



Follow-Up Action Plan for PCGS Application

Objective: Ensure timely communication and organization following your application submission for the Presidential Conditional Grant Scheme (PCGS).

Applicant Information

- **Name:** _____
 - **Business Name:** _____
 - **Application Submission Date:** _____
 - **Contact Information:** _____
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Follow-Up Timeline

1. 1 Week After Submission

- **Action: Check Application Status**
- **Notes: Call or email the designated contact to confirm receipt of your application.**

2. 2 Weeks After Submission

- **Action: Prepare Additional Documents**
- **Notes: Gather any additional documents based on the response received.**

3. 3 Weeks After Submission

- **Action: Follow Up Again**
- **Notes: If no response, follow up via email or phone to inquire about the status.**

4. 4 Weeks After Submission

- **Action: Attend Any Scheduled Interviews/Meetings**
- **Notes: Be prepared for any meetings if selected for further evaluation.**

5. 5 Weeks After Submission

- **Action: Receive Grant Decision**
- **Notes: Document the outcome and any feedback from the review board.**

6. 6 Weeks After Submission

- **Action: Post-Decision Follow-Up**
- **Notes: Request feedback if denied. If approved, inquire about next steps for fund disbursement.**

Important Contacts

- **SMEDAN Contact:** _____
- **Bank of Industry Contact:** _____
- **Central Bank of Nigeria Contact:** _____
- **Email for Inquiries:** _____

Action Steps After Approval

- **Review Grant Conditions: Understand any conditions attached to the grant.**
- **Participate in Training: Register for required training programs.**

- **Develop a Fund Utilization Plan:** Create a plan for using the grant funds.
- **Establish Monitoring Metrics:** Identify key performance indicators (KPIs).

Notes/Comments:

