



Khyber Pakhtunkhwa
Federally Administered Tribal Areas
and Balochistan
Multi-Donor Trust Fund

ECONOMIC REVITALIZATION OF KHYBER PAKHTUNKHWA (ERKP-II) PROJECT

Funded under the Multi Donor Trust Fund (MDTF) for Khyber Pakhtunkhwa and Balochistan

Grant Application Form (Up-gradation Grant)

Date of Submission _____ (To be filled/stamped by PU SMEDA)

Registration No. _____ (To be filled by PU SMEDA with the system allotted number that will be communicated to the applicant through SMS)

Instructions for Applicants:

1. This form is free of cost
2. For assistance in filling of the form please call 091-5254022-23 or email at erkp.project@gmail.com
3. Please go through the Eligibility Criteria (given below) and the Project Brief before applying for the Grant
4. You will receive a registration number from PU-SMEDA through SMS on your mobile number within fifteen working days of submission
5. Please keep the receipt of the courier when you send the grant application for future reference
6. Submission of Application does not make the Project liable to process the case or award a grant.
7. Providing false information or using any unfair means/references may lead to rejection of application and legal proceedings.
8. The Project only awards matching grants on re-imbursement basis that requires a minimum share of 50% by the applicant.

SME ELIGIBILITY CRITERIA

- Applicants are citizen of Pakistan doing legitimate business in Khyber Pakhtunkhwa.
- Applicants are affected directly or indirectly by militancy/natural disasters and/or COVID-19 pandemic between June 2008 and June 2020.
- Each member of the group employs minimum of 3 (including owner) and maximum of 200 individuals (except that businesses owned by women and transgender must employ at least 2 workers (including owner) and maximum of 200 individuals.
- SMEs' businesses began operations on or before May 1, 2019.
- SMEs' have proof of business operations for at least one year.
- SMEs' are not a bank defaulter (except if crisis was the reason for default).
- SMEs' grant application has not been approved/rejected/terminated under ERKP (previously ERKF).
- SMEs' businesses are not on the official negative list (arms and ammunition, explosives, radioactive substances, security printing, alcoholic beverages, etc.)

PERSONAL INFORMATION

Name _____

Gender: Male/Female/Transgender: _____ CNIC No. _____

Father's/Husband's Name _____

Mailing Address: _____

Permanent Address: _____

Phone# _____ Mobile #: (Mandatory) _____

Email (if any): _____

BUSINESS BASIC INFORMATION

Business Name _____

Nature of Business: _____

District of business: _____

Is your business providing education, health and power generation and supply in remote areas?

Number of women employees/owners: _____

Type of Business : Manufacturing Trading Services Other _____

Legal Status: Sole Proprietorship Partnership Private Limited Company
 Other _____

Business Address: _____

Established Since: _____

Detail of Bank account:(Title, Bank, Branch, Account, Date of Opening) _____

NTN (if available) _____

<u>BUSINESS DETAILS</u>	
Items	Value (Rs.) <u>Average for last three years</u>
Land & Building	
Machinery & Equipment	
Others	
Total Fixed Assets	
Raw Materials	
Finished Goods/Trade Goods	
Goods in Process	
Stock in Business	
Others	
Total Working Capital	
Annual Sales	
Annual Expenses	
Net Income	
Number of employees	
Average Employee Salary	
Total Business Investment	
Full Time / Permanent Employees (Number)	
Contractual/Daily Wage Employees (Number)	
Average salary of Full time/Permanent Employees (Rs.)	
Average salary of Contractual/Daily Wage Employees (Rs.)	
Total Employees	
Number of Male Employees	
Number of Female Employees	

Any separate facilities for female employees (provide list):

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

UP-GRADATION PLAN		
Area of Support	Requested Support (Rs.)	Up-gradation Needs
Technological Innovation and Up-gradation / New machinery or equipment		
New Product Development		
Developing/Adopting New Packaging/ Labeling		
BDS Services		
Other (please specify)		
<p>Total Requested Value of Grant: Rs. _____</p> <p>SME's own share (Matching Grant): Rs. _____</p> <p>Total value of Initiative (ERKP Grant + SME Share): _____</p> <p>Expected Impact of Up-gradation:</p> <p>Increase in Sales (in percentage): _____</p> <p>Increase in Profits (in percentage): _____</p> <p>Increase in employees (number): Female _____ Male _____</p> <p>Any type of financial facility/grant previously availed: (1): Yes (2): No</p> <p>If Yes, Facility/Grant availed from: _____</p> <p>Amount of Grant/Loan availed: _____</p> <p>Date of Grant/Loan _____</p> <p>Applicant's signature: _____</p>		

DECLARATION BY THE APPLICANT(S) ON A STAMP PAPER OF Rs100/-

I/(We)_____S/o (W/o)_____ do, hereby, solemnly declare that I/(We) am/(are) neither studying as a full time student in any educational institution nor I/(We) am/(are) working in any Government or Semi Government Organization.

I/ (We) do hereby further declare that I/(We)are/(were) never involved in any criminal activity nor have been convicted by competent court of law and that the information provided is correct to the best of my/(our) knowledge and belief and nothing has been withheld. I/ (We) assure you that the Grant amount will be used only for the purpose and project in question in accordance with the terms and conditions as approved and finalized by the Project, ERKP. In case of misuse of funds, the entire Grant amount, if received, will be liable to be repaid and in case of remaining tranche(s) the grant shall be seized and amount received have to be refunded immediately.

I further testify that I have not availed any sort of grant for the same purpose as requested from any Government organization/NGO/INGO/Donor including ERKP to date

Date & Signatures: _____

LIST OF DOCUMENTS TO BE ATTACHED WITH GRANT APPLICATION

1. Three (3) valid CNIC copies of the applicant dully attested from a gazetted government officer.
2. Three (3) quotations from relevant suppliers (3 different suppliers) for the items to be procured under the ERKF grant support.
3. Application to Project Manager ERKP on business letter head.
4. List of existing assets (machinery, equipment, furniture etc) on business letter head.
5. List of permanent and wage based employees with CNIC copies on business letter head.
6. Simple business plan including business introduction, need for up-gradation, grant money utilization plan and its impacts on business.
7. Proof of business ownership and existence prior to May 1, 2019, at-least one of the following documents;
 - a) Registration with relevant government department (Sales Tax, Income Tax, Industries Department, EOBI, TMA, Labor department and etc (whichever is applicable)
 - National Tax Number (NTN) / Sales Tax Registration Number (STRN)

- In case any of the members is partner in a partnership firm, Form-H and a partnership deed duly registered with registrar of firms.
 - In case of company, Certificate of Incorporation with Security & Exchange Commission of Pakistan (SECP), Form-A & Audited Financial Statements for last three years.
- b) Registration with relevant Chamber/Registered business association
 - c) Bank Account in the name of business; account title, name of bank, account number, and branch address is mandatory.
 - d) Industrial/commercial utility connection in the name of applicant/business
8. Copies of last three months utility (electricity/gas/telephone) bills as proof of business operation (in addition to utility bills attach rent agreements if the business is in rented premises)
 9. Any other document that the applicant may submit in support of this application.

RECEIPT OF APPLICATION SUBMISSION

Received an Application from Mr./Ms. (name, address and telephone no.) _____

_____ for
assistance under Economic Revitalization of Khyber Pakhtunkhwa (ERKP-II) Project for a grant for Up-
gradation

Amount:Rs. _____

Amount in Words Rupees _____

Registration number allotted:

The applicant will be informed about the progress within one month of the receipt of application.

Signature and Stamp

Project Unit, SMEDA

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The Application will be immediately forwarded to the Project Manager, Project Unit, SMEDA, Peshawar.
The Project Unit will inform of any deficiency in 15 days or communicate registration number through
SMS on verified mobile number of the applicant provided in this form..