



European Progress Microfinance Facility for employment and social inclusion

- MICROCREDIT DIRECT COUNTER-GUARANTEES -

FORM OF APPLICATION FOR GUARANTEE INSTITUTIONS)

Introduction

Decision 283/2010/EU of the European Parliament and of the Council of 25 March 2010 establishes a European Progress Microfinance Facility for Employment and Social Inclusion ("EPMF").

The European Investment Fund ("EIF") has been mandated by the European Union to implement the EPMF through a micro-credit guarantee instrument ("Micro-credit Guarantees") provided to intermediaries in its own name, but on account and risk of the European Union. Details on the implementation of Micro-credit Guarantees by EIF under EPMF will be published in the Official Journal of the European Communities.

For the duration of EPMF, EIF and the European Union, as represented by the European Commission, will select on a continuous basis eligible institutions to become Intermediaries under EPMF.

This notice is addressed and restricted to eligible intermediaries under the EPMF, which must be established and operating in an EU Member State. Eligible intermediaries include public and private financial institutions, microfinance institutions, guarantee institutions, or any other institution authorised to provide micro-credit loans and guarantees on micro-credit loans to micro-enterprises (as defined in [European Commission Recommendation 2003/361/EC](#)), including to self-employed persons having the capacity to operate at national, regional or local level.

Please see (<http://www.eif.org/progress>) for more details.

Application Procedure

Interested institutions should submit an application to EIF to be considered as a possible Intermediary under EPMF. The application should follow the Minimum Information Requirements and should place particular emphasis on:

Expected added value of the funds committed under EPMF for micro-enterprises, including self-employed persons

Details of any public resources available for the institution guarantee activity

Envisaged actions for the implementation and management of EPMF, particularly with regard to its launch (timing, changes to the underlying legal documentation, etc.)

Estimated lending volumes

Envisaged procedures for the data collection and processing for the reporting requirements

Interested institutions should send their application in English to EIF. One copy should be sent to the following address:

European Investment Fund
European Progress Microfinance Facility
Guarantees & Securitisation Team
96, boulevard Konrad Adenauer
L-2968 Luxembourg

An electronic version of the application should be sent to: progress@eif.org

Selection Procedure

Intermediaries will be selected in compliance with EIF's policies, rules, and procedures and in conformity with best business and market practise, avoiding any conflict of interests.

Applications will be considered by EIF for pre-selection, in chronological order of receipt, using professional analysis and judgement.

After a preliminary assessment on whether the application contains sufficient information and after having obtained any additional information needed, EIF will evaluate the proposals according to the criteria set out in the [Project Policy and Operational Guidelines for Micro-credit Guarantees](#) and any other relevant document.

Satisfactory applications will be followed up with on-site due diligence visits. In addition to financial and operational matters, the due diligence meeting will cover points such as the institution's ability to duly inform micro-enterprises and self-employed persons about the EU

support, proposals on how to best market such support, and ability to cooperate with organisations providing further support to final beneficiaries.

Subject to the satisfactory outcome of a due diligence, the EIF shall propose the acceptance of the application to the European Commission. EIF has no obligation to enter into an agreement with a pre-selected institution. The participation of any institution will depend, *inter alia*, on the outcome of the negotiations with the institution and on the budget allocations finally made available by the European Union for EPMF.

The final decision regarding the proposal is taken by the European Commission on behalf of the European Union.

Minimum Information Requirements:

The points below list the headings for the minimum information needed. Please add relevant information that might have an impact on your application

N.B.: All information required below concerning the activity of the applicant institution and its products must be provided, specifically and in detail, for:

1. Loans with a maximum amount less than EUR 25,000;
2. Final loan maturity of at least 3 months; and
3. Micro-enterprises, including self-employed persons, according to the EU Definition (Commission Recommendation 2003/361/EC).

1. INTERMEDIARY'S ACTIVITY

1.1. General: description of your institution (date of establishment, number of employees, shareholders, etc.), legal status, regulatory framework and applicable regulations, rating (if applicable; please add reports of rating agencies to the Application, if available)

1.2. State Aid compliance: documentation evidencing the qualification (private / public scheme) of the product to be covered under the Micro-credit Guarantee with regard to State Aid (notification procedures, aid intensity, etc.)

1.3. Guarantee products offered to cover loans to micro-enterprises and self-employed persons: purpose, maturity of the guarantee, guarantee rate (as % of loan amount), maximum amount, minimum amount etc.

1.4. Geographical area of operation, position in the market: demand for guarantees by the target groups, cover in your area, main competitors

1.5. Branch network: number and size of branches (if applicable)

1.6. Mentoring/training services provided (if applicable please explain what is offered, by whom, at which cost for the client, etc.)

1.7. Prior relationship with the EIF under European Commission Mandate

1.8. Cooperation with other financial institutions or NGOs (e.g. networking, participation in any national or regional microfinance initiatives, etc.)

2. FINANCIAL STANDING

2.1. Annual reports for the last three years (to be annexed to the Application)

2.2. Guarantee capacity: current gearing, maximum gearing limits, solvency ratio, counter-guarantee available, etc.

2.3. Available funds (amount and nature of resources for the guarantee activity): equity funds, risk funds and other provisions to cover outstanding contingent liabilities

3. OPERATING PRINCIPLES

3.1. Credit policy: internal procedures and guidelines

3.1.1. Eligibility criteria: sectors, borrowers (i.e. micro enterprises, start-ups, unemployed people, at risk or vulnerable groups, etc.)

3.1.2. Percentage of loan guaranteed, maximum guarantee amount, minimum guarantee amount, guarantee maturity, collateral requirements (including personal guarantees, etc.)

3.1.3. Risk assessment procedures (internal rating/scoring system): information requested from the borrower or from the Bank about the project to be financed (please also attach a guarantee application form)

3.1.4. Guarantee approval procedures including delegation system

3.1.5. Monitoring (monitoring of payment dates, frequency of contact with the client, early warning system)

3.1.6. Recovery procedures (what steps are taken, when and by whom, length of recovery procedures, are the procedures dealt with in-house or managed by the Bank?)

3.2. Risk management: methods utilised for loss forecasting, provisioning and credit risk management on portfolio level

4. GUARANTEE VOLUMES (over the past 5 years, if available) under the relevant guarantee programme and comparable programmes to a similar target group (by product, purpose, maturity)

4.1. Annual number and volume of new guarantee granted

4.2. Total number and volume of guarantee outstanding at year-end

5. INTEREST RATES AND REMUNERATION

5.1. Pricing policy with regard to guarantees (by product, guarantee rate, maturity, risk categories, up-front fees, etc.)

5.2. Information on calculation of risk related margin

5.3. By whom are fees paid?

6. TRACK-RECORD (for the past 5 years, if available), always with regard to the product to be covered under EPMF and/or comparable programmes to the same target group (if available: by product, purpose, maturity)

6.1. Detailed analysis of defaults incurred:

Net cumulative defaults, with break-down by guarantee portfolio (year of granting of the guarantee): e.g. annual and cumulative defaults incurred with regard to guarantees granted in the years 2006, 2007, etc.

TABLE:

Guarantee details		defaults occurred after 0, 1, 2 ... years					Total defaults in EUR
year of granting	Amount in EUR	0	1	2	3	4	
2006		%	%	%	%	%	
2007		%	%	%	%		
2008		%	%	%			
2009		%	%				
2010		%					
Total defaults in EUR ----->							

6.2. Detailed analysis of losses incurred (defaults net of recoveries occurred on each guarantee):

Net cumulative losses, with break-down by guarantee portfolio (year of granting of the guarantee): e.g. annual and cumulative losses incurred with regard to guarantees granted in the years 2006, 2007, etc.

TABLE:

Guarantee details		losses occurred after 0, 1, 2 ... years					Total losses in EUR
year of granting	Amount in EUR	0	1	2	3	4	
2006		%	%	%	%	%	
2007		%	%	%	%		
2008		%	%	%			
2009		%	%				
2010		%					
Total losses in EUR ----->							

6.3. Average time lags between the granting of the guarantee, the payment default by the borrower and the establishment of the final loss (end of recovery period)

7. PROPOSED MEASURES TO INCREASE ACCESS TO AND AVAILABILITY OF MICROFINANCE UNDER EPMF:

7.1. Proposed product to be covered under EPMF:

Is this a new product? How does it differ from guarantee products already on offer?

Increased access to and availability of microfinance proposed in terms of:

the overall effect on the volume of financing provided to the eligible Final Beneficiaries;

the effect on the volume of financing provided specifically to at-risk groups;

the effect on the financing by the Intermediary in terms of geographical reach

Envisaged guarantee volumes with a Micro-credit Guarantee over a period of 2 years; please provide the basis for such estimate

Implementation strategy: internally (necessary procedures, systems, etc.) and externally (liaising with partners, marketing, etc.). Please also provide an estimate of the expected timing for implementation

7.2. Marketing and Promotion of EU support:

Please provide information on how you would:

- inform micro-enterprises and self-employed persons about the EU support provided for the product to be covered under EPMF
- provide cooperation with organisations engaged in representing the interests of the Final Beneficiaries and with organisations, in particular those supported by the European Social Fund, who provide mentoring and training programmes to the Final Beneficiaries

8. Information Technology Systems

8.1. Ability to comply with the reporting requirements linked to Micro-credit Guarantees