

Enhanced KADIWA ni Ani at Kita Financial Grant Assistance Program

Guide to Applicants:

1. What is Enhanced *KADIWA ni Ani at Kita* Financial Grant Assistance Program?

The *KADIWA ni Ani at Kita* program is a direct marketing scheme where producers (farmers/fisherfolk) are directly linked with the consuming public, making available food commodities at reasonable prices to consumers through accessible *Kadiwa* retail stores in strategic locations. *Kadiwa* is loosely translated as “one idea, one thought”.

The financial grants aim to enhance the capacities of farmers/fisherfolk organizations to become reliable food commodity suppliers to consumers and for community based-organizations to sustainably operate the *Kadiwa* retail stores.

2. Who can apply?

Farmers and Fisherfolk Cooperatives and Association (FCA) that can act as an **assembler, consolidator or distributor** of food commodities. FCA can be a cooperative, association or corporation duly registered with government agency (i.e., SEC, CDA, DOLE-BRW) which are composed primarily of small agricultural producers, farmers, farm workers, agrarian reform beneficiaries, or fisherfolk.

Community-Based Organization (CBO) that can **operate** the *Kadiwa* retail store. A CBO refers to a Non-Government Organization, Cooperative, Association, Corporation, People’s Organization or Homeowners’ Association (duly registered with SEC, CDA, DOLE-BRW or HLURB).

Priority shall be given to those FCAs / CBOs already participating in Kadiwa ni ani Ani at Kita Program.

3. How can one apply?

On-line applications are encouraged. Interested organizations may send their electronic generated documents (digital image/scanned copies of original documents). Downloadable forms are available online. Applications and documents may be sent to any one of these email addresses:

- kadiwanianiatkitafg1@gmail.com
- kadiwanianiatkitafg2@gmail.com
- kadiwanianiatkitafg3@gmail.com

Applicants may also apply in person to any of the following DA offices:

DA-Agribusiness and Marketing Assistance Services (DA-AMAS) at the DA Central Office
DA-Regional Field Offices c/o Agribusiness and Marketing Assistance Division (AMAD).

(Note: DA-RFO-AMADs shall announce the email addresses that you may send your applications. Kindly visit their websites for announcements).

4. What are the available financial grant packages*?

Grant type	Purpose of Grant
TYPE A : Grant for FCA Assemblers	To finance value adding activities as assemblers of farmers' produce such as procurement of produce, aggregation and pre-processing (cleaning, sorting, packing and drying). The grant can be used for any of the following: (a) seed fund for procuring farmers/fishers' produce, (b) cost of packing facility, machinery or equipment needed e.g. storing shed, delivery vehicle.
TYPE B : Grant for FCA Consolidators	To finance value adding activities as consolidators and distributors of farmers/fishers' produce to consumer markets such as assembly, storage, transport, delivery of produce/products to distribution centers or buyers. To be used for (a) purchase of delivery vehicle, machinery or equipment; or (b) construction or rehabilitation of storage facilities.
TYPE C : Grant for KADIWA CBO retailers	To finance the start-up cost requirements of CBOs in operating and maintaining Kadiwa retail markets (palengke) or retail stores. To be used for (a) procurement of store facility/equipment such as stalls, weighing scales, chiller, crates, shelves, etc; (b) construction of retail store structure/storage room, etc.

***Note:** Grants can finance the actual cost requirements of proposed project/value-chain activity but only up to 80% of total project cost (FCA/CBO must have at least **20% equity**). The FCA must agree that any fixed asset financed by the grant shall be a "common or shared facility" with other farmer groups in their cluster area in the case of FCAs.

5. Who are the eligible organizations?

FCAs and CBOs **must pass** the following criteria:

- a. Must have a juridical personality;
- b. Must have been operating for at least three (3) years with proven experience in fund management (if less than 3 years, must have proof of similar activity conducted);
- c. If FCA, must have farmers/fisherfolk members and if CBO, must have community residents' representation on management of project;
- d. Must be in good standing with government agencies from which it has received public funds (either grant or loan) and not in default in liquidating any public funds*;
- e. Must have management capability to implement the project:

For FCAs: Must have proven track record in implementing proposed project which shall be scaled-up by the grant assistance;

For CBOs: Must have a system for the operation and maintenance of the retail store.
f. Must not have any Director, Trustee, Officer or Key Personnel related within the fourth civil degree of consanguinity or affinity to any official involved in processing and evaluation of the grant application or any official of the office handling or implementing the project.

*Those with previous funding assistance from any government agency that remains unliquidated are automatically **disqualified** to avail of the grant assistance as per Section 2 of COA Circular No. 2012-001.

6. What applications shall be processed?

Only applications with **complete** submitted application requirements will be processed and evaluated. Processing shall be strictly on FIRST COME, FIRST SERVE policy.

7. Documentary Requirements

The documentary requirements are listed below. The application forms/templates are downloadable at <http://agribusiness.da.gov.ph/>, click "Downloadable files" then click "Enhanced Kadiwa Grant Application Forms."

DOCUMENTARY REQUIREMENTS:
1. Letter of Application with attached (a) notarized Board Resolution authorizing the FCA/CBO to apply in the Kadiwa Grant Program and designating its authorized signatories to enter into an agreement with DA, and (b) Organizational Profile (filled-up FFEDIS Enrollment Form).
2. Certificate of Registration from SEC, CDA with Certificate of Compliance or DOLE-BRW; or Housing and Land Use Regulatory Board (HLURB) for Homeowner's Association.
3. Authenticated copy of latest Articles of Incorporation or Articles of Cooperation, showing the original incorporators/organizers and the Secretary's Certificate of Incumbent Officers, together with the Certificate of Filing with the SEC or Certificate of Approval by CDA.
4. Financial reports audited by independent Certified Public Accountant for the past three (3) years preceding the date of proposal application. For FCA/CBO which has been in operation for less than three (3) years, financial reports for the years in operation and proof of previous implementation of similar projects.
5. Disclosure Statement by the FCA/CBO of other related business if any, and extent of ownership therein.
6. Work and Financial Plan and the details of FCA/CBO equity participation to the Project.
7. Project proposal approved and signed by FCA/CBO Officers indicating objectives, direct beneficiaries, business operational plan and financial projections.
8. List and/or photographs of previous similar projects of the FCA/CBO indicating the source of funds for their implementation.
9. Sworn Affidavit of the Secretary of FCA/CBO that none of its incorporators, organizers, directors or officers is an agent of or related by consanguinity or affinity up to the fourth civil degree to the officials of the agency authorized to process and/or approve the proposal, proposed MOA, and the release of funds.