

Frequently asked questions (FAQs) for the Financial Matching Grants under the Zambia for Agroforestry, Biodiversity and Climate (Z4ABC) project



Eligibility

What are the maximum and minimum grant amounts available?

The maximum grant amount is £60,000.
The minimum grant amount is £5,000.
Refer to section 6 of the selection guidelines.

Can land be considered as part of my contribution?

The call for proposals disallows in-kind payments, and only allows cash or cash equivalents. **Refer to section 5.3(g) of the selection guidelines.**

We don't have a presence in the specified districts but have a model that has worked elsewhere. Are we eligible to apply?

Which locations within Lusaka, Eastern and Muchinga can apply?

Will entities with proven models in other provinces but no presence in the specified districts be eligible?

The Z4ABC initiative operates in specific pilot sites in the Eastern, Lusaka and Muchinga provinces. The project is specifically implemented in Lavushimanda and Kanchibiya districts in Muchinga Province. While the project activities should take place within the Lower Zambezi, Luangwa and Nyika corridors, they may also be in other locations if they directly support the Z4ABC pilot sites. **Refer to section 1 of the selection guidelines and section 6 of the call for proposals.**

Are only non-public entities eligible, or can quasi government institutions also participate?

Are individuals eligible to apply, or is this strictly for registered organizations?

Is the current call intended for nonprofit organizations, or is it specifically targeting private business entities?

The call for proposals targets private sector entities, including small and medium enterprises (SMEs), large enterprises, cooperatives, and non-governmental organizations (NGOs) or not-for-profit entities.

Publicly owned entities are not eligible for funding. Applicants must be a registered Zambian-owned entity.

Refer to sections 4.1 and 4.2 of the selection guidelines.

Are organizations outside Zambia eligible to apply, provided they operate locally?

Is an organization that has been operational for less than two years eligible?

Applicants must be a registered Zambian entity and must have been in continuous operation for a minimum of two years at the time of application submission.

Refer to sections 4.1(a) and 4.2(a) of the selection guidelines.

Financial & Organizational Requirements

How can cooperatives that lack audited financials meet the requirements?

What alternative forms of financial documentation are acceptable in place of audited books?

Applicants must submit two years of financial statements, which must include audited accounts from a Zambia Institute of Certified Accountants (ZICA)-accredited accountant. Currently, there are no alternatives to audited financial statements.

Refer to sections 4.1(a) to (g) and 4.2(a) to (e) of the selection guidelines.

How will smaller cooperatives with limited turnover be considered fairly against larger entities?

District community development and women's cooperatives, traditional savings and village banking often lack formal documentation. How will these be considered?

All applicants, including smaller cooperatives, must meet the minimum selection criteria, which include generating a minimum turnover of €5,000 for the last two years.

The applicant is required to have formal documents including Registration Certificate, Tax Clearance Certificate among other requirements. **Refer to section 4.1(g) and section 7 of the selection guidelines.**

Is there support for enterprises with limited management capacity but clear business potential?

Can support for business development management be provided?

Applicants must possess the necessary structures and reporting capacities to enable Z4ABC to monitor the grant effectively. **Refer to section 11.1(b) of the selection guidelines.**

Support for business development will not be provided.

What are considered to be cash equivalents?

Monetary assets and investment with a maturity of <6 months are cash equivalents. These are short-term, highly liquid investments that can be readily converted to cash, with an original maturity of **six (6) months or less** and minimal risk of value changes. **Refer to section 4.1(d) of the selection guidelines.**

Activities & Value Chains

Are applicants restricted to specified value chains (e.g., mushrooms, caterpillars), or can new activities be supported?

Currently, our activities are mostly in mushrooms and caterpillars. If we want to try other activities, will they be funded?

The list of core value chains, such as mushrooms and caterpillars, is not exhaustive. The grant initiative encourages innovation in the non-timber forest products sector. The table in the call for proposals is an example of the activities that can be considered and that the Z4ABC project is currently implementing. Applicants are not restricted to implementing the given examples but are encouraged to innovate within the specified value chains.

Refer to section 5.1 of the selection guidelines.

Are traditional savings groups or informal village banking activities eligible?

Eligibility requirements encourage applications from fully registered and compliant organizations. **Refer to section 4.1 of the selection guidelines**

Application Process

Can applicants submit more than one proposal, either in different value chains or districts?

Are we allowed to submit more than one proposal?

No, applicants cannot submit more than one proposal. **Refer to section 6.2 of the selection guidelines.**

What documents are mandatory for a complete application?

Other than budget and proposal, what other documents need to be attached?

The mandatory documents include the following: a certificate of registration, Tax Clearance Certificate from Zambia Revenue Authority (ZRA), Compliance Certificate from National Pension Scheme Authority (NAPSA), Proof of Registration with the Workers Compensation and Control Board, relevant permits and licences, bank statements for the past three months, financial statements for the past two years, and internal policies or a code of conduct. These documents must be submitted along with the completed proposal and budget templates. **Refer to section 7 of the selection guidelines.**

How long should I wait for the documents after I submit my registration?

Once the registration is submitted, the applicant receives an automated confirmation email within a minute. This email includes the proposal template, budget template and call-for-proposal guidelines to support the preparation of their application. These documents and all other supporting documents should be submitted to z4abc-grants@prospero.co.zm to complete the application process.