



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 (Cluster 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 Group leader 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](mailto:erkp.project@gmail.com)
3. Please go through the Eligibility Criteria (given below) and the Project Brief before applying for the Grant
4. Please keep the receipt of the courier when you send the grant application 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 rejection of application and legal proceedings.
7. The Project only awards matching grants on re-imbursment basis that requires a minimum share of 50% by the applicants.

#### **SMEs 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 already 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.)

**SECTION I - APPLICANTS' INFORMATION**

Sr. No.	Name of SME	Role
1.		Group Leader
2.		Member
3.		Member
4.		Member
5.		Member

**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.(Mandatory)	Established Since	
Email:		Bank Account: (Number, Title, Branch and bank address)	
Registration No (Chamber/Association)		NTN/TAX No (if applicable)	
Number of employees		Number of female employees	

**Member No. 1**

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.(Mandatory)	Established Since	
Email:		Bank Account: (Number, Title, Branch and bank address)	
Registration No (Chamber/Association)		NTN/TAX No (if applicable)	
Number of employees		Number of female	

		employees	
Member 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.(Mandatory)	Established Since	
Email:		Bank Account: (Number, Title, Branch and bank address)	
Registration No (Chamber/Association)		NTN/TAX No (if applicable)	
Number of employees		Number of female employees	

Member 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.(Mandatory)	Established Since	
Email:		Bank Account: (Number, Title, Branch and bank address)	
Registration No (Chamber/Association)		NTN/TAX No (if applicable)	
Number of employees		Number of female employees	

Member No. 4			
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.(Mandatory)	Established Since	
Email:		Bank Account: (Number, Title, Branch and bank address)	
Registration No (Chamber/Association)		NTN/TAX No (if applicable)	
Number of employees		Number of female employees	

## SECTION II - CLUSTER PROJECT'S INFORMATION

Sector	
Type of project	<input type="checkbox"/> establishing Common Facility Centers (CFCs) <input type="checkbox"/> procurement of machinery/equipment used to fulfill a joint need of the cluster <input type="checkbox"/> building market infrastructures for supporting the marketing of the products of certain SMEs clusters <input type="checkbox"/> developing joint marketing/branding project <input type="checkbox"/> working Capital to fulfill joint needs of a cluster <input type="checkbox"/> raw material pools for ensuring availability and having cost efficiencies <input type="checkbox"/> Inspection and Testing <input type="checkbox"/> Any Other (Specify): _____

Total Requested Value of Grant: Rs. \_\_\_\_\_

SME's own share (Matching Grant): Rs. \_\_\_\_\_

Total value of Initiative (ERKP Grant + SME Share): \_\_\_\_\_

### Expected Impact of Up-gradation:

Increase in Sales (in percentage): \_\_\_\_\_

Increase in Profits (in percentage): \_\_\_\_\_

Increase in employees (number): Female \_\_\_\_\_ Male \_\_\_\_\_

<h3>Project Concept</h3> <p>(please explain (i) the project; (ii) highlighting the issues it will address and the (iii) benefits it will provide to the cluster)</p>
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<b>Nature of Purchase</b>
<ul style="list-style-type: none"> <li>○ Machinery</li> <li>○ Stock</li> <li>○ Services</li> <li>○ Others</li> </ul> <p>Please explain below.</p>
<b>Mode of Payment</b>
<ul style="list-style-type: none"> <li>○ Directly to Supplier (as re-imburement)</li> <li>○ To cluster</li> </ul>

	Project's Total Cost	Group' 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.	

**SMEs Contribution (Cumulative)**

	Amount (Rs)	Remarks
Land		
Building		
Machinery and equipment		
Stock		
Cash		
Others (specify)		
<b>Total</b>		

## SECTION III - DOCUMENTATION

### Declaration by the SMEs

(on Rs. 100 Stamp paper)

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 for the same purpose from any Government organization/NGO/INGO/Donor including ERKP to date

Sr. No.	Member's Name	Signature	Date
1.			
2.			
3.			
4.			
5.			

### List of Documents To Be Attached With Grant Application

Following documents (other than those not applicable on any specific business activity) are mandatory and must be submitted along with grant application.

1. Three photocopies of valid National Identity Card duly attested by gazetted Government Officer.
2. Written application/request for grant to Project Manager ERKP on business letter head of the Group Leader signed by the applicants including the group head
3. Nomination of Group Leader by the applicant SMEs signed by all members on a stamp paper of Rs. 100/-
4. Certificate from EPA for the proposed project (if applicable)
5. Three quotations from relevant suppliers (3 different suppliers) for the items to be procured under the ERKP grant support.
6. NOC from the owners of the company/organization where the machine/equipment will be installed (if applicable) on a stamp paper of Rs. 100/-
7. Rent agreement in case the building/premise is rented.
8. MOU between the partner applicant mentioning the project's location, partner roles and responsibilities, working mechanism and the signatories.

**Documents required for each member/partner separately:**

1. 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 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
2. 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)
3. List of existing machinery/equipment and all assets on business letter head
4. List of existing full time employees with copies of valid CNIC
5. Business Plan, the applicants must also submit a complete business plan showing project's sustainability, costing and implementation plan with clearly defined milestones (maximum 5 pages).
6. Any other document that the applicant may submit in support of this application.

Group Leader Signature: \_\_\_\_\_

Date: \_\_\_\_\_