

## **CHECKLIST FOR ACCESSING FINANCE**

In accessing finances there are several things that one needs to adhere to in order to be able to access the required funds from either financial institutions or microfinances.

### **Step 1: SOURCE OF FUNDING**

- **How much do you need for the business?**
- **Where will you get such kind of funds?**
- **What are the other sources for funding your business?**

### **Step 2: QUALIFICATION FOR FUNDING**

- **What are the requirements for accessing such funds?**
- **Have you met the qualifications?**
- **Do you have all the necessary documents?**

### **Step 3: UTILIZATION OF THE FUNDS**

- **How do you plan to use the funds?**
- **Do you have a plan in place for using such funds?**
- **How will you supplement the obtained funds with personal funds?**

### **Step 4: REPAYMENT OF THE OBTAINED FUNDS**

- **Are you supposed to pay back the funds?**
- **What are the conditions for repaying such loans?**
- **Can you meet the condition in time?**
- **Is the repayment plan in place?**
- **How long will you take to repay the loan?**