………. m2 | | Click or tap here to enter text. | |
| Click or tap here to enter text. | | Click or tap here to enter text. | | Click or tap here to enter text. | |
| 3. **Equipment** (e.g. water pump, tractor) type, capacity | |  | | **Quantity (if applicable)** | |
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| 4. **Animals** (e.g. cows, sheep, chickens, bees) | |  | |  | |
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| 5. **Others** (other relevant assets) | |  | |  | |
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* 1. **Description of investment project**
  2. **Objective of the investment project in the field of the selected sub sector**

*Please describe what you would like to achieve with the investment project (max. 150 words).*

*Example: Starting with new economic activity to sustain business, modernising, introduction of new products & services, improving quality of products & services…)*

Click or tap here to enter text.

* 1. **Description of the investment (max 150 word)**

*Please describe your project with regards to:*

* *What has been the main intention to start this investment (new market chances, increasing demand of your products and services, strengthening current business)?*
* *Which existing or new production and/ or services you will increase / start to diversify your current economic activities?*
* *How can the investment help to overcome the described difficulties on your farm / business/ household?*

Click or tap here to enter text.

* 1. **List of investments**

*Please fill in the required investments for your project using the given budget lines for machinery, equipment, construction and marketing (as own contribution) in the table in Annex 3.*

Click or tap here to enter text.

**2.4 Project cashflow and Return on Investment**

Please use for the development of the cash flow forecast and return on investment (RoI) the provided templates (Annex 03).

**The cash flow** shall be presented on a yearly basis over a 5-year period. The annual cash flow forecast template can be duplicated; the summary table provides an overview of the annual cash flow forecasts.

Fill in the cash available at the beginning of each economic year. Cash paid in / cash paid out are forecasted monthly to estimate the liquidity to cover operating costs and investment costs.

For the **Return on Investment (RoI)** fill the annually forecasted costs of production & services and achieved revenues from sales before / after the new investment. Resulting from costs of production and revenues the profit will be calculated automatically.

The difference between costs of production and revenues from sales between before investment and after investment are calculated. Last column relates the accumulated profit achieved by the new investment over the observation period (= 5 years) in relation to the investment costs.

In addition to the presented figures provide also your comments & interpretations regarding the figures inserted in the annual cash flow forecast and return on investment (RoI). Indicate reasons for increased or decreased sales and/ or costs of production before and after investment.

Regarding the cash flow, please provide an interpretation from significant cash in and/ cash out under the various cost items. Technical justifications can help to interpret increase / decrease of costs before / after investment and the cash flow development.

The information and figures provided in the financial tables (cash flow and return on investment (RoI) forecasts) will be verified in course of the 3 years monitoring period.

Click or tap here to enter text.

* 1. **Impact of investment project**
     1. **Please specify how the investment project impacts your production of goods & services?**

*(Example: increased quantity & quality of products, new product varieties, new services, reaching out to new customers & markets, building of business cooperations)*

Click or tap here to enter text.

* + 1. **Will you hire additional work force due to the new investment? If yes, how many?**

*(please fill in the number of employees after the investment)*

|  |  |
| --- | --- |
| **Employees by form of engagement** | **Number of additional employees** |
| Number of seasonal employees | Click or tap here to enter text. |
| Number of full-time employees | Click or tap here to enter text. |
| Number of part-time employees | Click or tap here to enter text. |
| Number of family members working on farm/ in business/ household | Click or tap here to enter text. |
| **Total number of additional employees *after the investment*:** | Click or tap here to enter text. |

* + 1. **Will the investment contribute to environmental protection? If yes, in which respect?**

Click or tap here to enter text.

* + 1. **What kind of public benefit do you expect from the realisation of your project?**

*(e.g. stimulating local economy, establishment of cooperations with other farmers, businesses, rural actors)*

Click or tap here to enter text.

**Declaration of Applicant:**

With my signature of this I declare that:

1. All data and information presented in this technical proposal are true and correct.
2. In case benefiting from the grant for the planned investment, the support will be used as described in this technical proposal.

Click or tap here to enter text. Click or tap here to enter text.

…………………………………………. ………………………………………….

**Name and surname of applicant Date, Place**

Click or tap here to enter text.

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**Signature of applicant**