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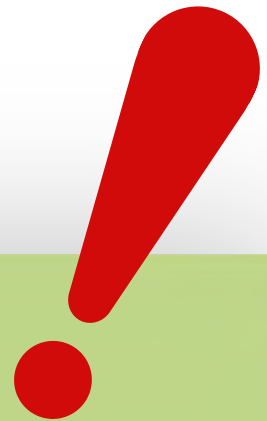
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MGFA Call for Proposals 2026

Matching-Grant Facility for Agribusinesses (MGFA)
Guidelines for Applicants

GUIDELINES FOR APPLICANTS

These Guidelines for Applicants 2026 support filling in the MGFA Application Form that agribusiness should use to apply to the MGFA for matching-grant funding. The Guidelines and Form are to be used in conjunction with the Call for Proposals 2026 (No. 3088/DoF, 26/05/2026) and its Annex, the Overview of MGFA Eligibility Criteria, and Application and Selection Processes.



IMPORTANT NOTICE

→ 1. Please note before using the instructions

Carefully read the Call for Proposals 2026 and its annex, the Overview of MGFA Eligibility Criteria, and Applications and Selection Processes to familiarize yourself with project objectives, eligibility criteria and intended purpose of the matching grant funds and technical support.

→ 2. How to use the Guidelines

The Guidelines follow the structure and numbering of the Application Form. For each numbered question in the Application Form, the Guidelines provide explanation and background. With this explanation and background, please fill in the information in the Application Form to the best of your ability and understanding.

→ 3. Filling in the Application Form

The Application Form should best be filled in using a computer and PDF software. If you prefer to fill in the Application Form in writing, please print out the empty form to write down the information, and use additional paper if space is not enough. When using handwriting, a clear way of writing is required to ensure readability.

→ 4. Supporting documents

The application should be sent together with four supporting documents: 1. Copy of business registration certificate; 2. Copy of the operation permit; 3. Detailed investment budget in Excel; 4. Detailed investment timeline in Excel.

I. BUSINEES INFORMATION



1.1 COMPANY NAME

Please provide the company name as it appears on your business registration certificate issued by the Department of Enterprise Registration and Management of the Ministry of Commerce and Industry. The certificate should include both the Lao and English company names.



1.2 LEGAL FORM

Date of Registration (MoIC):

Please provide the date of issuance as it appears on your business registration certificate by the Department of Enterprise Registration and Management.

Business Registration Number (MoIC):

Please provide the registration number as it appears on your business registration certificate by the Department of Enterprise Registration and Management.

Operation License Number (MAE):

Please provide the operation license number issued by PAEO or DAEO as shown on your operation license document. You may hold different operation licenses; however, this question refers specifically to the license related to your agricultural business activities.

Operations License Date (MAE):

Please provide the date of issuance of your current operation license issued by PAEO or DAEO. Note: Even if your license has been renewed annually, this question refers specifically to the date of your latest issued operation license.

Actual Date of Start of Operations:

Please provide the date when you actually started your agribusiness operations. This date may differ from the date of your operations license or business registration, as your agribusiness activities (e.g. trading, processing) could have started before or after the license was issued.

Establish tax liability & pay due taxes:

Please confirm if the tax authorities have established your agribusiness tax liability and if you have paid due taxes, whether based on profits or by paying a lump-sum tax. Regardless of the system you used, please tick 'Yes' if tax liability was determined and if you have paid due taxes.

Have an approved company stamp:

This question investigates if you have received a certificate of approval to use your company stamp. The certificate confirms your permission to use the stamp.



1.3 COMPANY ADDRESS

This question asks for the address of your company's registered head office, even if your operations are located elsewhere. Please provide an active email and telephone number that can be used for official communication with the MGFA Coordination Unit and project representatives.

I. BUSINEES INFORMATION



1.4 NAME AND CONTACT DETAILS OF BUSINESS OWNERS

This section asks for information about the business owner(s) and company management, including their contact details. Please provide the names of all shareholders. If your company is a joint venture, list all relevant owners and provide the name and contact details of the managing director or manager. If your company is registered as a limited company with no board or committee structure, provide the name of the managing director or owner as shown on the business registration certificate.



1.5 EMPLOYEES

Please mention the number of employees for each category, as follows:

- Full time: means the employees that work 30-40 Hours/week or 130-150Hours per month.
- Part time: means the employees work 2-3 hours/day or work less than 30 hours/week
- Consultant: is person who provides expert advice professionally for your company, Which they offer service per hour or daily.
- Volunteer: means the people that work for your company without being paid and or small subsidy

Compliance with Labor Law:

This section asks about compliance with the Labor Law, e.g. written employment contracts for regular staff; application of minimum wages; leave entitlements; etc.

Compliance with the Law on Social Security:

This section asks about compliance with the Law on Social Security, in particular if your agribusiness is associated with the Lao Social Security Organization and insured its staff there and pays social security contributions for each staff member.

Staff who understands basics of procurement:

This question is to determine whether your company or at least one staff member is aware of or applies procurement procedures applied to ensure purchasing goods or services is done transparently and effectively, e.g. through comparing prices and qualities or conducting a public bidding process.



1.6 BUSINESS LEGAL STRUCTURE

There are the following business legal structures:

- Individual enterprise: A business registered in the name of a person, not a separate limited company.
- Limited company: A legally registered company owned by one or more shareholders, with limited liability.
- State-owned enterprise: A company that is fully or partially owned and operated by government.
- Partnership: A business in the name of two or more people, who share income and assets with equal or different proportions of shares.

I. BUSINEES INFORMATION



1.7 MANAGEMENT OF OPERATIONS

This question is to determine which type of actors are involved in implementation of your agribusiness operations, administration of management.



1.8 MEMBERSHIP OF BUSINESS ORGANIZATIONS

Please indicate any organization or platform of which your agribusiness is a members, such as for example one of the Associations of the Lao National Chamber of Commerce and Industry, a Provincial Chamber of Commerce and Industry, any of the international Chambers or any other.



1.9 GCF POLICY ON PROHIBITED PRACTICES

GCF is the abbreviation for the Green Climate Fund, which is the main funder of the SU-I-GFLM project, including the MGFA. GCF has a Policy to make sure none of the businesses or activities funded by GCF will be involved in any of the behaviors mentioned. Please review the list of prohibited practices and consider if your business is compliant for each of the different prohibited practices.

The second question on GCF's Policy on Prohibited Practices is to learn if your business has an explicit policy in place towards compliance with GCF's Policy.



1.10 ADMIN AND ACCOUNTING SYSTEM

If the accounting system used by your agribusiness is established by and under the Law on Accounting, please tick Yes. If not, please tick No and choose one of the answer provided:

- Use of accounting software: means your business uses software that is specifically designed for admin and accounting purposes but however is not based on the Law of Accounting.
- Use of general software: means your business uses computer to do admin and accounting with general-use software that is not designed for admin or accounting purposes, such as for example MS Word and Excel.
- Other: means your business uses another admin and accounting system, such as in particular a paper base system.
- No admin or accounting system: means your business does not use an organized system to account for all financial and physical business transactions.

I. BUSINESSES INFORMATION



1.11 CORE OF YOUR BUSINESSES MODEL

Through this question we try to understand what the core role is that your business is fulfilling or what the core position is that your business has within the agricultural value chain. Some companies may operate in more than one role or at more than one stage of the value chain. In that case, please tick all relevant options that together generate 80% of your revenue.

On top of ticking boxes, there is room to explain your business model in your own words. Examples of things to highlight how you make income, identify markets and buyers, market, sell, contract, deliver and get paid. Please also highlight aspects of storing, processing, packaging and transportation, and whether you sell inside Laos or export across the border. Kindly also provide names, country of origin and nature of the business of your main buyers, those that together generate at least 80% of your revenue.



1.12 ROLE OF ENVIRONMENTALLY SUSTAINABLE, CLIMATE-FRIENDLY AND/OR DEFORESTATION-FREE AGRICULTURAL PRODUCTION IN YOUR BUSINESS MODEL?

Please, in your own words, describe your current awareness around environmentally sustainable, climate-friendly and/or deforestation-free agricultural production and how, if at all, you have integrated these types of production into your business model.



1.13 CROPS AND VALUE CHAINS

This section tries to understand which crops your business sources or in which value chains it operates in. Please only consider those that together make up 80% of your revenues.

The first question is to see if your business operates in one of the project's value chains mentioned on the project's Whitelist. Please consult the complete overview of Whitelist value chains, which can be found in the Overview of MGFA Eligibility Criteria, and Application and Selection Processes that was issued as part of the Call for Proposals.

The second question asks which crops you source or in which agricultural value chains you operate in. Please only consider those that together make up 80% of your revenues.

The third question asks about how you source crops, if any: Directly from farmers means you have a direct relationship with the farmers you buy from. From farmers through agents means you have agents that work for you to buy and collect crops from farmers. No, from middlemen means you buy from independent middlemen who buy from farmers. No, not at all means you don't source any crops as inputs.

The fourth question asks the number of farmers or farming households your businesses sources crops from.

The fifth question tries to understand if the crops your business sources from farmers have been grown according to climate-friendly and/or deforestation-free practices.

I. BUSINEES INFORMATION



1.14 AREA OF OPERATIONS

This section 14 tries to understand if your business sources crops from farmers that work and operate in any of the project districts. Please consult the complete overview of Project Districts, which can be found in the Overview of MGFA Eligibility Criteria, and Application and Selection Processes that was issued as part of the Call for Proposals. Please indicate all project districts you source crops from.



1.15 TECHNICAL COOPERATION WITH FARMERS

This section tries to understand the nature of the material or technical cooperation that your business has with farmers, if any. Please just tick the box that applies to your situation. Your business may have joint investments in or engagement with farmers' productivity through provision of infrastructure support, inputs, credit and/or technical assistance. If your business does not provide any inputs or services to farmers, or does not source crops from farmers, select NO. Of all services, please tick if you charge the farmers, either through a discounted price for crops supplied or otherwise, or if you provide them for free.



1.16 CONTRACTUAL RELATIONS WITH FARMERS

Section 15 tries to understand the nature of the contractual relation your business has with farmers. The first question is to understand of relations are casual or for structural and for many years. The second question tries to understand if the contract is agreed verbally, in writing or if established via agents that work for your company. Finally, some space is provided to explain the contractual relations in some more detail.



1.17 BUSINESS CERTIFICATION

Please indicate if your business have received any of the listed certifications by ticking the box or the box for NO. In case you have received a type of certification that is not mentioned, please tick that box and describe the type of certification you have received.

I. BUSINESSES INFORMATION



1.18 USE OF BANK ACCOUNT

Please indicate if your agribusiness uses a bank account for financial business transactions and, if so, if the account is in the name of the agribusiness or an individual, the latter as in a personal account.

In case your business does use a bank account, please tick the boxes that describe your business' situation on usage of the bank account, including the percentages of payments received and paid made via bank.

Finally, in case your business would be selected to receive matching-grant funding, there might be the requirement to open a new bank account dedicated to the matching-grant funding only. Kindly indicate if you'd be able and willing to do so.



1.19 MANAGEMENT AND ORGANIZATION

Please use your own words for your description. We try to understand who the business owners and key managers are, their roles and responsibilities, what they do on a daily basis, and what the relations between them are. Similarly, we try to understand who the employees and other people are that work for your business, what their main tasks, background and qualifications are, how long they already work for you etc.



1.20 FINANCIAL STATUS

Please provide a basic up-to-date summary overview of business assets, liabilities, most recent annual revenues and expenditures.

Business assets are considered all assets used for business operations, such as possibly land and building, equipment and machinery, vehicles, inventory, invoices outstanding, money in business bank accounts and cash. If possible, please also indicate total depreciation of assets in operations, or the expected year of renewal of assets. Liabilities are debts, whether debts to suppliers of inputs including farmers, bank loans, or for due installments for purchased equipment, machinery or vehicles. Regarding revenues and expenditures (costs), please provide an overview of the most recent, full year of operations.

II. INVESTMENT PROPOSAL/PROJECT



2.1 PRODUCTIVE ASSETS, INPUTS OR SERVICES TO INVEST IN AND THEIR RESULTS

Please help us understand what the investment is you plan to make by the describing what it is you would like to invest in and what the assets, inputs or services would produce as a result. Please describe the expected results of the investment as broadly as possible, including for example on numbers of farmers to source crops from and amounts or quality of inputs required; changes in production processes of value-add, markets and customers; impact on level or systems of environmentally sustainable production, et cetera. We recommend describing the investment from the perspective of achievement of project objectives.



2.2 BUDGET

We are trying to understand the total amount of funding overall required for your investment and the total amount of eligible expenditures for the investment. The Overview of MGFA Eligibility Criteria, and Application and Selection Processes (the Annex to the Call for Proposals) details which type of investments and expenditures are eligible. We strongly advise careful reading of in particular paragraphs 5.2, 5.3 and 5.4, as they contain important details about what can be included in the investment budget that can be co-funded by the MGFA. You can use the Investment Budget template in Excel provided to support detailing and calculating the budget.

In the Budget Template, in column 2 kindly describe the investment item (what is it that you buy); in column 3 provide price you have to pay for the investment item in actual currency of purchase (what currency is the investment item priced in); in column 4 the amount of VAT due; in column 5 the remaining net price you have to pay for the investment item in actual currency of purchase; in column 6 the exchange rate to calculate the net price for the investment in LAK, which can be found in column 7. In column 8 please provide an indication of the date of the price indication and whether you have received a quotation on paper or just verbally. The budget should include all expenditures required to fund the investment and an indication of those that are eligible. Those expenditures or payments you need to make for the investment that are not eligible can be described in row 5 under Ineligible expenditures involved with investment. When in doubt, we advise to reach out to the MGFA Coordination Unit for support.



2.3 FUNDING OF THE INVESTMENT

If approved by the MGFA Management Team and selected as grantee, any agribusiness will only be reimbursed after it has first paid for the investment. That means that you as agribusiness should have enough funding available to pay for the full investment upfront. This question is for us to understand if you indeed do have such funding available and if it would be necessary to ensure additional external funding first, for example from a bank. Kindly indicate realistically the amount of funding you have available for the investment in LAK.

II. INVESTMENT PROPOSAL/PROJECT



2.4 REQUEST FOR GRANT FUNDING

Kindly indicate the total amount of matching grant funding that you are applying for in LAK. This amount should not be higher than 50% of the total budget for the investment.



2.5 IMPACT ON OPERATIONS, PRODUCTS, MARKETS AND CUSTOMERS

Investment often leads to changes in the core processes of a business. A new product might be produced for which there are different markets or buyers, and different regulations. A new way of marketing and delivery might be designed that might require different means of delivery, transportation and payment. Kindly indicate in your own words what you need as main changes in your business' operations as a result of the planned investment.



2.6 IMPACT ON REQUIRED INPUTS

As a one example, if an investment leads to expansion of production capacity, this might lead to larger demand for crops from farmers as inputs. As another example, in case of business investment in deepening processing capacity, your business might require crops that have been slightly prepared by farmers, for example by peeling, drying or cutting. Please describe in your own words the changes in quantity, quality or regularity in demand for crops or inputs from farmers.



2.7 IMPACT ON THE WHITELIST AGRICULTURAL VALUE CHAIN

The request is to describe how the planned investment will positively impact to the agricultural value chains found on the Whitelist, contribute to mutually beneficial commercial relations with farmers and lead to more environmentally sustainable, deforestation-free agricultural production or otherwise contribute to reduction of forest degradation, deforestation or GHG emissions. Please also explain if or how the investment would contribute to land use change, loss in biodiversity or have any other environmental or social impact. Finally, kindly indicate how many farming households and how many hectares of land will be involved in environmentally sustainable, deforestation-free agriculture relating to your investment.

II. INVESTMENT PROPOSAL/PROJECT



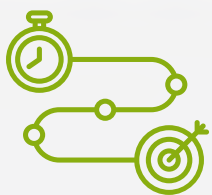
2.8 FINANCIAL PROJECTION

An investment should have an expected positive impact on financial results of the agribusiness. Kindly describe the changes in revenue, expenditure and depreciation of assets you expect as a result of the investment for at least the first 24 months after the investment. What we are most interested in is to see the analysis that is the basis for the prognosis of changes in revenue and costs, including the assumptions underlying the analysis. This could for example relate to (larger) numbers and (higher) prices of items sold, or possible cost reductions, and to what is needed to achieve those benefits



2.9 RISKS AND MITIGATING

Please describe any risks you see to the feasibility of realization of the investment itself and of the expected results for your agribusiness, if any. For each risk factor, kindly provide indication of how you intend to mitigate such risks. The questions you could ask yourself include: 1. What could potentially go wrong (risks); 2. What actions will I take to prevent them from going wrong; 3. What actions will I take if things go wrong (mitigation measures).



2.10 INVESTMENT TIMELINE

Kindly indicate to the best of your ability what exact steps, activities and timelines you see for involved in preparing, procuring and operationalizing the investment, using the Investment Timeline template provided. There can be significant time involved between collecting information and quotations on the investment, purchase, delivery, installation and first use, and finally first sales of newly produced goods.



2.11 CAPACITY BUILDING NEEDS

As you have read, the project offers technical assistance free of charge to agribusinesses that will be selected for matching-grant funding from the MGFA. The assistance will be targeted to the grantee's specific capacity building needs. For this reason we kindly request you to make a careful and honest self-assessment of the capacities you feel your agribusiness need to build most in order to be successful. Please describe these capacity building needs and how you see the most effective way to provide capacity building measures in your own words.

II. INVESTMENT PROPOSAL/PROJECT



2.12 CAPACITY BUILDING ONLY

There always is a chance that your application for matching-grant funding could not be selected. In such case, would you still be interested in receiving technical assistance and business development support, provided by the project free of charge?



2.13 CONDITIONS

This section contains conditions for MGFA applicants and grantees. Kindly review each of them carefully and tick the box in case you can accept and agree to the condition.

