**5M SOLAR CONNECTIONS PROGRAM**

**Business Plan**

[Insert your logo (if applicable]

**[Insert name]**

**[Insert business name]**

**[Insert DD/MM/YY]**

[Insert your business URL (if applicable)]

**Contents:**

1. Business and objectives
2. Company track record
3. Target customers
4. Marketing plan
5. Operational plan
6. Organizational structure
7. Funding
8. Supporting documents

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| --- | --- | --- | --- | --- |
| **1.** **Your business and objectives** | | | | |
| *Briefly describe your business, outlining the different product(s) and/or service(s) you offer:* | | | | |
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| **Objectives:** | | | | |
| *Short term (current year):* | | | | |
|  | | | | |
| *Medium term (next 1 – 2 years):* | | | | |
|  | | | | |
| *Long term (3 years and beyond):* | | | | |
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| **2. Company Track Record** | | | | |
| (*SHS companies only) – please provide an overview of your operational track record*   * *Historic SHS sales* * *Location of SHS sales* * *Product size* * *Product features* | | | | |
|  | | | | |
| *(Minigrid developers only) – provide overview of operational track record*   * *Number of existing mini-grids* * *Installed capacity of exiting mini-grids* * *Details of mini-grid technology* * *Number of customers connected* * *Locations of existing mini-grids* | | | | |
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| **3.Target customers** | | | | |
| **Demographic details**  *Delete any answers not applicable to you and provide some description as relevant.* | | | | |
| **Age** | **Gender** | **Income** | **Types** | **Target regions** |
| * 0 - 5 yrs * 6 - 12yrs * 13 - 17yrs * 18 - 30yrs * 31 - 50yrs * 51yrs + * All ages | * Males * Females * All genders | * N0 - N25,000 * N26,000 - N99,000   N100,000 + | * Individuals * Businesses * Families * Other | * State? * Local Government Area? |
| *How many customers do you estimate/serve in your target regions for this financial year?* | | | | |
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| *Briefly describe your target customers and any other distinguishing features, expanding on any of the areas you have already highlighted above:* | | | | |
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| *Explain your approach to pricing your product(s) and/or service(s):* | | | | |
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| *(SHS companies only) - Provide details of your monthly sales projections over the next three years? Kindly also provide rationale and supporting documentation* | | | | |
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| *(Minigrid developers only) - Provide details of target offtake and associated community agreement for relevant project* | | | | |
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| **4. Marketing Plan** | |
| ***4.1 Sales and Marketing*** | |
| *Please provide an overview of your company’s sales and marketing strategy*   * *For mini-grid developers, please include an overview of your community engagement plan* * *For SHS companies, please an overview of your marketing plan as well as your sales and distribution strategy* | |
|  | |
| **5.** **Operational Plans** | |
| ***4.1 Procurement & Deployment*** | |
| *Please provide an overview of your company’s project deployment plans*   * *For mini-grid developers, please include an overview of your construction plan including timelines, detailed workplan and construction schedule. Provide supporting documentation for Engineering, Procurement and Construction agreements and documentation* * *For SHS companies, please an overview of procurement and/or assembly plan and sales and last mile distribution strategy* | |
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| ***4.2. Payment & Collections*** | |
| *Provide an overview of your current and planned approach to payment and collections and details of any relevant partnerships* | |
|  | |
| ***4.3. Operations & Maintenance*** | |
| * *For mini-grid developers, please provide an overview of your operations and maintenance plan* * *For SHS companies, what are your company’s plans for after-sales support?* | |
|  | |
| ***4.3. Agreement, Licenses & Permits*** | |
| * *For mini-grid developers, please indicate which agreements have been secured with support documents (tick as appropriate)* | |
| * Land lease agreement * Community agreement /PPA * Evidence of payment for NERC permit to operate in the propose location * Evidence of Environmental and Social Impact Assessment (ESIA) for proposed sites * Other (please list below)   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| ***4.4.* Insurance & Warranties:**  (Mini-grid developers) - Please provide a description on any insurance currently in place | |
|  | |
| (SHS companies) – please describe warranties that will be provided to customers | |
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| Describe your company’s localization plans over the next three years | |
|  | |
| Please provide details of two key suppliers or key relationships that are or will be important to running your business: Detail as relevant in the boxes provided below. | |
| **Supplier 1** | |
| Organisation | Relationship status:  *Delete any answers not applicable to you.* |
|  | * No contract/commitment * Contact under negotiation * Project-based arrangement * Contract or retainer in place * Other |
| Services provided | Key terms of the relationship*.* |
|  |  |
| **Supplier 2** | |
| Organisation | Relationship status:  *Delete any answers not applicable to you.* |
|  | * No contract/commitment * Contact under negotiation * Project-based arrangement * Contract or retainer in place * Other |
| Services provided | Key terms of the relationship |
|  |  |

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| **6. Organizational Structure** | | | |
| ***How many staff do you currently employ?*** | | | |
| Full-time |  | Part time |  |
| ***Outline the key staff roles within your business (e.g. job title, responsibilities, key skills):*** | | | |
|  | | | |
| **How many additional staff do you intend to take on in the next 12-months?** | | | |
| Full-time |  | Part-time |  |
| **Describe the key responsibilities and skills you anticipate giving to these new staff:** | | | |
|  | | | |
| **How many additional staff do you intend to take on in the next three years?** | | | |
| Full-time |  | Part-time |  |
| **Describe the key responsibilities and skills you anticipate giving to these new staff:** | | | |
|  | | | |
| **Please provide details on your training plan for staff over the next three years** | | | |
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| **7. Funding** |
| How much funding is your company requesting? |
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| How will the funds be deployed? |
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| **8.** **Supporting Documents** |
| **You can either copy and paste any supporting evidence in this section, or create a bullet point list of any additional supporting items and send them in with your application separately. Any supporting evidence you provide should support and strengthen the claims you have made and help our loan assessment team feel more confident about lending to you.** |
| *General*   * *KYC Documentations including BVN* * *Evidence of local content/backward integration* * *Information memorandum on the company* * *Evidence of NEP pre-qualification approval and documentation* * *Receipt of board resolution to enter into the transaction and application letter detailing the proposed utilization of the loan [a template shall be developed for utilization by loan applicants]* * *Receipt of detailed financial model stating clearly the assumptions of the cash flow* * *Receipt of organizational chart* * *Credit report on the principal promoters of the company/and or companies owned by the principal promoters from a credit bureau.* * *Corporate documentation on the project and corporate search on the principal promoters of the project.* * *Details of the project company/principal promoters banking relationship as well as credit facilities and securities pledged.* * *5-year projected cashflow* * *Three-year audited financial statements and latest management accounts.* * *3-year tax clearance certificate.*   *For mini-grid developers only*   * *Evidence of community agreement/PPA for the offtake of energy generated from the mini grid/exclusivity agreement with community* * *Detailed revenue collection and revenue assurance plans, IT systems for managing collection, bank accounts, etc* * *Receipt of business plan, operational and maintenance plan, detailed work plan and schedule.* * *Evidence of warranties on the distribution and generation assets* * *Evidence of legal mortgage assigning ownership of the mini grid asset to NESI SSL.* * *Evidence of comprehensive insurance noting interest of NESI SSL on the assets.* * *Evidence of contribution of owner’s equity.* * *Proforma invoice of the equipment required for deploying the mini grid.* * *Land agreement and/or right to operate the mini grid in the proposed location.* * *Provision of view rights to collection/vending platform and bank statements* * *Evidence of NERC Registration or payment for permit to operate the mini grid in the proposed location.* * *Evidence of similar projects executed by the company.* * *Engineering, Procurement, Construction agreement and documentations.* * *Evidence of qualification for WBG NEP Mini grid component* * *Evidence of Environmental Social Management Plan for category 2 sites or ESIA for category 1 sites with environmental concerns.* |