



Khyber Pakhtunkhwa
Federally Administrative Tribal Areas
and Balochistan
Multi Donor Trust Fund

ECONOMIC REVITALIZATION OF KHYBER PAKHTUNKHWA AND FATA (ERKF-II) PROJECT

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

Grant Application Form (CFC/Cluster Up-gradation Grant)

Registration No. _____

Date of submission: _____

(To be filled by PU SMEIDA)

Instructions for Applicants:

1. This form is free of cost
2. For assistance in filling of the form please call 091-5254022 or email at erkfproject@gmail.com
3. Please go through the Eligibility Criteria (given below) before applying for the Grant
4. Please keep the receipt provided at the time of submission for future reference
5. Submission of Application does not make the Project liable to process the case or award a grant.
6. Providing false information or using any unfair means/references may lead to application rejection.
7. The Project only awards matching grants that requires a minimum share of 50% by the eligible CFC/Cluster.

CFC/CLUSTER SME ELIGIBILITY CRITERIA

- CFC/Cluster SME owner is a citizen of Pakistan doing business in Merged Areas Districts (Ex- FATA)
- CFC/Cluster SME employs minimum of 3 (including owner) and maximum of 200 individuals (except that businesses owned by women and by returning TDPs in the Merged Areas Districts (Ex-FATA) must employ at least 2 workers (including owner) and maximum of 200 individuals
- CFC/Cluster Group Leader (Partner 1) business began operations on or before May 1, 2014 and the other partner SME's on or before May 1, 2016.
- CFC/Cluster SME has proof that his/her business is operational
- CFC/Cluster SME is not a bank defaulter (except if crisis was the reason for default)
- CFC/Cluster SME has not received/approved/rejected grant under ERKF-I
- CFC/Cluster SME business is not on the official negative list (arms and ammunition, explosives, radioactive substances, security printing, alcoholic beverages, etc.)

APPLICANTS' INFORMATION

(To be filled by applicant)

Partner's Name

Group Leader (Partner No.1): _____

Partner No.2: _____

Partner No.3: _____

Partner No. 1 (Group Leader)

Personal Information		Business Information	
Name		Business Name	
Gender	CNIC	Nature of Business	
Father/Husband's Name		Type of Business <input type="checkbox"/> Manufacturing <input type="checkbox"/> Trading <input type="checkbox"/> Services	
Mailing Address		Legal Status <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Ltd. Company	
Permanent Address		Business Address	
Phone No.	Mobile No.	Established Since	
Email:		Bank Account	
Registration No (Chamber/Association , if applicable)		NTN/TAX No (if applicable)	

Partner No. 2

Personal Information		Business Information	
Name		Business Name	
Gender	CNIC	Nature of Business	
Father/Husband's Name		Type of Business <input type="checkbox"/> Manufacturing <input type="checkbox"/> Trading <input type="checkbox"/> Services	
Mailing Address		Legal Status <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Ltd. Company	
Permanent Address		Business Address	
Phone No.	Mobile No.	Established Since	
Email:		Bank Account	
Registration No (Chamber/Association , if applicable)		NTN/TAX No (if applicable)	

Partner No. 3

Personal Information		Business Information	
Name		Business Name	
Gender	CNIC	Nature of Business	
Father/Husband's Name		Type of Business <input type="checkbox"/> Manufacturing <input type="checkbox"/> Trading <input type="checkbox"/> Services	
Mailing Address		Legal Status <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Ltd. Company	
Permanent Address		Business Address	
Phone No.	Mobile No.	Established Since	
Email:		Bank Account	
Registration No (Chamber/Association , if applicable)		NTN/TAX No (if applicable)	

CFC/CLUSTER PROJECT'S INFORMATION

Sector _____

Subsector _____

Proposed no of Employment
(Men and Women): Men: _____ Women: _____

Type of CFC Inspection and Testing Processing Any Other (Specify): _____

Project Concept

(please explain (i) the project; (ii) highlighting the issues it will address and the (iii) benefits it will provide to the cluster)

Nature of Purchase

Machinery Stock Services Others

In case of other, please explain : _____

Mode of Payment Directly to Supplier (as re-imbusement) To cluster

	Project's Total Cost	Partners' Share	Project Share
Amount (Rs)			
Percent (%)			
Project's Name:			
Project's Location:			
Detail of Joint Bank Account (Title, Bank, Branch, etc.)			
<i>(To be provided after approval of grant from GRDC)</i>			
Registration No.		NTN/TAX No.	

Note: Registration no with Chamber/Association and NTN/Tax No shall be provided after approval of grant (if applicable)

	Partner SMEs Contribution (Cumulative) Amount (Rs)	Remarks
Land		
Building		
Machinery and equipment		
Stock		
Cash		
Others (specify)		
Total		

DECLARATION BY THE PARTNER SME ON STAMP PAPER OF Rs 200/-

(by CFC/Cluster partner SME)

We, the undersigned do, hereby, solemnly declare that we are not working in any Government or Semi Government Organization.

We do hereby further declare that I/We 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 our knowledge and belief and nothing has been withheld. 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 Donor Agency. In case of misuse of funds, the entire Grant amount, if received, will be liable to be repaid and in case of remaining tranche the grant shall be seized and amount received will be repaid immediately. Providing incorrect information may lead to legal action against the SME.

We further testify that we have not availed any sort of grant from any Govt organization/NGO/INGO/Donor including ERKF to date

	Partner's Name	Signature	Date
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

List of Documents To Be Attached With Grant Application

1. Three attested copies of National Identity Card of partner SMEs applicants
2. Written application/request for grant on business letter head signed by the partners (minimum 2 partners)
3. The nomination of Group Leader for the group signed by all members on a stamp paper of Rs.100/-.
4. Registration letter/certificate of partner applicants from relevant Chamber/Cluster Association (if applicable)
5. Three quotations for CFC on proposed work and machinery.
6. Certificate from EPA (if applicable)
7. NOC from the owners of the company/organization where the machine/equipment will be installed on a stamp paper of Rs.100/- (if applicable)
8. Rent agreement in case the building/premise is rented.
9. MOU between the partner applicant mentioning the project's location, partner roles and responsibilities, working mechanism and the signatories.
10. A letter from DC/AC is mandatory for verifying ownership.
11. eCIB report from all Partner SME applicants from Habib Bank Limited (To be obtained by PU SMEDA)

Business Plan

In addition to the above documents, the applicants must also submit a complete business plan showing project's sustainability, costing and implementation plan with clearly defined milestones (maximum 5 pages).

CFC Group Leader Signature:_____

Date:_____

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RECEIPT OF GRANT APPLICATION SUBMISSION

(Keep this receipt for future record)

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

on ____/____/20____ for assistance under Economic Revitalization of Khyber Pakhtunkhwa
and FATA (ERKF-II) Project for a grant for CFC/Cluster Up-gradation amount's. _____

Amount in Words Rupees _____

Registration number allotted: _____

Signature and Stamp, Project Unit, SMEDA

Project Unit ERKF , Small and Medium Enterprise Development Authority Government of Pakistan
Ground Floor State Life Building The Mall Peshawar Cantt. Tel: 091 5254022-23
Email: erkfproject@gmail.com

For any complaint, contact PMU FATA ERKF Project, Tel No. 091-5200940 or email: info.erkffata@gmail.com