



## ENTERPRISE DEVELOPMENT FUND PROCESS

	 <b>Enterprise Development Fund</b>		
<b>Institution/Organization Name:</b>	<b>County Government of Nyeri</b>		
<b>Affiliations: County Department</b>	<b>Department of Trade Tourism and Co-operative Development</b>		
<b>Economic Sector Alignment:</b>	<b>General Economic and Commerce Affairs</b>		
<b>Big 4 Alignment:</b>			
<b>Accounting Officer:</b>	<b>George Mwangi Muriithi</b>		
<b>Period: FY</b>			
<b>Process Documentation</b>			
<b>Service Name</b>	Enterprise Development Fund Loan Application		
<b>Brief Description</b> Document Purpose/Service			
<b>Document Control:</b> Change Record/ Version Number	Version 1		
<b>Process Owner:</b> Name and Position	Mary Wanjugu Fund Administrator		
<b>Process Writer (s); Name and Position</b>	1. Harrison Ngari- Chief Trade Development Officer 2.		
<b>Process Reviewer (s)</b> Name and Position	1. Monicah Wambui- Principal Co-operative Officer 2.		
<b>STEPS/FLOW/SEQUENCE</b>			
<b>Step</b>	<b>Event/Activity/Action</b>	<b>Time/ No. Of Days</b>	<b>Actor</b>
1.	Call for Applications	1 day	CECM Trade and EDF Board
2.	Receiving of Applications	30 days	Secretariat
3.	Business Visits	7 days	Secretariat
4.	Verification and Appraising of the Applications and Recommendation to the Board	3 days	Secretariat
5.	Verification and Approval of the Applications as Recommended by the Secretariat	1 day	EDF Board
6.	Security Perfection	7 days	Secretariat and Legal Office
(Add rows as necessary)			
<b>EXCEPTIONS TO THE NORMAL FLOWS</b>			

Title	No.	Description	Time	Actor
Trigger 1: e.g., Client provides incomplete form 2: Client Provides inconsistent information	1.	Client is guided on how to fill in the form correctly	10 minutes	Secretariat
	2.	Field visit is conducted to confirm the status	1 day	Secretariat
(if any other, add rows)				

**Process Maps/Visuals**

