

SURVIVAL FUND INFORMATION HANDBOOK - DRAFT

OVERVIEW

The Scheme is a grant to support vulnerable micro and small enterprises in meeting their payroll obligations and safeguard jobs within the MSME space from the shock of the Covid19 Pandemic.

The intention of the Survival Fund is to:

1. Stimulate direct local production in the 36 States of the Federation and the FCT by enabling MSME's in the production sector with funds to stimulate 'post COVID lockdown' off-take products.
2. Augment the payroll obligations of businesses in the Health, production, Education, Hospitality and Food production sectors.
3. Provide 50,000 Naira grants to an additional eligible 100,000 MSMEs.

The anticipated impact of the program is to save over **One Million, Seven Hundred Thousand (1,700,000)** jobs.

Special focus will be given to **45% female owned MSME's** and **5% Special needs owned MSME's** and give grants to self-employed individuals especially **service providers like Bus drivers, Taxi drivers, ride share drivers** and **artisans such as electricians and plumbers**.

To effect meaningful partnership with the states, will liaise with the State Government appointed Focal Persons that will ensure the engagement of MSME's in their regions and states.

These programs are expected to run for an initial period of three (3) months.

1. PAYROLL SUPPORT

Payroll support – This track targets 500,000 individual beneficiaries. The scheme will support their payroll obligations by paying between N50,000 (max) and N30,000 (min) to between 3 (min) and 10 (max) staff for 3 months.

ELIGIBILITY: MSMEs with the following characteristics shall be eligible to participate in the Survival Scheme:

- Registered in Nigeria under the Corporate Affairs Commission
- Nigerian-Owned Business
- Verifiable BVN of business owner
- Minimum of 3 and maximum of 50 employees

Only MSMEs registered on the MIS Platform shall be eligible to participate.

VERIFICATION

- Each MSME shall submit their bank statements showing payroll receipts to their employees for the last 3 months.
- These bank statements shall be verified electronically using the MIS Platform before the employee can be deemed verified for participation in the Survival Scheme.

- Once verified, no changes shall be made to MSME bank account details without PDO's approval
- Employees Bank Verification Numbers shall be verified electronically using the MIS Platform and disbursement shall be made directly to these employees.

The Scheme will also leverage on the following databases of micro and small enterprises.

- Manufacturers Association of Nigeria (MAN)
- Small and Medium Enterprises Development Agency of Nigeria (SMEDAN)
- Nigerian Association of Chamber of Commerce Industry Mines and Agriculture (NACCIMA)
- Nigerian Association of Small and Medium Enterprises (NASME) & Affiliates
- MSME Clinics
- Nigeria Association of Small-Scale Industries (NASSI)
- Nigeria Employers Consultative Association (NECA)
- Bank of Industry (BOI)

2. GENERAL MSME GRANTS

N50,000 Grants to 100,000 MSMEs. This group of beneficiaries is encouraged to take advantage of registration through MSME Associations, registered Business Clusters, Trade Associations and Unions etc.

3. FORMALIZATION SUPPORT (CAC REGISTRATION)

Registration of 250,000 new businesses with the Corporate Affairs Commission (CAC). At no cost to the MSMEs, the FG will commence registration of 250,000 new businesses. The FG will pay CAC N6,000 for each registration.

ELIGIBILITY: Individuals who meet the following criteria be eligible to participate:

- i. Be a Nigerian
- ii. Have a verifiable BVN

4. ARTISAN/ TRANSPORT GRANTS (One off payment of N30,000 to each beneficiary)

The following shall be the categories of self-employed individuals eligible to participate in the Survival Fund Scheme.

- i. Service providers in the transportation sector: Bus drivers, taxi drivers, ride share drivers (Uber, Taxify, etc.)
- ii. Individuals in the above categories who are registered and deemed verified on the MIS Platform will be eligible.
- iii. Beneficiaries are encouraged to register through trade Associations, Unions, Business

Clusters and other MSME Associations and groups. (only registered Associations will be recognized)

The Scheme will work with relevant trade associations to source, identify and verify applicants. These associations include:

- National Union of Road Transport Workers
- State Taxi Drivers Associations
- Mechanic Associations

5. GUARANTEED OFFTAKE SCHEME

The objective of the MSME Guaranteed Offtake Stimulus Scheme is to protect and sustain the income of vulnerable Micro and Small Enterprises by guaranteeing the offtake of their products.

The Scheme will give preference to products produced in reasonably sufficient volumes in each state, which have the proven propensity to create jobs and have a multiplier effect on the surrounding economy.

The suggested products are:

- a) Face Masks
- b) Hand sanitizer
- c) Liquid Soap
- d) Disinfectant
- e) Processed Foods

The beneficiaries of the scheme are micro and small businesses registered in Nigeria. By procuring products with a value of at least N150,000 per business entity. The Scheme will leverage and build on the following databases of micro and small enterprises:

- Manufacturers Association of Nigeria
- Small and Medium Enterprises Development Agency of Nigeria (SMEDAN)
- Nigerian Association of Chamber of Commerce Industry Mines and Agriculture (NACCIMA)
- Nigerian Association of Small and Medium Enterprises (NASME) & Affiliates
- MSME Clinic
- Nigeria Association of Small-Scale Industries (NASSI)
- Nigeria Employers Consultative Association (NECA)
- Bank of Industry (BOI)

MSMEs with the following characteristics will qualify

- Be registered in Nigeria under the Corporate Affairs Commission
- Verifiable BVN of business owner
- Have staff strength of no less than 3 persons
- Be Nigerian owned

ROLES AND RESPONSIBILITIES

a) STATE FOCAL PERSON (37 Persons - 1 each Across the 36 states and the FCT)

Appointed by Respective State Governments

ROLES & RESPONSIBILITIES

- Maintain an open line of communication between the PDO and state governments.
- Create a database of end beneficiaries for distributed items.
- Ensure that items are distributed to identified end beneficiaries.
- Provide any other assistance to the PDO as may be required by the PC.

b) STATE HEAD FIELD OFFICER (37 Persons 1 each Across the 36 states and the FCT)

ROLES & RESPONSIBILITIES

- Assist the PC coordinate the delivery of the project at state level.
- Coordinate the state field assistant on delivery of their roles and responsibilities as assigned by the PC.
- Provide information and quick responses to interested MSMEs.
- Any other function as assigned by the PC.

c) STATE FIELD ASSISTANTS

ROLES & RESPONSIBILITIES

- Help the project delivery office with data sourcing.
- Assist the PDO in monitoring and providing on the spot feedback.

CODE OF CONDUCT

- Officers should not conduct themselves in a way that will erode the integrity of the scheme.
- Officers should not solicit any gratification from beneficiaries for the processing of their application.
- Officers should not grant interviews to the press.
- Officers should be smart, calm and ready to assist beneficiaries at all times.

HANDLING FAQ's

- What are the requirements for the scheme?
- How do I access the website?
- Do I have to know someone?
- Who is eligible to benefit?
- Where do I get information about the scheme?
- How can I apply?
- Where are the state information centers located?
- Is there a registration fee?

FACILITATORS

- **ITF**
- **SMEDAN**
- **BOI**
- **PDO**