



## A GUIDE TO SUBMITTING INVESTMENT PROPOSALS

Thank you for your interest in NASSIT's Call for Proposals from private sector entrepreneurs seeking financing for investments. In respect of your proposals, please provide substantially all of the information requested in this Guide. You need not, however, limit your response to the matters identified herein.

### A. Contact Information

1. Name, address, telephone number, fax number, and email address of your entity and, if different, the addresses of persons/entities promoting the venture. *(Please specify primary contact(s) for obtaining additional information).*
2. Identify the proposed legal structure and jurisdiction of your entity.

### B. Investment/Business Proposal

#### 1. Overview

- Describe the proposed investment with a concentrated picture of project, highlighting the main issues.
- Give a background to the project and the general objectives *(if it has objectives other than financial returns).*

#### 2. Business Operations

- The Products, the markets, organisation and costs, pricing and sales etc

#### 3. Technical Characteristics

- Location, infrastructure; capacity and production volume; raw materials, intermediaries, consumables; direct production costs; implementation time schedule etc

#### 4. Management

- Management or Management Agreement; organisation, administrative costs etc

#### 5. Financial Analysis

- Underlying Assumptions for financial projections
- Working capital, phasing of investments, financing and gearing
- Income/expenditure projections; balance sheet and cash flow projections
- Sensitivity analysis
- Security

### C. Team

#### 1. Overview

- (a) Provide the names, dates of birth, nationality, and the length of

time with the firm for each of the key principals. Briefly describe the experience of each key principal in financing or operating the entity. Provide a current organizational chart.

(b) Describe any other governing/advisory body that impacts the management or investment activity of the entity. Will any parties other than members of the promoters have a role in the investment or business decisions?

(c) Does the entity have a parent or other affiliated institution? If so, describe any economic sharing arrangements. Identify any existing or contemplated contractual arrangements between the entity and third parties (including parents or affiliates) and describe the terms thereof.

## **D. Fundraising and Proposed NASSIT Financing**

### **1. Fundraising**

(a) Describe the entity's fundraising strategy, including the types of investors to be targeted and the means for targeting each such investor type.

(b) Describe any other potential sources of investment capital (other than the NASSIT financing).

### **2. NASSIT Financing**

(a) Describe the proposed nature NASSIT's financing of the investment.

(b) Identify the terms and conditions required by the entity for the NASSIT financing, including the amount of leverage and the proposed leverage ratio.

## **E. Other**

(a) Provide a copy of the most recent financial statements for the entity (*if it had been in operations*).

(b) Describe how the Fund will achieve a developmental impact in Sierra Leone (*if the investment has a development focus*).

### **Please include the following attachments with your proposal:**

Attachment 1: Any side letters or special agreements established with other investors in the entity.

Attachment 2: Provide biographical summaries for each of the key principals or employees of the General Partner, including education and employment history.