**USAID Kosovo Investment Promotion and Access to Finance Activity**

**Diaspora Business Growth Fund**

**Annual Program Statement**

**Grant Application**

Section 1: The Applicant

|  |  |
| --- | --- |
| **APS No.:**  | APS-2024-002 |
| **Submission date:** |  |
| **Full legal name of Applicant***(As per registration certificate, in local language)* |  |
| **Address:** |  |
| **Contact person:** |  |
| **Email:** |  |
| **Telephone number:** |  |
| **Web address:**  |  |
| **Applicant legal status:** |  |
| **Year founded:**  |  |
| **Primary sector(s) of operation of Applicant:** |  |
| **Registration number:** |  |
| **Unique Entity Identifier (EUI):** |  |
|  |
| **Grant Activity title:** |  |
| **Grant Activity timeframe:**  |  |

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

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|  |  |  |  |  |
| **Head of Business Entity**  |  | **Signature** |  | **Date** |

Section 2: Grant Activity Proposal

*The Grant Application is submitted by applicants that have successfully received a business loan from registered financial institutions in Kosovo and the loan has been registered with Kosovo Credit Guarantee Fund (KCGF).*

The Grant Application requires applicants to expand in detail on the proposed grant activity, objectives and expected results, including a description of target beneficiaries and stakeholders, a proposed staffing structure, and a detailed grant budget. The Grant Application must not exceed 15 pages. Applications in excess of 15 pages may not be reviewed by Activity.

2.1 Proposed Grant Activity Details

Please provide information on the following:

|  |  |
| --- | --- |
| **Item** | **Description or amount** |
| Proposed grant activity title |  |
| Proposed grant activity description  |  |
| Proposed grant duration |  |
| Estimated funds requested from the Activity (in EUR)  |  |
| Applicant’s proposed leveraged cost contribution (in EUR) |  |
| Total cost of the proposed Activity (in EUR) |  |

2.2 Grant Activity Justification

Provide background on the key issues/challenges of your business to be addressed by the proposed grant activity. Be specific in describing the key issues/challenges that your activity will address. Be specific in describing the way your business intends to address the challenges, the benefits the proposed grant activity will generate and the results it will achieve.

2.3 Grant Activity Goals and Objectives

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

* 1. Main Grant Activity Tasks and Outputs

List the main tasks, deliverables, and outputs for the grant activity, reflecting milestones against which grants funds will be disbursed:

| **Description of main tasks** | **Timing** | **Deliverables/Outputs/Results** |
| --- | --- | --- |
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* 1. Systemic Impact

Describe how the proposed activity will expand the level of investment. Also, describe the extent to which the proposed activity will become sustainable.

* 1. Expected Results

Describe the expected results of the proposed grant activities and how they relate to the proposed grant activity overall goal and specific objectives. The results should be verifiable, practical and achievable. Please describe both qualitative and quantitative results. Describe how the proposed activity’s results contribute to the advancement of the Activity main outcome indicators, as stipulated in Section 8 of the main document, APS-2024-002.

2.7 Beneficiaries, Target Groups and Main Stakeholders

Describe the specific beneficiaries and target groups of your grant activity and all relevant stakeholders.

2.8 Partners

List the main collaborating partners in implementing the grant activity. Such partners are critical to the successful implementation of the grant activity. They may include, but not limited to, private sector companies, government agencies, donor organizations, non-governmental partners, or others. Please briefly describe their specific role in the grant activity, if applicable.

2.9. Proposed Team

List the proposed staffing plan and team members for the implementation of the grant activity. Please elaborate a management plan that outlines the roles and duties of each position ensuring that they correspond to activities listed in the previous sections. Please submit resumes for key personnel involved in implementation.

2.10 Budget Proposal and Budget Narrative

Complete a detailed budget proposal in accordance with the Excel format as provided in the **Annex C**. Please provide a description of the budget that *explains in detail* the proposed costs of the grant activity.

Section 3: Institutional Capacity

3.1 Description of the applicant/organization

Describe your business’ purpose and the primary technical sectors of your business’ operation. Indicate the number of staff employed by your business.

3.2 Applicant’s experience

Describe your business’ experience, skills and knowledge in the technical area of the proposed grant activity. Clearly indicate your business’ recent experience ***relevant*** to the proposed activities, mentioning specific successes achieved. Indicate partnerships and cooperation with other stakeholders that may have led to your success.

3.3 References

List the names and contact information of up to three (3) implemented activities which are similar to the grant activity request. Please indicate the activity duration and year it was implemented. Provision of relevant evidence or references of the implemented activities adds to the credibility of the information provided.

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Person, Name, Title, Email Address, Telephone Number | Name of Implemented Activity  | Brief Description of the Implemented Activity  | Period of Performance |
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Section 4: Annexes

Submit the following annexes with your application:

* A copy of your organization’s legal Registration Certificate.
* Copy of your business’ organizational chart (desirable but optional).
* Copies of CVs of key personnel.

Section 5: Appendices

* See **Annex C**: Budget Format (in Excel format).