

Small Business Grant Application Guidelines

- (1) Grant Overview: The Yazaki Kizuna Foundation provides grants to small businesses. The amount of the grants (in Samoan tala) will be determined on a case-by-case basis and awarded in accordance with the Foundation's fiscal year (January to December).
- (2) Eligible grant recipients: Primarily intended for corporations established under Independent State of Samoa Incorporated Societies Ordinance 1952.
- (3) Eligible small businesses: Businesses that contribute to the sustainable development of the Independent State of Samoa, especially those that create employment opportunities and acquire foreign currency (exports).

Upon receiving a grant, the recipient will be required to respond to inquiries and requests for information from the Foundation regarding the status and results of the business. Please note that with the recipient's prior consent the Foundation will disclose this information on its website and in its public relations materials.

- (4) How to apply:

Please go to the "[Contact Us](#)" page of the Foundation's website. At that time, please provide the official corporation name, an outline of the small business, the desired amount of the grant, and contact person's name, title and e-mail address. After making an internal review, the Foundation will contact the applicant at the e-mail address provided regarding additional confirmation matters.

Please note that:

- a. The Foundation reviews the activities of the recipient and in principle does not provide grants to businesses with no track record of activities.
- b. The application, documents and information should be provided in English.
- c. The Foundation will use information obtained from the grant applicant internally for selection, preparation of explanatory materials and administrative work.
- d. With the grant applicant's consent, the Foundation may use some or all of the information obtained from the applicant in publications explaining the results of the Foundation's activities.

In order to facilitate consideration, the applicant will be required to provide the following and other information upon request:

- e. Official corporation name

- f. Corporate profile: Objectives, organizational structure, names of representatives, members of the board and other participants in decision-making bodies, the purpose and outline of activities, financial status, legal and institutional constraints (if any), and any issues other than financial involved in promoting the business. In addition, please submit by e-mail the Articles of Incorporation, as well as activity and financial results for the past three fiscal years (audited financial statements).
- g. Outline of the small business for which the grant is requested: Records of decisions made within the corporation (such as the relevant parts of the meeting minutes), business plans, business funding plans, and an evaluation of management resources (description of the organizational structure capable of promoting the small business).
State the amount of the grant sought and provide supporting materials explaining why that amount is needed (to be sent separately by email).
- h. Expected contributions to the Independent State of Samoa from the small business: Details of the small business plan and, if realized, any quantifiable or qualitative indicators that could be verified.
- i. Name of the person in charge of the application
- j. Contact information such as the name and email address of the person in charge of the application