Ministry of Blue Economy, Marine Resources, Fisheries & Shipping  
(Fisheries Division)  

**Project Guidelines**  
(Details to be submitted for any fisheries development project).

1. **Project title**

2. **Background**
   - Fish resources
   - Fishing fleet
   - Processing
   - Aquaculture

3. **Project objectives**
   - Aim of the project – General framework into which the project fits
   - Project rationale – Economic, financial, social benefits
   - Justification of key elements of the project
   - Project strategy

4. **The project**
   - Brief description
   - Location
   - Project components (vessels, ice-plants, equipment etc)
   - Project costs and phasing
   - Project structure, organization and management

5. **Investment & source of financing**
   - Percentage shareholding & name of shareholders
   - Total cost of the project
   - Capital investment breakdown
   - Loans
   - Certificates of incorporation (to be attached)

6. **Employment**
   - Number of fishers to be employed (direct/indirect)
   - Expatriate employment, if any (justify)

7. **Technical aspect**
   - Methodology of fishing operations/fish processing activities/aquaculture activities
   - Number of fishing trips, catch rates/quantity to be processed
   - Technical specifications of boat
   - Technical specifications of infrastructure / machinery, etc
   - Aquaculture – Ponds size, culture period, stocking density, survival rate, weight at harvest, number of floating cages, yield etc.

8. **Marketing**
   - Marketing and sale operations (attach evidence of market source)
   - Sale price and annual turnover
9. Financial appraisal
   - Feasibility and profitability of the project
   - Profit/loss statement
   - Cash flow
   - Forecast
   - Financial analysis (NPV, IRR & payback period, etc)

10. Social and environmental impact.
    - Direct beneficiary of the project
    - Roles of women
    - Training issues
    - Environmental impact

11. Photocopy or scanned copy of the National Identity Card of the promoter(s)

12. Photocopy or scanned copies of the:
    - Company’s Business Registration Certificate;
    - Company’s Certificate of Incorporation

13. Annexes (supporting documents)

NOTES:
- The technical/financial feasibility will be assessed by the Fisheries Division;
- The financial feasibility will be assessed by the DBM for projects financed under its purview or other financing institution; and
- The technical and financial feasibility submitted directly to the BOI will be assessed jointly with the Fisheries Division.
- A covering letter accompanied with the project proposal to be addressed to:

The Permanent Secretary
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(Fisheries Division)
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