



MINISTRY OF SMALL AND MEDIUM-SIZED ENTERPRISES,
SOCIAL ECONOMY AND HANDICRAFTS

ECONOMIC RECOVERY FUND FOR
THE PRODUCTIVE SECTOR

PRACTICAL
HANDBOOK
FOR SMEs, CRAFTSPEOPLE AND
SOCIAL ECONOMY ORGANISATIONS
TO OBTAIN
DIRECT SUPPORT

September 2020

P R A T I C A L
HANDBOOK
FOR SMEs, CRAFTSPEOPLE AND
SOCIAL ECONOMY ORGANISATIONS
TO OBTAIN
DIRECT SUPPORT



S.E PAUL BIYA

PRESIDENT OF THE REPUBLIC OF CAMEROON

«Many programs exist... Find out about these programs. You must be able to get profit from these programs»

Extract from the Head of State's speech to youth on February 10, 2016





JOSEPH DION NGUTE

PRIME MINISTER, HEAD OF GOVERNMENT



ACHILLE BASSILEKIN III

MINISTER OF SMALL AND MEDIUM-SIZED ENTERPRISES,
SOCIAL ECONOMY AND HANDICRAFTS (MINPMEESA)



This document provides instructions on the steps to be taken by SMEs, craftspeople and Social Economy Organisations to apply through MINPMEESA, for direct support from the «Special National Solidarity Fund for the fight against Coronavirus and its economic impacts». It deals in particular with the eligibility conditions for applicants, the documents to be provided for the composition of the file, the selection procedures of the enterprises and the information relating to their presentation. It is divided into two parts : the first part sets out the terms and conditions for SMEs and the second, those related to craftspeople and Social Economy Organisations.

Achille Bassilekin III

Minister of small and medium-sized enterprises,
Social economy and handicrafts. (MINPMEESA)



PART 1

TERMS AND CONDITIONS FOR SUPPORT TO SMEs





I- ELIGIBILITY REQUIREMENTS

Eligibility for the Funds is determined both by the innate characteristics of the enterprise (size, financial situation) and by its economic development during the Coronavirus pandemic.

Any enterprise that cumulatively complies with the following criteria shall therefore be eligible:

- be a Small Enterprise (SE) or a Medium-sized Enterprise (ME) justifying a legal existence and affiliated to an umbrella organisation;

- operate in sectors that have been strongly impacted by the Coronavirus pandemic, such as the agri-food processing of local products, the digital economy, the production of media for event planning, etc... ; ;

- be in effective and continuous operation since at least the beginning of the 2019 financial year ;

- having recorded, compared to the 2019 financial year, a significant decrease in activity during the period of implementation of government measures to combat the spread of the Coronavirus.



II- LIST OF DOCUMENTS TO PROVIDE

The documents to be provided for the constitution of the file justify the eligibility of the enterprise. These are:

- A stamped application form duly completed and signed by the authorized Official ;

- a copy of the certificate of registration in the Trade and Personal Property Credit Register (RCCM);

- a copy of the tax payer's card ;

- a copy of the receipt of registration with the National Social Insurance Fund (NSIF) ;

- a certificate of exemption for enterprises less than 2 years old and members of an Approved Management Centre (AMC);

- a certificate of bank statement dated less than three (03) months ago;

- a debt-clearance certificate;

- an activity report and the balance sheet for the previous financial year;

- a provisional operating account covering at least one (01) year, specifying the allocation of the resources requested and the expected results;

- a location plan of the enterprise's headquarters;

- a declaration on honour certifying that the enterprise meets the conditions laid down, and that it will authorise the

competent services of MINPMEESA to have access to its accounting documents for the monitoring and evaluation of the activities that have benefited from the Fund's resources.



III- SELECTION PROCEDURES

The selection of enterprises is carried out following a process that includes respectively :

- the call for applications of the Minister of Small and Medium Enterprises, Social Economy and Handicrafts throughout the national territory by radio/press release ;

- the withdrawal of application forms by applicants in the MINPMEESA's regional delegations, central services and website;

- the submission by hands against receipt, of application forms to the MINPMEESA's divisional and regional delegations;

- the pre-selection of candidates by the regional ad hoc committees and the forwarding of files with a reasoned opinion to the «Task Force» housed in the central services of MINPMEESA;

- the consolidation of the results by the «Task Force» and the forwarding of the list of selected Enterprises and their files to MINFI;

- the publication by the Minister of Small and Medium-sized Enterprises, Social Economy and Handicrafts of the list of enterprises definitively selected.



IV- INFORMATION REQUIRED IN THE FORM

The form must provide information on:

- the name of the enterprise;
- the promoter of the enterprise (surname, first name, place of residence, photocopy of the attached ID Card ;

- the enterprise (location, turnover, company name, number of branches or agencies, date of crea-

tion, number of employees, branch of activity, RCCM registration number and tax payer card, telephone contacts and e-mail address);

- the overall amount of the application for support ;

- the estimated amount of losses incurred since the occurrence of the Coronavirus pandemic.;



PART 2

TERMS AND CONDITIONS

FOR SUPPORT TO CRAFTSPEOPLE AND
SOCIAL ECONOMY ORGANISATIONS



I- ELIGIBILITY REQUIREMENTS

(1) The entities that are eligible for the Fund are craftspeople, handicraft enterprises and Social Economy Organisations, without any discrimination whatsoever, which carry out income-generating and job-creating activities, working in the manufacture of craft masks and hydro-alcoholic gels.

(2) For the purposes here of:

a) a self-employed worker who carries out an activity and assumes full responsibility for its running and management, while participating in the work himself, is considered a craftsman;

b) any unit carrying out a handicraft activity employing less than ten (10) employees and making a minimum investment of CFAF one (1) million is considered a handicraft enterprise;

c) The following are considered as Social Economy Organisations:

- cooperatives ;
- associations recognised as being of public utility;
- associations recognised as Social Economy Units;
- mutual insurance companies;
- foundations;

- Economic Interest Groups (EIGs);
- Common Initiative Groups (GIC).

(3) Craftspeople and handicraft enterprises which have met the following conditions are eligible for the Fund:

- be a Cameroonian crafts people or handicraft enterprise ;
- be registered in a Handicraft Communal Office (HCO) for at least three (3) years ;
- be from the textile or cosmetics sector;
- be a member of a professional association, a professional organisation or an inter-professional organisation in the handicraft sector;
- be up to date with its contributions to the tax authorities (in full discharge of tax) and prove that they are members of the National Social Insurance Fund(NSIF);
- have at least three (3) years' seniority in the trade;
- proof of at least three (3) years' payment of the tax at source;
- identify its markets;
- justify, where applicable, training courses relating to Cameroonian standards for the manufacture of face masks (NC2970) or hydro-alcoholic gels (NC2982).

(4) Social Economy Organisations



which have met the following requirements are eligible for the Fund:

- prove their legal existence;
- be a Cameroonian Social Economy Organisation;
- belong to a professional association, a professional organisation or an inter-professional organisation in the Social Economy sector;

-carry out an income-generating and job-creating activity in the manufacture of masks and/or the production of hydro-alcoholic gels;

-justify, where appropriate, training courses relating to Cameroonian standards for the manufacture of barrier masks (NC2970) or hydro-alcoholic gels (NC2982).



II- LIST OF REQUIRED DOCUMENTS

(1) Eligible craftspeople and handicraft enterprises wishing to benefit from Fund's support must submit a file made up of the following documents:

-a stamped application form duly completed and signed by the authorized Official;

-a certificate of communal registration;

-a Certificate of residence issued by the competent authority and certifying that the applicant actually dwells within the jurisdiction of the Council concerned;

-a photocopy of the National Identity Card of the craftsman or manager of the handicraft enterprise concerned;

-a location map;

-images of the production workshop(s);

-a certificate of bank domiciliation;

-a cash flow plan;

-supporting documents of its membership in a crafts people's association;

-samples of face masks or hydro-alcoholic gels produced;

-a presentation of its distribution markets for face masks and hydro-alcoholic gels;

-Photocopies of certificates of participation in Fairs, Shows and International Handicraft Exhibition of Cameroon(SIARC);

-the project document, the expenditure memorandum and the expenditure account of the resources requested;

-a declaration on the honour of the craftspeople or the promoter of the handicraft enterprise authenticating the documents and information provided.



(2) Eligible Social Economy Organisations wishing to benefit from the Fund's support must submit a file made up of the following documents:

- a stamped application form duly completed and signed by the authorized Official;
- the act of creation of the Organisation ;
- photocopies of the texts founding the Organisation (Statutes or any other document in lieu thereof);
- a photocopy of the National Identity Card of the craftsman or manager of the handicraft enterprise concerned;
- a location map;
- images of the production workshop(s);

- a certificate of bank domiciliation;
- a cash flow plan;
- supporting documents of membership in a Social Economy association;
- samples of face masks or hydro-alcoholic gels produced;
- a presentation of its distribution markets for face masks and hydro-alcoholic gels;
- the project document, the expenditure memorandum and the expenditure account of the resources requested;
- a declaration on the honour of the promoter of the handicraft enterprise authenticating the documents and information provided.



III- INFORMATION REQUIRED IN THE FORM

The application form must provide information on :

- the name of the handicraft enterprise or Social Economy Organisation concerned ;
- the promoter of the handicraft enterprise or Social Economy Organisation (surname, first name, place of residence, photocopy of the attached ID Card) ;
- the handicraft enterprise or

Social Economy Organisation (location, turnover, company name, number of branches or agencies, date of creation, number of employees, branch of activity, RCCM registration number and tax card, telephone contacts and e-mail address);

- the overall amount of the application for support ;
- the estimated amount of losses incurred since the occurrence of the Coronavirus pandemic.



IV- SELECTION PROCEDURES

The selection of applicant craftspeople, handicraft enterprises and Social Economy Organisations is carried out following a process described as follows:

- the call for applications of the Minister of Small and Medium Enterprises, Social Economy and Handicrafts throughout the national territory by radio/press release ;

- the withdrawal of application forms by applicants in the MINPMEESA's regional delegations, central services and website;

- the submission by hands against receipt, of application forms to the

MINPMEESA's divisional and regional delegations;

- the pre-selection of candidates by the regional ad hoc committees and the forwarding of files with a reasoned opinion to the «Task Force» housed in the central services of MINPMEESA;

- the consolidation of the results by the Task Force and the forwarding of the list of selected candidates and their files to MINFI;

- the publication by the Minister of Small and Medium-sized Enterprises, Social Economy and Handicrafts of the list of enterprises definitively selected.



V- TERMS AND CONDITIONS OF USE

The support provided is in the form of grants and is intended to meet the needs of

- inputs in order to increase their production and/or improve the quality of their products ;

- technical equipment and/or tools in order to strengthen their technical capacities;

- funding to strengthen the financial capacities of their units.

At the end of the selection process, the beneficiaries of support are required to produce an expenditure account in triplicate addressed to the Minister of Small and Medium-sized Enterprises, Social Economy and Handicrafts.

Yaounde, 04 september 2020

**CENTRE INTERNATIONAL
DE L'ARTISANAT
YAOUNDE
INTERNATIONAL HANDICRAFT CENTRE**

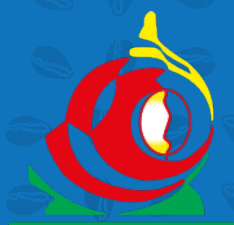


IN ONE VISIT

DISCOVER THE WONDERS OF OUR CULTURE

**VALUED ARTISANAL
PRODUCTION**

**CAMEROONIAN
ECONOMY REBOOSTED**



MINPMEESA

**MINISTRY OF SMALL AND MEDIUM-SIZED ENTERPRISES,
SOCIAL ECONOMY AND HANDICRAFTS**

ECONOMIC RECOVERY FUND FOR THE PRODUCTIVE SECTOR



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