



MATCHING GRANTS PROGRAMME

TBDS - RULES & REGULATIONS

1. Any support offered by the Tanzania Business Development Scheme (TBDS) will be at the sole discretion of the approvals authority.
2. Cost sharing grants will be considered for eligible activities. No recurrent or capital expenditure (e.g. wages, rent) may be supported.
3. The maximum total grant funds that can be provided to any one firm will not exceed US\$ 100,000.
4. All approvals and payments will be subject to the availability of funds.
5. Applications for grants may only be made by
 - a. Companies that are holders of valid registration in Tanzania.
 - b. Companies that manufacture or process a product or supply a tradable service in Tanzania. Private training providers are also eligible. Companies in which business is solely or predominantly that of a trader are not eligible.
 - c. Privately owned companies.
6. Applications for grants must be made and agreed in advance of the proposed activity. Retrospective applications will not be eligible.
7. The approval decision will be made within one month of submission of a complete application and communicated to the applicant within one week of its decision by means of a formal Letter of Approval. The approval is not finalised until a countersigned copy of this letter is received in the TBDS Project Office in Dar es Salaam. It is the obligation of the applicant to confirm such receipt.
8. To be eligible costs must be incurred directly by the applicant. "Costs" incurred by associates, other companies, firms or individuals are not eligible for reimbursement. Costs incurred before the date of receipt of the Letter of Approval in the TBDS Project Office are not eligible.
9. The approved cost sharing activities and the period within which they must be carried out will be stated in the letter of approval/undertaking. Any subsequent changes to the approved activities and the schedule must be approved in writing in advance.
10. Grants will normally be paid retrospectively following completion of the approved activity against adequate evidence of completion and payment. These requirements and verifiable deliverables will be specified in the letter of approval.
11. When grant assisted activities are undertaken over an extended period of time, payment may be retrospective in instalments. Payment will be made against milestones that are specified in the grant application and Letter of Approval.



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12. Applications for support for market visits are to be accompanied by specific itineraries and schedules of meetings with potential buyers or business partners. Where this is not possible, evidence must be shown that adequate research has been undertaken.
13. Responsibility for claiming payments rests with the beneficiary company. Unless claims are made within the specified period, funds may be re-allocated.
14. Payment will be approved following verification by the TBDS of verifiable deliveries and other requirements that the grants were used for the designated activity. All reports or other documentation required for this verification remain the property of the beneficiary company. Should audit requirements demand sight of the original expense receipts or any other documents used to support a claim, the beneficiary enterprise must make the material available.
15. Claims for travel costs must include the cancelled tickets (and boarding passes) for air or surface travel and the grant will be calculated on the basis of fifty percent of the return economy fare or fifty percent of actual expenditure whichever is the lesser.
16. Payment will be only be made to a Tanzanian bank account, owned by and in the name of the beneficiary company.
17. In the event of the applicant company going into liquidation or receivership, or having its character substantially changed before payment, then the cost sharing support may be withdrawn, at the discretion of the approval authority.
18. Approvals and payment will be made in US\$ for all expenditure outside of Tanzania and in Tanzanian Shillings for all expenditure within the country.
19. Payment will only be made for the activities specified in the letter of approval/undertaking. Firms which wish to change these activities must apply in writing in advance. Payment will be made only for changes which have been approved in writing. Retrospective changes will not be considered.
20. Firms must confirm they have not received and will not receive financial support from any other source for those activities to be assisted by the Tanzania Business Development Scheme.
21. The Tanzania Business Development Scheme is the sole point of contact for companies applying to or already participating in the Scheme.
22. Payment of grants will cover a maximum of fifty per cent of the costs of eligible activities (or fifty percent of actual costs whichever is the lesser) listed in the letter of approval.
23. Where a group is making an application for joint assistance, one company must act as leader and co-ordinator and will contract with TBDS on behalf of the group and be responsible for ensuring all conditions are met. Each individual company will submit a business development plan.
24. Where the lead company is a business association, or similar organisation, it should note that any expenditure it incurs is not eligible for grant assistance.



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25. Participants will provide the Tanzania Business Development Scheme with reasonable information to allow it to monitor the results and success due to the Fund and the particular application.
26. Grants recipients must agree to co-operate fully with auditors acting on behalf of the Tanzania Business Development Scheme and to provide them with any information or documentation they require.
27. The Tanzania Business Development Scheme reserves the right to require participants to submit, at their cost, an independent auditor's report on the participants' costs and sales under the Fund should this be required.
28. Participants have the right to withdraw from the Fund at any time.
29. Participants will not engage in any press, media or other public statement about the Tanzania Business Development Scheme without the prior written approval of the Scheme.
30. In the event of any material breach by participants of the Rules and Regulations of the Scheme, the TBDS reserves the right to withhold any further payments due and seek to recover all, or a proportion, of the contributions already made under the Scheme.
31. All grants are subject to these general rules, and to the conditions set out in the individual letter of approval/undertaking.