



**PNG Women's Business Resource Centre  
Pay It Forward Loan**

**GUIDELINES FOR A SUCCESSFUL APPLICATION**

Please read the following carefully before completing and submitting your application. Your application will be considered by an application review committee therefore we encourage all applicants to provide all necessary and required information to support each application submission.

- i) Applications must be fully completed and submitted within the given application period. This allows your application to be submitted to the relevant review committee and for their decision to be actioned if a grant is to be awarded.
- ii) If you require any guidance or assistance in completing this form, please contact WBRC Manager, Lovelyn Towamwesi who will be delighted to help (please see contact details below).
- iii) Please feel free to supply any additional information which you feel is relevant to and will support your application.
- iv) If your application is unsuccessful, you may be advised why and, if appropriate, notified.
- v) Incomplete applications or failure to supply the required supporting documents will be deemed disqualified by the review committee.

**INSTRUCTIONS:**

- a. Click on the blank line to type responses on this fillable PDF application form
- b. Answer all questions completely
- c. Supporting documents must be in English
- d. Supporting documents do not have to be originals/can be copies
- e. All budget items must be in PNG Kina (PGK Currency)
- f. Keep a copy of the application package for your records

**Note:** Loan applications will not be considered until all the required information is received.  
(Complete application form and all supporting documents).

Please submit completed applications to and or address questions regarding loan applications to WBRC Manager, Lovelyn Towamwesi via email only to [ltowamwesi@cipe.org](mailto:ltowamwesi@cipe.org) strictly before 5pm (PGT) on Friday 12th August, 2022





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# Application Form

**CONTACT INFORMATION:**

Name of applicant:	
Date:	
Sex:	<input type="checkbox"/> Female <input type="checkbox"/> Male
Nationality:	
Type of Business:	<input type="checkbox"/> Formal <input type="checkbox"/> Informal
Name of Business:	
Title/position:	
Registration status:	
IPA Registration #:	
IRC TIN#	
Email address:	
Main telephone number:	
Address of organization:	
Location of project (if different from the location of the organization):	





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**ABOUT THE BUSINESS**

1. When was the business founded and what is the product or service the business sells/provides?

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2. What are the business's goals and objectives?

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3. How many people are members of the business and/or employed by the business?

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4. What kind of funding has the business received so far? Please list past funds or sources of assistance.

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5. How has business been affected by COVID-19?

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6. How would you describe your current business financial status? *Please provide a brief explanation of your current financial position, the company's/business's financial situation in terms of assets and liabilities (loans, etc.) and if possible, details of any shareholder equity.*

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7. Has the business ever received financial assistance from the Australian Government? If yes, please describe.

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## Proposal

### PROJECT DESCRIPTION

1. Name of the business:

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2. Total loan amount: **Note: maximum of PGK 7000 (approximately \$2000 USD)**

3. Provide a summary of how you plan to use the loan funds (one paragraph):

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4. How will this loan strengthen the resilience of your business and help other women?

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5. What are the main goals of this loan? (no more than five)?

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6. How do you plan to spend this loan and when do you plan to complete the spending of the loan? Please provide a timeline

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7. Please select which of these activities will be undertaken by your business to Pay It Forward to another business:

- In-kind donations of your own product or service to a startup/upcoming business
- Offer free marketing/ promote business products or services on your platform
- Host fun events featuring a startups product/service
- Mentoring to a startup or upcoming business
- Lend your expertise in the form of training or coaching
- Job training and/or income training to vulnerable community members

Note: Multiple activities can be undertaken to Pay It Forward to the total value of loan amount.

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8. Describe how the project will impact/enhance your business after its implementation

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9. Project Budget in PGK

Item	Unit Cost	Quantity	Total	Deadline	Description of how the item will be used
<b>Grand Total</b>			<b>K</b>		





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10. Please complete the attached template providing a detailed repayment plan that is in line with the loan requirements.

Refer blank template provided in annex 1.

**SIGNATURE**

I declare that all the information included in this application is true to the best of my knowledge. I understand that giving false information that could lead to fraudulent use of Australian Government funds could result in legal and law enforcement action. By signing this, I commit to paying forward the value of the loan to other businesses and community members to the best of my ability.

Signature of Business owner: \_\_\_\_\_ Date: \_\_\_\_\_



Activity	Unit Cost	Quantity	Total	Deadline	Describe the execution plan for each activity
<b>Grand Total (PGK)</b>					

Activity	Unit Cost	Quantity	Total	Deadline	Describe the execution plan for each activity
Provide training	500.00	4	2000	30/09/2022	Conduct 4 x capacity development trainings. Each training runs for an hour that covers # topics
In-kind donation	1000.00	5	5000	12/08/2022	Donation of 5 x 50kg cocoa bean bags to startup X
<b>Grand Total (PGK)</b>			<b>K7,000.00</b>		