## 

## Inclusive Economic Engagement Activity

## Full Grant Application Format

Section 1: The Applicant

|  |  |
| --- | --- |
| **APS Number:** |  |
| **Business name:**(As per registration certificate, in local language) |  |
| Full Name of Applicant: |  |
| Business Address: |  |
| Municipality: |  |
| Phone Number(s): |  |
| E-mail Address: |  |
| Contact Person, Title: |  |
| Contact Person, E-mail address: |  |
| Contact Person, Phone number: |  |
| Year of Business registration: |  |
| Legal status of the Business: |  |
| Registration Number: |  |
| TAX ID Number (fiscal number): |  |
| Primary sectors of the Business’s operation: |  |
| Number of employees: |  |

I hereby certify that the information contained herein and attached hereto is complete and accurate to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner of Business Signature Date

Section 2 – Grant Activity Proposal

**A. Proposed Grant Activity Details**

* Proposed Grant Activity Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Project Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. Executive Summary**

1. *(Please briefly describe the proposed grant activity including its relevance to the Inclusive Economic Engagement Activity, key issues/problems to be addressed, approach to address the identified issues/problems and expected results).*
2. *Please describe who are your customers?* *Who do you sell to?*
3. *Do you have agreements or regular contracts with any company that you usually supply, if yes, please attach it to this application form)?*

**C. Justification and Background**

*(Please provide background on the importance of the grant activity and be specific in describing the key issues/problems that your activity will address. Identify major players associated with the key issues/problems and indicate the roles that they have in the problem solving process.)*

**D. Grant Activity Goal and Objectives**

*(Please state the overall goal of the proposed grant activity and several specific grant activity objectives contributing to the achievement of the goal. Each specific objective should be clearly stated, measurable and attainable during the proposed project timeline. Please list indicators for each specific objective.).*

**E. Gender and Minority Aspects**

*(Please describe how the activity will support women and/or minorities. Explain how women and minorities will be engaged to participate in the activity, how activities will be adjusted to meet their needs. Provide information on how many women and/or minorities will be targeted directly and indirectly through the activity.).*

**F. Expected Results**

*(Please describe the expected results of the proposed grant activities and how they relate to the proposed grant activity goal and objectives. The results should be verifiable, practical and achievable. Please describe both qualitative and quantitative results, provide quantitative data about production, sales, import substitution, job creation, etc.).*

**G. Market Distortion**

*Please clearly define how the potential market distortion will be mitigated. The applicant is expected to demonstrate their readiness to mitigate the potential market distortion which may occur because of financial assistance paid to the business giving the business a competitive advantage over the similar businesses within the value chain.)*

**H. Budget Proposal**

*(Please submit a detailed budget proposal in accordance with the form below. Please indicate your personal Contribution (if any).*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Equipment/tool** | **Quantity** | **Price per quantity** | **Total price** | **Personal Contribution (if any)** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |

Section 3 – Institutional Capacity

**A. Brief description of the Business**

*(Please describe your Business’s mission statement/purpose and the primary technical sectors of your Business’s operation. Briefly describe the level of cooperation with other sectors. Indicate the number of staff employed by your Business.)*

**B. Business’s Experience**

*(Please describe your Business’s experience, skills and knowledge in the technical area of the proposed grant activity. Indicate partnerships and cooperation with other stakeholders that may have led to your success.).*

**C. References (if applicable)**

*(Please list the names and contact information of* ***at least three*** *other donor’s/funding sources that have previously or currently support your Business through direct grants or contracts. Please indicate the project duration and year it was implemented.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Funding Source** | **Contact Person, Name, Title, Email Address, Telephone Number** | **Name of Grant/Project** | **Brief Project Description** | **Project Period of Performance** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**D. Annual Revenue Review**

*(Please indicate your Business’s annual revenue for the last three years.)*

|  |  |
| --- | --- |
| **YEAR** | **ANNUAL REVENUE (EUR)** |
| 2020 |  |
| 2021 |  |
| 2022 |  |

Section 4 – Annexes

Documents which should be submitted together with this application form are mandatory:

* Business Certificate and type of activity
* Copy of Kosovo ID
* List of registered employees from KTA or Pension Fund
* Pictures of the business premises where you do your business activity (or the business premise which you plan to use in your business activity)
* Contractual agreements with any partner, supplier, etc. (if you possess any).
* Detailed technical specification of the equipment requested to be purchased through grant support
* Pictures of the equipment requested to be purchased through grant support
* One offer from any local vendor for the equipment for the price and cost verification purposes, the offer should encompass, technical specification, picture of the equipment and its price.