



2017 TEVET ENTREPRENEUR AWARDS APPLICATION FORM

Name of Applicant(s):

Business Name:

Business category:

Age:

Sex: Male

Female

Please note that the information provided in this application form is strictly confidential and will only be used by the evaluators.

Introduction:

In its quest to inculcate the spirit of Entrepreneurship in the TEVET sector, The TEVET Authority is announcing the 2017 **TEVET ENTREPRENEUR'S AWARDS** with the aim of recognising TEVET entrepreneurs who are running successful enterprises either as a group or as individuals.

Background:

One function of the TEVET Authority is to instill an entrepreneurial culture that promotes self-employment and increases employment opportunities for the youths of Malawi. In order to fulfill this function TEVETA awards various outstanding TEVET entrepreneurs annually as a way of motivating other graduates to opt for entrepreneurship when they finish their studies.

Eligibility:

- Should be carrying out a technical and vocational skills based enterprise in any of the following trades; Carpentry and Joinery, Bricklaying, Automobile Mechanics, Vehicle Body Repair and Refinishing, Motorcycle Mechanics, Painting and Decoration, Woodwork and Machining, Administrative Studies, Printing, Electrical Installation and Electronics, Fabrication and Welding, Refrigeration & Air Conditioning Mechanics, Food Production, Textile & Designing , Plumbing, Fashion Arts and Beauty; Hair Dressing and Massaging, ICT and General Fitting;
- Should have been in business for not less than two years;
- Should have a minimum of three employees;
- Should have identifiable business premises;
- Must be a registered company with the Registrar General;
- Should have a business bank account;
- Should maintain proper financial records;
- Should be a graduate from a TEVET registered institution;
- Should have a TEVET certificate;
- The applicant's business must be legally acceptable by the laws of Malawi; and,
- Should be of Malawian nationality.

Requirements;

- Complete application form.
- Business registration certificate.
- Copy of Identification (passport, driver's license, traffic registration card, voters registration card).
- Copy of a TEVET certificate.
- Clear sketch of map to business premises.
- Proof of employees (i.e. staff register, wage bill).

Evaluation Criteria:

Applicants will be evaluated in the following aspects;

1. **Business Idea:** Rationale behind the business concept, relevance to field of study, innovativeness, value proposition, social, economic and environmental impact.
2. **Business Feasibility:** Business methodology, business linkages, employment creation or skills transfer, future plans, risks, challenges and how you overcome them.
3. **Financial feasibility:** Profitability and clarity of financial records.
4. **Market Feasibility:** Market plan, operation plan, sales forecast/projections and the sales strategy.
5. **Management Feasibility:** Management competencies, applicant's vision and aspirations, past achievements and awards.
6. **Environmental sustainability:** Source of energy , waste disposal and source of raw materials
7. **Regulatory Compliance:** Business license, occupational safety and health, minimum wage and child labour.

Three outstanding entrepreneurs will be awarded and will receive the following prizes:

- First place, a cash prize of K1,000,000.00
- Second place, a cash prize of K500,000.00
- Third place, a cash prize of K300,000.00

All applications should be submitted by 15th April 2017 to:

The Executive Director
The TEVET Authority
TEVETA Secretariat
P/Bag B406
City Centre
Lilongwe 3
Email: tevet@tevetamw.com

For further information call: The Entrepreneurship Development Officer on: 265 01 775 211/245

4) Business Success:

In 250 words or less, describe what makes your company unique, successful and the challenges faced in achieving this success. Include aspects of sales, operation and marketing strategies.

5) Regulatory Compliance

In what ways does your business ensure that it complies with the following?;

Tax:

Occupational Safety and Health:

Minimum wage:

Child Labour:

6) Environmental Sustainability:

In what ways does your business conserve the environment? ;

Source of energy:

Waste Disposal:

8) Achievements and Awards:

List all achievements, awards and the social, economic and environmental impact your business has had on your community, both past and present. You may attach a separate page for the list.

9) Financial Data: List your revenues for the past year.

Asset Value (what is the business worth in MK):

When started _____ Current _____

Recent Year-End
Annual Company Revenue: _____

Less Expenses : _____

Net Profit: _____

Number of Full-Time Employees: _____

Using the template provided on the next page, fill in the cash flow statement from the previous financial year.

