

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project

Application Guidelines for PAIDAR – Micro Grants Project

1. The PAIDAR Project

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) is a five-year programme funded by European Union to support the Government of Sindh in implementation of its Poverty Reduction Strategy in five selected districts¹. The long-term objective of PAIDAR project is to contribute to sustainable poverty reduction and improvement of livelihoods of poor women, men, and young people across Sindh province.

The purpose of the PAIDAR project is to support Government of Sindh to implement its Poverty Reduction Strategy as a whole and in particular sub-strategies that aim at:

- A. Fostering economic development, enterprise development, and job creation with the objective of increasing income of the poor women, men and young people; and
- B. Optimize public service delivery to enhance access to livelihood improvement services such as water, electricity, health services and education with the ultimate objectives of both improving living conditions and quality of life and reducing poor household' expenditures that arise as a cost resulting from lack of access to such services and poor living conditions.

2. Micro-Grants Component of the PAIDAR project

To achieve the target of Economic Development, Enterprise Development and Job Creation as sited above, the PAIDAR project will provide technical assistance, capacity building and financial support to a significant number of micro and small enterprises in target RGCs² with the objective to overcome COVID-19 impacts on enterprises, support enterprise development and business development.

To this end, the PAIDAR project will provide Grants to support micro businesses and Small & Medium Enterprises (SMEs) that demonstrate strong potential for enterprise development, income generation, job retention and creation. These can be new business ideas or existing businesses that need resources for expansion and/or innovation.

2.1. Eligibility Criteria to access Micro-Grants

The grants will be given to 'individuals' as well as private sector entrepreneurs/ business firms or companies.

2.1.1. Eligibility Criteria for Individual Applicants

In order to access grant funds under PAIDAR project, the applicant:

- i) must plan to do the business within district Sujawal.
- ii) must be resident of the Sujawal district and possess valid proof of residency i.e., domicile and/or Computerized National Identity Card (CNIC).
- iii) must have a valid National Tax Number.
- iv) Documents of proposed site (Rent Agreement, Lease, ownership, partnership) etc.
- v) must be between the age bracket of 18 to 60 years.
- vi) must be in good physical condition without any mental health issues to manage his/her business independently. Persons with disabilities who are mentally fit are eligible to apply provided this disability does not restrict them from travel & exposure to markets.

¹ These districts include Thatta, Badin, Sujawal, Larkana and Tharparkar.

² Government of Sindh will establish Rural Growth Centers (RGCs) in all the target district as economic hubs to promote business activity and employment creation.

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project

Application Guidelines for PAIDAR – Micro Grants Project

- vii) should preferably be literate to some extent. However potential women entrepreneurs can be exempted from this condition provided they have other educated family members to support documentation & grants related record keeping & reporting.
- viii) should preferably have prior demonstrated experience of running his/her own entrepreneurship. However prospective women applicants who have viable business ideas can be exempted from this condition.
- ix) must have readily available space for setting up businesses in homes or markets or other appropriate places. Applicant will have to give an undertaking that he/she owns the space for setting up business and will not replace business elsewhere within two years of setting up the business.
- x) must present at least two guarantors, one from public sector BPS-14 or above and 2nd should be notable/well reputed person who are ready to give an undertaking and take full responsibility that the applicant will use the grant for intended purposes.
- xi) must either possesses valid and active bank account in his/her name in any scheduled bank and can present a bank statement as proof, OR if bank account does not exist then applicant is ready to open the bank account and fulfil the requirements thereof.
- xii) must be willing to participate in technical assistance & business management orientation sessions to be organized from time to time.

2.1.2. Eligibility Criteria for Private Sector Business Partnerships/ Entities/ Companies

In order to access grants under PAIDAR project, the applicant entities must:

- i) possess viable business within district Sujawal and can provide valid & verifiable proof of having an active business.
- ii) be doing business which is not in the negative list of businesses as explained under section 2.3 of this document.
- iii) not have a large-scale business with a cumulative worth of PKR. 2.5 million (Two Million and Five Hundred Thousand) in the shape of raw material, finished & unfinished products excluding the value of land/ business place.
- iv) must either own a business place or possess valid land lease agreement in the name of business entity/ partnership.
- v) Documents of proposed site (Rent Agreement, Lease, ownership, partnership) etc.
- vi) must have a valid bank account in the name of business entity with joint signatories and can present bank statement as a proof along with application.
- vii) must possess active National Tax Number.
- viii) must be a registered entity under relevant laws of the land with a proof of valid registration.
- ix) must present at least two guarantors, at least one from public sector BPS-14 or above and 2nd should be notable/well reputed person who are ready to give an undertaking and take full responsibility that the applicant will use the grant for intended purposes.

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project
Application Guidelines for PAIDAR – Micro Grants Project

2.2. Potential Business Trades

An indicative list of potential business trades is given below just to give an idea. However, this is not a binding and any new and innovative business idea will be welcomed based on its feasibility:

S. No	Types Potential Business/ Trades for PAIDAR Grant
1	Aquaculture /Farming, Fattening and trading of fish, crab, shrimps, etc.
2	Auto Engineering / Auto Mechanical / Electrical Workshop / Auto Parts Manufacturing, Repair Workshop, Tyre Puncture and Wheel Alignment Workshop, etc.
3	Construction & Material (Bloc Dikka, Tiles & Pavers Manufacturing -cement, marble chips, recycled plastic, etc.)
4	Schools, Training Houses, Skill Development Centers, Computer and Science Labs, etc.)
5	Fitness and Salon (Fitness Centers, Barber Shops, Beauty Parlors, etc.)
6	Production and sale of pulp, sweets, pickles, juices, Ice Cream manufacturing, edible oils, bakery & confectionery products, chocolates, etc., including cold chain businesses)
7	Production and sale of biofuel, biogas, bio-fertilizer/compost, solar system manufacturing, etc.)
8	Manufacturing and Sale of Garments /Handicrafts, Stitching/Tailoring Businesses, Wooden Furniture-beds, cabinets, chairs, etc.)
9	Hospitals, Medical Centers, Clinics, etc. run by certified medical doctors)
10	Hotels, Restaurants, etc.
11	Panaflax / Banner Printing, etc.
12	Laundry
13	Value Chain Industry (e.g., tomato ketchup, chili sauce, etc.)
14	Oil Expeller / Oil Press (Coola)
15	Dal and Other Spices (Masala Jaat) Packaging
16	Plastic Bottle Manufacturing and Other Small Businesses
17	E-Commerce
18	Eco-Friendly Bag Manufacturing (cloth, jute, recycled materials, etc.)
19	Footwear, Sandal, and Shoe Manufacturing
20	Commercial Deep-Sea Fishing Vessel Operation (Fully Loaded Boat)
21	Chips Factory
22	Small Candy Factory
23	Decoration, Catering, and Event Management Services
24	Car Wash Service Station

And many other businesses related to those businesses

2.3. List of Negative Activities

Grants under PAIDAR project cannot be provided for the following businesses:

- i. Infrastructure & construction support grants
- ii. Transportation
- iii. Any type of Cash grant
- iv. Subsistence or consumable grants (Lively hood)

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project

Application Guidelines for PAIDAR – Micro Grants Project

- v. Grants for non-income generating consumables such as appliances etc.
- vi. Agriculture & livestock production (*however grants for value chain development in these two areas are eligible such as cheese production, milk & yogurt business, tomato ketchup & chili businesses, sale/purchase of raw agriculture produce such as vegetables & fruits etc.*)

2.4. Grants funds disbursement mechanism

- i. The grants payment will be made in installments and the number of installments will be determined in consultation with successful grantee and based on the nature of proposed business.
- ii. The payments will be made through approved banking channels
- iii. First payment will be made in advance and last (not exceeding to more than 10% of the total grant amount) will be made upon completion of work and physical verification by NRSP and/or UNIDO officials. Amount of first payment/installment will be decided based on nature of the proposed business and ability of the grantee to handle grant funds.
- iv. First installment will be released after physical verification of the pre-disbursement conditions which will include, but may not be limited to, the following:
 - a. Presence of a valid CNIC and NTN in the case of individual grantees
 - b. Presence of NTN and valid registration under relevant laws of the land in case the grantee is a business firm/ company or partnership
 - c. Documentary evidence of an active bank account in the name of grantee
 - d. Personal guarantee of at least two guarantors, one from public sector BPS-14 or above (serving government official) and 2nd should be notable/well reputed person who are ready to give an undertaking and take full responsibility that the applicant will use the grant for intended purposes.
 - e. Documentary evidence that grantee possesses adequate space for setting up the business. This could be a lease agreement or any other document confirming that grantees own the land/space for setting up business.
 - f. In case grant funds are requested for an ongoing business, provision of a documentary evidence that business exists in the name of grantee (individual or business entity). This can be an undertaking on a legal stamp paper attested by designated rotary public officer.

2.5. How to submit Grant Applications

The eligible grantees should submit duly filled grant applications to NRSP Regional Office Hyderabad on the following address:

To,

Regional General Manager
Grant Application for UNIDO - PAIDAR Project
NRSP Regional Programme Office
Hyderabad – Mirpur Khas Dual Carriage Road
Near Gul Mohar Restaurant
Rahooki, Hyderabad
T: 0303 7772135

Grant Application Template is given in this document in the following sections. Incomplete applications will not be considered for further processes.

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project

Application Guidelines for PAIDAR – Micro Grants Project

3. Grants Fund Application and Proposed Business Plan

The Grant Applications will be different for individual applicants and business entities/firms/partnership.

3.1. Grant Application for Individual Applicants

Please read the application carefully and provide answers to each question. Each section has to be filled properly and carefully. Incomplete and unsigned applications will not be considered for further processing.

3.1.1. The Applicant Information:

درخواست ڏيندڙ جي جان

Name of the Grant Applicant¹: درخواست ڏيندڙ جو نالو		
Is applicant member of any NRSP-organized CO? ڇا درخواست ڏيندڙ اين آر ايس پي جي ڪنهن منظم سي او جو ميمبر آهي		☐ Yes (name of CO _____) ☐ No جيڪڏهن ها ته سي او جو نالو _____ نه ☐
Age of the Applicant (as per CNIC) – years: درخواست ڏيندڙ جي عمر (قومي شناختي ڪارڊ جي مطابق)		
Gender: جنس	Male ☐ مرد Female ☐ عورت Transgender ☐ ٽرانسجينڊر	
Any Physical Disability: ڪنهن قسم جي جسماني معذوري		☒ Yes ☐ No. In case of Yes, brief details of disability: _____ _____ نه ☐ ها ☐ جيڪڏهن ها ته جسماني معذوري جا تفصيل ڏيو _____ _____
Marital status – tick relevant option: ازدواجي حيثيت _ لاڳاپيل حيثيت تي نشان لڳايو		Married ☐ شادي شده Unmarried ☐ غير شادي شده Widowed ☐ بيواه Divorced ☐ طلاق شده
Education level: تعليمي معيار		
Father Name: پيءُ جو نالو		
Spouse Name – if applicable: زال جو نالو جيڪڏهن قابل اطلاق هجي		
CNIC Details: قومي شناختي ڪارڊ جا تفصيل	CNIC Number: قومي شناختي ڪارڊ نمبر	
	Issue date: جاري ٿيڻ جي تاريخ	
	Valid up to: ختم ٿيڻ جي تاريخ	
Whether applicant has a valid NTN Number? ڇا درخواست ڪندڙ وٽ صحيح قومي ٽيڪس نمبر آهي؟		☐ Yes (NTN Number: _____) ☐ No نه ☐ ها صحيح قومي ٽيڪس نمبر آهي؟

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project
Application Guidelines for PAIDAR – Micro Grants Project

Complete Address of the Applicant: درخواست ڪندڙ جو مڪمل پتو		Village Name: _____ Union Council Name: _____ Tehsil/ Taluka Name: _____ District Name: _____ ڳوٺ جو نالو؛ _____ يونين ڪائونسل جو نالو؛ _____ تعلقي جو نالو؛ _____ ضلعي جو نالو؛ _____	
District of Domicile: _____ ڊوميسائل جو ضلعو			
Contact Number of the Applicant: درخواست ڪندڙ جو رابطو نمبر		☐ Cell Number: _____ ☐ Landline Number (if any): _____ موبائل فون نمبر؛ _____ لينڊ لائن نمبر؛ _____ يا بيو ڪو _____	
Emergency Contact Number (other than main contact number of applicant): ايمرجنسي رابطي جو نمبر (درخواست ڏيندڙ جي مکيه رابطي نمبر کان سواءِ)		☐ Cell Number: _____ ☐ Landline Number (if any): _____ موبائل فون نمبر؛ _____ لينڊ لائن نمبر؛ _____ يا بيو ڪو _____	
Details of Next of Kin ² : پنهنجي پاران وارث جا تفصيل	Name: _____ نالو		
	Relationship with Applicant درخواست ڏيندڙ سان تعلق		
	CNIC Number: _____ قومي شناختي ڪارڊ نمبر		
Contact Number: درخواست ڏيندڙ جو رابطو نمبر			
Address (as per CNIC): قومي شناختي ڪارڊ مطابق درخواست ڏيندڙ جو مڪمل پتو		Village Name: _____ Union Council Name: _____ Tehsil/ Taluka Name: _____ District Name: _____ ڳوٺ جو نالو؛ _____ يونين ڪائونسل جو نالو؛ _____ تعلقي جو نالو؛ _____ ضلعي جو نالو؛ _____	

¹ As given on the CNIC

² Can be spouse, father, son/daughter or any other close & blood relative

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project
Application Guidelines for PAIDAR – Micro Grants Project

3.1.2 Proposed Business Details

تجویز کیل کاروبار جا تفصیل

The grant funds can be accessed for both new businesses or already established & running businesses. Please accordingly fill in relevant application.

مالي مدد جو سهڪار ٻنهي، نون کاروبارن يا اڳ ۾ ئي قائم ڪيل ۽ هلندڙ کاروبارن لاءِ ڏني سگهجن ٿا. مهرباني ڪري ان سان لاڳاپيل درخواست ڀريو.

Application for New Business (for Individual Applicants)
 ڏيندڙن لاءِ

نئين کاروبار لاءِ درخواست (انفرادي درخواست)

Name/Type of the Proposed Business ³ : نالو/ تجویز کیل کاروبار جو قسم		
Have you any prior experience of managing similar business in the past? چا توهان وٽ ماضي ۾ ساڳئي کاروبار کي منظم ڪرڻ يا هلائڻ جو اڳوڻو تجربو آهي؟		☐ Yes ☐ No ☐ ها ☐ نه
In case you have prior experience the provide details: جيڪڏهن توهان وٽ اڳوڻو تجربو آهي ته تفصيل فراهم ڪريو	In what capacity you managed this activity in the past? ماضي ۾ توهان ڪهڙي صلاحيت / عهدي ۾ هن سرگرمي کي منظم ڪيو هلايو آهي؟	☐ Owner of the business ☐ Employee ☐ Any other capacity ☐ کاروبار جو مالڪ ☐ ملازم ☐ ٻي يا ٻين ڪنهن شرط تي
	How long you managed this business (years): توهان ڪيترو وقت هن کاروبار کي هلايو (سال):	
	What was the location of this business? هن کاروبار کي هلائڻ جو هنڌ ڪهڙو هو؟	
	Why you left/close that business? توهان اهو کاروبار ڇو ڇڏيو/بند ڪيو؟	
	In case you were an employee, give name & contact details of the owner of that business: ان صورت ۾ جيڪڏهن توهان هڪ ملازم آهيو، ان کاروبار جي مالڪ جو نالو ۽ رابطي جا تفصيل ڏيو	Name: _____ Contact No: _____ نالو: _____ رابطو نمبر: _____
What was your responsibility/role in managing that business? انهي کاروبار کي هلائڻ ۾ توهان جي ذميواري / ڪردار ڇا هو؟		
In case you owned a similar business, do you have any proof? Please attach a copy of the proof جيڪڏهن توهان وٽ ساڳيو کاروبار آهي، چا توهان وٽ ان جو ڪو ثبوت آهي؟ مهرباني ڪري ثبوت جي ڪاپي ڳنڍيو		☐ Yes (details _____) ☐ No. ها ته تفصيل فراهم ڪيو _____ ☐ نه
Have you ever supervised employees to run a business that you are proposing?		☐ Yes (how many? _____) ☐ No.

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project

Application Guidelines for PAIDAR – Micro Grants Project

[illegible]

³ For example, Type shop or Handicraft's shop or Motorbike showroom etc. as the case maybe

⁴ Co-investment from other organizations or financial institutions is now allowed.

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project
Application Guidelines for PAIDAR – Micro Grants Project

Are you proposing a home-based business? ڇا توهان هڪ گهريلو / گهر تي ٻڌل ڪاروبار پيش ڪري رهيا آهيو؟	☐ Yes ☐ No.
If your proposed business is not home based, do you have space/ place to set up the business? جيڪڏهن توهان جو تجويز ڪيل ڪاروبار گهر تي مشتمل نه آهي، ڇا توهان وٽ ڪاروبار قائم ڪرڻ لاءِ جاءِ / جڳهه آهي؟	☐ Yes ☐ No.
In case you have space to set up the business, in which capacity you own or plan to own this space? جيڪڏهن توهان وٽ ڪاروبار قائم ڪرڻ لاءِ جاءِ آهي، توهان ڪهڙي حيثيت ۾ مالڪ آهيو يا ان جاءِ جي مالڪي ڪرڻ جو ڪو منصوبو ٺاهيندا؟	☐ individual owner of the space ☐ joint owner (relation with other owners _____) ☐ جڳهه جي انفرادي مالڪ ☐ گڏيل مالڪ (ٻين مالڪن سان تعلق) ☐ on lease ☐ space belongs to a blood relative/ family member (details _____) ☐ ليز تي ☐ جڳهه رت جي رشتيدار / خاندان جي ميمبر سان تعلق رکي ٿو. (تفصيل ڏيو)
If proposed business is not home-based then give complete address of proposed business site. جيڪڏهن تجويز ڪيل ڪاروبار گهر تي ٻڌل نه آهي ته تجويز ڪيل ڪاروباري جڳهه جو پورو پتو ڏيو	
Will you require skilled & skilled labor to run your business? If yes, how many? ڇا توهان کي پنهنجي ڪاروبار کي هلائڻ لاءِ هنر ۽ هنرمند مزدورن جي ضرورت پوندي؟ جيڪڏهن ها، ڪيترا؟	☐ Yes ☐ No ☐ ها ☐ نه
How will you manage skilled & unskilled labour? توهان هنرمند مزدورن ۽ غير هنرمند مزدورن جي انتظامڪاري ڪيئن ڪندا؟	☐ Family members ☐ Market hiring ☐ خانداني گهر جا آئيندا ☐ مارڪيٽ جي ملازمت وٺندا
Will your business produce require marketing outside district Sujawal? If yes, where? ڇا توهان جي ڪاروبار جي پيداوار کي ضلعي سجاوڙ کان ٻاهر مارڪيٽنگ جي ضرورت پوندي؟ جيڪڏهن ها، ڪٿي؟	☐ Yes _____ ☐ No (locally consumed) ☐ ها ☐ نه (مقامي سطح تي استعمال ٿيندو)
How much monthly profit do you expect to get from the proposed business idea ⁵ ? (PKR) تجويز ڪيل ڪاروباري خيال مان توهان کي ڪيترو مهيني منافع حاصل ڪرڻ جي اميد آهي؟	
Will you require any technical assistance or guidance in managing your proposed business? ڇا توهان کي توهان جي تجويز ڪيل ڪاروبار کي هلائڻ ۾ ڪا ٽيڪنيڪل مدد يا هدايت جي ضرورت پوندي؟	

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project
Application Guidelines for PAIDAR – Micro Grants Project

Grant duration: How much time you need to set up the proposed business upon receipt of first tranche? (months) مالي مدد جي مدت: پهرين قسط جي وصولي تي تجويز ڪيل ڪاروبار قائم ڪرڻ لاءِ توهان کي ڪيترو وقت گهرجي؟		
Do you have at least two guarantors who can give undertaking on legal stamp paper along with post-dated cheques (equivalent to the first tranche of the grant) of their bank accounts that you will use the grant funds only for intended purpose of setting up the business? ڇا توهان وٽ گهٽ ۾ گهٽ ٻه ضامن فراهم ڪندا جيڪي قانوني دستاويز تي لکت ۾ ضمانت ڏئي سگهن ۽ انهن جي بئنڪ اڪائونٽن جو دستخط ٿيل چيڪن (مالي مدد جي پهرين قسط جي برابر) ته توهان مالي مدد جو استعمال صرف تجويز ڪيل ڪاروبار جي مقصد لاءِ ئي استعمال ڪندا؟		☐ Yes ☐ No. ☐ نه ☐ ها
Please provide details of the guarantors مهرباني ڪري ضامنن جا تفصيل ڏيو		
Guarantor No. 1 ضامن نمبر 1		
Name:	نالو؛	
Gender:	جنس؛	
Age – years:	عمر سال ۾؛	
CNIC Number:	قومي شناختي ڪارڊ نمبر؛	
Address as per CNIC:	قومي شناختي ڪارڊ نمبر مطابق پتو؛	
Contact Number:	رابطو نمبر؛	
Occupation:	پيشو	
Bank Account Details: بئنڪ اڪائونٽ جا تفصيل	Bank Name بينڪ جو نالو؛	
	Branch Name: برانچ جو نالو؛	
	A/C Number: اڪائونٽ نمبر؛	
Please provide details of the guarantors مهرباني ڪري ضامنن جا تفصيل ڏيو		
Guarantor No. 2 ضامن نمبر 2		
Name:	نالو؛	
Gender:	جنس؛	
Age – years:	عمر سال ۾؛	
CNIC Number:	قومي شناختي ڪارڊ نمبر؛	
Address as per CNIC:	قومي شناختي ڪارڊ نمبر مطابق پتو؛	
Contact Number:	رابطو نمبر؛	
Occupation:	پيشو	
Bank Account Details: بئنڪ اڪائونٽ جا تفصيل	Bank Name بينڪ جو نالو؛	
	Branch Name: برانچ جو نالو؛	
	A/C Number: اڪائونٽ نمبر؛	

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project
Application Guidelines for PAIDAR – Micro Grants Project

Can you give post-dated cheques of your bank account (equivalent to the first tranche) as a guarantee that grant funds will be used only for intended purposes? ڇا توهان پنهنجي بئنڪ اڪائونٽ جا دستخط ٿيل اڳين تاريخن جا چيڪ ڏئي سگهو ٿا؟ جيڪي مالدد جي (پهرين قسط جي برابر هوندا) هڪ ضمانت جي طور تي ته مالي مدد جي رقم صرف مقرر ڪيل مقصدن لاءِ استعمال ڪئي ويندي؟	☐ Yes ☐ No. ها ☐ نه ☐
Complete mailing address of the applicant along with contact number for correspondence regarding grant application. مالي مدد جي درخواست جي حوالي سان خط و ڪتابت لاءِ درخواست ڏيندڙ جي مڪمل ميلنگ ايڊريس سان گڏ رابطو نمبر؛	

⁵ Appraisal team will work out this during appraisal in collaboration with applicant & his/her family members

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project
Application Guidelines for PAIDAR – Micro Grants Project

Application for Existing/ Established & Running Business (for Individual Applicants)

موجوده / قائم ڪيل ۽ هلندڙ ڪاروبار لاءِ درخواست (انفرادي درخواست ڏيندڙن لاءِ)

Name/ Type of the Business: نالو / ڪاروبار جو قسم	
Nature of business: ڪاروبار جي نوعيت	
Business established since (year): ڪاروبار قائم ٿي ڪيترا سال ٿيا	
Location/ address of the business place: ڪاروبار ڪرڻ جي جڳھ جو پتو	
Relationship of the applicant with this business? هن ڪاروبار سان درخواست ڏيندڙ جو تعلق؟	☐ Sole owner ☐ Partner (% shares _____) ☐ Any other arrangement (_____) ☐ اڪيلو مالڪ ☐ ڀائيوار (%) فيصد حصن ۾ (_____) ☐ ڪو ٻيو بندوبست (_____)
Total estimated value/ worth of the business (raw material, finished & unfinished products, machinery & equipment etc.) excluding value of land – PKR ڪل اثاڻي جو تخمينو/ ڪاروبار جي قيمت (خام مال، تيار ٿيل ۽ اڻپوريون شيون، مشينري ۽ سامان وغيره) سواءِ زمين جي قيمت جي	
Whether applicant owns the business place/ site/ venue? If No, then whether it is on lease/ rent? ڇا درخواست ڪندڙ ڪاروبار جي جڳھ / سائيٽ / جڳھ جو مالڪ آهي؟ جيڪڏهن نه، ته ڇا اهو ليز/ ڪرائي تي آهي؟	☐ Yes ☐ No. _____ ☐ ها ☐ نه _____
How many employees work on this business excluding business owner/ applicant? ڪيترا ملازم هن ڪاروبار تي ڪم ڪن ٿا سواءِ ڪاروباري مالڪ/درخواست ڏيندڙ جي؟	☐ Full time _____(M/F) ☐ Part time _____(M/F) ☐ ☐ پورو وقت _____ مرد _____ عورتون ☐ اڌ وقت (پارٽ ٽائيم) _____ مرد _____ عورتون
What is average monthly turnover (total/ gross income) of the existing business? – PKR موجوده ڪاروبار جو سراسري مهانا واپار (ڪل / مجموعي آمدني) ڇا آهي؟	
What is estimated net monthly profit earned on the business? – PKR ڪاروبار تي حاصل ڪيل خالص مهانا منافعو ڇا آهي؟	

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project
Application Guidelines for PAIDAR – Micro Grants Project

What is the intended purpose for additional grant funds? اضافي گرانٽ فنڊز جو مقصد ڇا آهي؟	☐ Expansion of the same business at same place ☐ Opening new outlets of same business ☐ Introducing new technology & innovation ☐ Any other purpose _____ ساڳئي ڪاروبار کي ساڳئي جڳهه تي وڌائڻ ساڳئي ڪاروبار جا نوان دڪان کولڻ نئين ٽيڪنالاجي ۽ جدت متعارف ڪرائڻ ڪو ٻيو مقصد _____																																			
Grant Funds: How much amount you need to set up a business? (PKR) مالي مدد: توهان کي ڪاروبار قائم ڪرڻ لاءِ ڪيتري رقم جي ضرورت آهي؟	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; padding: 5px;">PAIDAR cost share پائيدار پاران رقم جو حصو؛</td> <td style="width:50%; padding: 5px;">PKR: ----- EUR: -----</td> </tr> <tr> <td style="padding: 5px;">Grantee cost-share درخواست ڏيندڙ پاران رقم جو حصو؛</td> <td style="padding: 5px;">PKR: ----- EUR: -----</td> </tr> <tr> <td style="padding: 5px;">Total قل رقم؛</td> <td style="padding: 5px;">PKR: ----- EUR: -----</td> </tr> </table>	PAIDAR cost share پائيدار پاران رقم جو حصو؛	PKR: ----- EUR: -----	Grantee cost-share درخواست ڏيندڙ پاران رقم جو حصو؛	PKR: ----- EUR: -----	Total قل رقم؛	PKR: ----- EUR: -----																													
PAIDAR cost share پائيدار پاران رقم جو حصو؛	PKR: ----- EUR: -----																																			
Grantee cost-share درخواست ڏيندڙ پاران رقم جو حصو؛	PKR: ----- EUR: -----																																			
Total قل رقم؛	PKR: ----- EUR: -----																																			
What will you/applicant purchase with grant funds to expand the business? Provide details below and also mention indicative cost of each item – PKR: توهان ڪاروبار کي وڌائڻ لاءِ مليل مالي مدد مان ڇا خريد ڪندا؟ هيٺ ڏنل تفصيل مهيا ڪريو ۽ پڻ ڄاڻيل شيون جا نالا، معيار، اندازن رقم، سان تفصيل ڏيو؛																																				
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%;"># نمبر</th> <th style="width:40%;">Item/ Equipment شيون / سامان</th> <th style="width:20%;">Cost per Unit قيمت في عدد</th> <th style="width:15%;">Total Units ڪل عدد</th> <th style="width:15%;">Total Cost ڪل لاڳت/قيمت</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		# نمبر	Item/ Equipment شيون / سامان	Cost per Unit قيمت في عدد	Total Units ڪل عدد	Total Cost ڪل لاڳت/قيمت																														
# نمبر	Item/ Equipment شيون / سامان	Cost per Unit قيمت في عدد	Total Units ڪل عدد	Total Cost ڪل لاڳت/قيمت																																
What is expected raise in your profit with additional funding under PAIDAR ⁶ ? (PKR) پائيدار تحت اضافي مالي مدد سان توهان جي منفعي ۾ واڌ جي توقع ڇا آهي؟	Male: _____ Female: _____ مرد _____ عورتون _____																																			
How much additional employment will your business created with PAIDAR grant funds? پائيدار مالي مدد سان توهان جو ڪاروبار ڪيترو اضافي روزگار پيدا ڪندو؟	Male: _____ Female: _____ مرد _____ عورتون _____																																			
Will you require skilled & unskilled labor to expand the business with PAIDAR grant funds? ڇا توهان کي پائيدار مالي مدد سان ڪاروبار ڇا توهان کي وڌائڻ لاءِ ڪنهن هنرمند مزدورن يا غير هنرمند مزدورن جي ضرورت پوندي؟	☐ Yes ☐ No ها نه																																			
In case you need skilled labor to expand business, from where you will get this from? جيڪڏهن توهان کي ڪاروبار وڌائڻ لاءِ هنرمند مزدورن جي ضرورت آهي، توهان کي اهو ڪٿان حاصل ٿي سگهندا؟	☐ From local market ☐ From outside Sujawal district مقامي بازار مان سجاول ضلعي کان ٻاهر																																			

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project
Application Guidelines for PAIDAR – Micro Grants Project

Do you need technical assistance and training to better manage your current and expanded business? ڇا توهان کي پنهنجي موجوده ۽ وڌايل ڪاروبار کي بهتر طور تي هلائڻ لاءِ ڪا ٽيڪنيڪل مدد ۽ تربيت جي ضرورت آهي؟	☐ Yes ☐ No ها ☐ نه ☐
--	---

⁶ Grant appraisal team will do these calculations with applicant during technical & social appraisal

Grant duration: How much time you need to set up/ expand the proposed business upon receipt of first tranche? (months) مالي مدد جو مدو: توهان کي پهرين قسط جي وصولي تي تجويز ڪيل ڪاروبار کي قائم ڪرڻ/ وڌائڻ لاءِ ڪيترو وقت گهرجي؟	
Do you have at least two guarantors who can give undertaking on legal stamp paper along with post-dated cheques (equivalent to the first tranche of the grant) of their bank accounts that you will use the grant funds only for intended purpose of setting up the business? ڇا توهان وٽ گهٽ ۾ گهٽ ٻه ضامن فراهم ڪندا جيڪي قانوني دستاويز تي لکت ۾ ضامنٽ ڏئي سگهن ۽ انهن جي بئنڪ اڪائونٽن جو دستخط ٿيل چيڪن (مالي مدد جي پهرين قسط جي برابر) ته توهان مالي مدد جو استعمال صرف تجويز ڪيل ڪاروبار جي مقصد لاءِ ئي استعمال ڪندا؟	☐ Yes ☐ No. ها ☐ نه ☐

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project
Application Guidelines for PAIDAR – Micro Grants Project

Please provide details of the guarantors:		مهرباني ڪري ضامنن جا تفصيل ڏيو	
Guarantor No. 1		ضامن نمبر 1	
Name:	نالو؛		
Gender:	جنس؛		
Age – years:	عمر سال ۾؛		
CNIC Number:	قومي شناختي ڪارڊ نمبر؛		
Address as per CNIC:	قومي شناختي ڪارڊ نمبر مطابق پتو؛		
Contact Number:	رابطو نمبر؛		
Occupation:	پيشو		
Bank Account Details:	Bank Name بينڪ جو نالو؛ Branch Name: ٻرآنچ جو نالو؛ A/C Number: اڪائونٽ نمبر؛		
Please provide details of the guarantors:		مهرباني ڪري ضامنن جا تفصيل ڏيو	
Guarantor No. 2		ضامن نمبر 2	
Name:	نالو؛		
Gender:	جنس؛		
Age – years:	عمر سال ۾؛		
CNIC Number:	قومي شناختي ڪارڊ نمبر؛		
Address as per CNIC:	قومي شناختي ڪارڊ نمبر مطابق پتو؛		
Contact Number:	رابطو نمبر؛		
Occupation:	پيشو		
Bank Account Details:	Bank Name بينڪ جو نالو؛ Branch Name: ٻرآنچ جو نالو؛ A/C Number: اڪائونٽ نمبر؛		
Can you give post-dated cheques of your bank account (equivalent to the first tranche) as a guarantee that grant funds will be used only for intended purposes? ڇا توهان پنهنجي بينڪ اڪائونٽ جا دستخط ٿيل اڳين تاريخن جا چيڪ ڏئي سگهو ٿا جيڪي مالدار جي (پهرين قسط جي برابر هوندا) هڪ ضمانت جي طور تي ته مالي مدد جي رقم صرف مقرر ڪيل مقصدن لاءِ استعمال ڪئي ويندي؟		☐ Yes ☐ No. ها نه	
Complete mailing address of the applicant along with contact number for correspondence regarding grant application. مالي مدد جي درخواست جي حوالي سان خط و ڪتابت لاءِ درخواست ڏيندڙ جي مڪمل ميلنگ ايڊريس سان گڏ رابطو نمبر.			

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project

Application Guidelines for PAIDAR – Micro Grants Project

3.2. Grant Application for Joint Businesses (Business Firm/ Company/ Partnership)

Please read the application carefully and provide answers to each question. Each section has to be filled properly and carefully. Incomplete and unsigned applications will not be considered for further processing.

3.2.1. The Applicant Information

Name of the applicant entity:		
Type of organization/ entity:		☐ Partnership ☐ Company/ Corporation ☐ Limited/ Liability Company ☐ Cooperative ☐ Any other type -----
Date of establishment (dd/mm/yyyy)		
Registered under (law):		
Registration date (dd/mm/yyyy)		
Total number of partners/ shareholders in the business entity:		☐ Female ☐ Male ☐ Total: -----
Official/ registered address of the main business place/ site:		
Official/ registered contact number of the entity:		
Contact details of key contact person No. 1:	Name (as per CNIC)	
	Designation	
	CNIC number	
	Residential address (As per CNIC)	
	Cell Number:	
	Landline Number:	
Contact details of key contact person No. 2:	Name (as per CNIC)	
	Designation	
	CNIC number	
	Residential address (as per CNIC)	
	Cell Number:	
	Landline Number:	
Whether applicant has a valid NTN Number?		☐ Yes (NTN Number: _____) ☐ No
How many employees the business entity currently has?		☐ Female ☐ Male ☐ Total: -----

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project

Application Guidelines for PAIDAR – Micro Grants Project

3.2.2. Proposed Business Details

The grant funds can be accessed for both new businesses or already established & running businesses. Please accordingly fill in relevant application.

Application for Newly Proposed Business

Name of the business:		
Business type/ nature:		
Number of proposed business partners/ shareholders:		
Whether business entity/ partnership is lawfully registered?		☐ Yes (attach registration certificate) ☐ No
Whether business entity has a valid NTN number?		☐ Yes ☐ No
Whether business entity has a valid/ viable bank account?		☐ Yes ☐ No
What is title of the bank account?		☐ in the name of business entity (joint account) ☐ in the name of any individual partner
In case bank account is not joint, whether entity is willing to open a new joint bank account in the name of business entity?		☐ Yes ☐ No
Proposed site of the business (complete address)	Village/ Muhallah/ Street	
	Union Council	
	Taluka	
	District	
Whether business entity has any prior experience of running business of same nature in the past?		☐ Yes ☐ No
In case entity or any of its partner/ shareholder possess prior experience of running similar business then provide details:	When was the business established?	
	What was business name/ nature?	
	What was location of the business? (address)	

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project
Application Guidelines for PAIDAR – Micro Grants Project

	For how long this business was managed? (Years)			
	In what capacity this business was managed?			
	Why was that business closed?			
Has business entity or any of its partner ever supervised employees to run a business that you are proposing?		☐ Yes (how many? _____) ☐ No.		
Will the business entity contribute any amount in setting up proposed business (grantee cost? share)? PKR		☐ Yes ☐ No		
In case you are contributing in setting up the business, how will you manage this amount?		☐ From my own sources/ family ☐ Will borrow from external sources ⁹		
Grant Funds: How much amount you need to set up a business? (PKR)	PAIDAR cost share	PKR: ----- EUR: -----		
	Grantee cost-share	PKR: ----- EUR: -----		
	Total	PKR: ----- EUR: -----		
What will you purchase with grant funds to set up the business? Provide details below and also mention indicative cost of each item – PKR:				
#	Item/ Equipment	Cost per Unit	Total Units	Total Cost
Are you proposing a home-based business? ☐ Yes ☐ No.				
If your proposed business is not home based, do you have space/ place to set up the business?		☐ Yes ☐ No.		
In case you have space to set up the business, in which capacity you own or plan to own this space?		☐ business entity owns the space ☐ on lease ☐ Any other arrangement.		
Will you require skilled & skilled labor to run your business? If yes, how many?		☐ Yes ☐ No		
How will you manage skilled & unskilled labour?		☐ Family members ☐ Market hiring		
Will your business produce require marketing outside district Sujawal? If yes, where?		☐ Yes _____ ☐ No (locally consumed)		
How much monthly profit do you expect to get from the proposed business idea ¹⁰ ? (PKR)				
Will you require any technical assistance or guidance in managing your proposed business?		☐ Yes (details) _____ ☐ No		

⁹ Co-investment from other organizations or financial institutions is now allowed.

¹⁰ Appraisal team will work out this during appraisal in collaboration with applicant & his/her family members

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project
Application Guidelines for PAIDAR – Micro Grants Project

How much additional employments will your business create with PAIDAR grant funds?	Male: _____ Female: _____
Grant duration: How much time you need to set up the proposed business upon receipt of first tranche? (months)	
Do you have at least two guarantors who can give undertaking on legal stamp paper along with post-dated cheques (equivalent to the first tranche of the grant) of their bank accounts that your entity will use the grant funds only for intended purpose of setting up the business?	☐ Yes ☐ No.

Guarantor No. 1		
Name:		
Gender:		
Age – years:		
CNIC Number:		
Address as per CNIC:		
Contact Number:		
Occupation:		
Bank Account Details:	Bank Name	
	Branch Name:	
	A/C Number:	

Guarantor No. 2		
Name:		
Gender:		
Age – years:		
CNIC Number:		
Address as per CNIC:		
Contact Number:		
Occupation:		
Bank Account Details:	Bank Name	
	Branch Name:	
	A/C Number:	

Please provide details of the guarantors	
Can you give post-dated cheques of your joint bank account (equivalent to the first tranche) as a guarantee that grant funds will be used only for intended purposes?	☐ Yes ☐ No.
Complete mailing address of the applicant along with contact number for correspondence regarding grant application.	

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project
Application Guidelines for PAIDAR – Micro Grants Project

Application for Existing/ Established & Ongoing Business

Name of the business:		
Business type/ nature:		
Number of existing business partners/ shareholders:		
Year of the establishment of this business?		
What is age of the business? (years/ months)		
Whether business entity/ partnership is lawfully registered?		☐ Yes (attach registration certificate) ☐ No
Whether business entity has a valid NTN number?		☐ Yes ☐ No
Whether business entity has a valid/ viable bank account?		☐ Yes ☐ No
What is title of the bank account?		☐ in the name of business entity (joint account) ☐ in the name of any individual partner
In case bank account is not joint, whether entity is willing to open a new joint bank account in the name of business entity?		☐ Yes ☐ No
Provide complete address of the existing business place.	Village/ Muhallah/ Street	
	Union Council	
	Taluka	
	District	
How many skilled and unskilled Labourers are employed currently?		Male: _____ Female: _____
What is total value of the existing business? (finished & unfinished products, raw material, equipment etc.)		
Will the business entity will contribute any additional amount in setting up proposed business (grantee cost share)? PKR		☐ Yes ☐ No
If business entity is contributing additional amount from its own sources, then provide details:	Approximately how much amount will be contributed? PKR	
	How this contribution will be pooled?	☐ contributed by business owners ☐ will borrow from external sources ¹¹
What is the intended purpose for additional grant funds?		☐ Expansion of the same business at same place ☐ Opening new outlets of same business ☐ Introducing new technology & innovation ☐ Any other purpose _____
How many additional employments will this business generate after PAIDAR funding?		Male: _____ Female: _____ Total: _____
Grant Funds: How much additional amount is needed for the business? (PKR)	PAIDAR cost share	PKR: ----- EUR: -----
	Grantee cost-share	PKR: ----- EUR: -----
	Total	PKR: ----- EUR: -----

¹¹ Co-investment from other organizations or financial institutions is now allowed.

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project
Application Guidelines for PAIDAR – Micro Grants Project

What will you purchase with grant funds to expand the business? Provide details below and also mention indicative cost of each item – PKR:

#	Item/ Equipment	Cost per Unit	Total Units	Total Cost

What is expected raise in your profit with additional funding under PAIDAR ¹² ? (PKR)	
Will you require skilled & unskilled labour to expand the business with PAIDAR grant funds?	☐ Yes ☐ No
In case you need skilled labour to expand business, from where you will get this?	☐ From local market ☐ From outside Sujawal district
Do you need technical assistance and training to better manage your current and expanded business?	☐ Yes ☐ No
Grant duration: How much time you need to set up/ expand the proposed business upon receipt of first tranche? (months)	
Do you have at least two guarantors who can give undertaking on legal stamp paper along with post-dated cheques (equivalent to the first tranche of the grant) of their bank accounts that your entity will use the grant funds only for intended purpose of setting up the business?	☐ Yes ☐ No.

Guarantor No. 1

Name:		
Gender:		
Age – years:		
CNIC Number:		
Address as per CNIC:		
Contact Number:		
Occupation:		
Bank Account Details:	Bank Name	
	Branch Name:	
	A/C Number:	

Please provide details of the guarantors

Guarantor No. 2

Name:		
Gender:		
Age – years:		
CNIC Number:		
Address as per CNIC:		
Contact Number:		

¹² Grant appraisal team will do these calculations with applicant during technical & social appraisal

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project

Application Guidelines for PAIDAR – Micro Grants Project

Occupation:		
Bank Account Details:	Bank Name	
	Branch Name:	
	A/C Number:	
Can you give post-dated cheques of your joint bank account (equivalent to the first tranche) as a guarantee that grant funds will be used only for intended purposes?		☐ Yes ☐ No.
Complete mailing address of the applicant along with contact number for correspondence regarding grant application.		

4. Processing of the Grant Applications

- i. Grants applications that are complete in all respect will be logged in the database and acknowledgement letter will be issued to the concerned applicant.
 - Incomplete applications will be rejected and regret letters will be sent to concerned applicants. Such applications will not be processed further.
- ii. NRSP will undertake an initial screening, including background checks, of the grant applicant and the proposed business idea or ongoing business by visiting the applicant and interacting with all concerned – local communities, family members, verification from bank about, registration details of business entities, NTN number etc.
 - Ineligible applicants and/or those having weak & technically unfeasible business ideas will be sent regret letters.
 - Applicants which require higher amount of grant funds will be referred to other grant windows of the PAIDAR project for SMEs.
- iii. Technical & social appraisal of the eligible proposed business idea will be conducted at the field/ grassroots level and necessary changes/ adjustments will be made in the technically sound newly proposed business plans or existing businesses.
- iv. NRSP will establish a Grants Review & Technical Evaluation Committee (GR-TEC) to review, evaluate and finalize the technically feasible grant applications.
- v. NRSP (GR-TEC) will share brief project summary with recommendations (not exceeding one to two pages) of every single eligible grant application to UNIDO/ PAIDAR team for review and final approval.
 - Applications rejected by PAIDAR (unilaterally or in consultation with NRSP) will be sent regret letters.
 - Applications that require necessary adjustment in the light of the feedback by PAIDAR will be accordingly modified/ adjusted and resent to PAIDAR/UNIDO for approval.
- vi. Upon approval of the application/ grant fund by PAIDAR/ UNIDO, NRSP will inform concerned applicant through written letters for further action.
- vii. NRSP will undertake pre-award contract negotiations with successful applicants on contract conditions.
- viii. NRSP will prepare grant agreements in collaboration with concerned successful grant applicants to seek their concurrence on contract conditions, especially pertaining to pre-disbursement conditions and number of installments.

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project

Application Guidelines for PAIDAR – Micro Grants Project

- ix. Grant agreement signing ceremonies will be held in NRSP's regional office Hyderabad and the grants will be awarded.
- x. Upon physical verification of the compliance of all pre-disbursement conditions, NRSP will issue first installment through banking channels.
- xi. Grantees will report/ inform NRSP work done against received amounts. NRSP will release next tranche(s) after physical verification of the work done and cross verification of the payments made by grantees to concerned vendors etc.
- xii. NRSP will monitor grant execution and share periodic reports with PAIDAR/UNIDO.
- xiii. Upon physical verification of 100% work done, NRSP will release final tranche which will not be more than 10% of the total approved grant fund (UNIDO cost share).
- xiv. NRSP will issue Grant Completion Certificate and grant will be closed.
- xv. Only one grant will be awarded under this programme. It means, no successful grantee can submit application for second grant after completing the first grant.

5. Complaints and Grievances Redressal

The grant recipients, applicants and communities in general are encouraged to report incidences of fraud & abuse of position, misuse of grant funds and other complaints to NRSP on the below given addresses. The complaints can be lodged/ filed through written applications (in English, Urdu or Sindhi languages) or emails or by calling on the given numbers. These complaints will be accordingly screened and investigated to address the identified issues within a reasonable time. Complainants must give their contact details. Anonymous & dubious applications with no contact details will not be entertained.

I. NRSP District Office Sujawal

Team Lead NRSP-PAIDAR Micro Grants project
NRSP District Office, Sujawal
Memon Residency, Near Taufique Hotel
Main Naaka Chowk, Sujawal City
Email: nazar.joyo@nrsp.org.pk

II. NRSP Regional Office Hyderabad

Regional General Manager
Grant Application for UNIDO - PAIDAR Project
NRSP Regional Programme Office
Hyderabad – Mirpur Khas Dual Carriage Road
Near Gul Mohar Restaurant
Rahooki, Hyderabad
T: +92 303 7772135
Email: ghulam.mustafa@nrsp.org.pk

III. NRSP Complaint Cell at Head Office, Islamabad

Incharge NRSP-Complaint Cell
NRSP Head Office
7th Floor, UBL Building, Jinnah Avenue, Islamabad
T: +92-51-2274040 (dedicated line for complaints)
Email: complaints@nrsp.org.pk

Poverty Alleviation and Inclusive Development Across Rural Sindh (PAIDAR) Project

Application Guidelines for PAIDAR – Micro Grants Project

6. Note for Grant Applicants

- i. Once the receipt of application is received, the review, assessment and final decision on the applications may take a minimum of 08 to 10 weeks. Please allow this time in order for your applications to be processed further.
- ii. Submission of only one application at one time is permissible. In case of the submission of more than one application, the application received first will be considered and accordingly processed further. Therefore, please take a careful and well-informed decision with proper home work.
- iii. If an application of the applicant is rejected at any stage due to any technical reason or weak business idea and the regret letter is also received by such an unsuccessful applicant, then the applicant can submit another application after receiving decision on the first application.
- iv. Applicants whose applications are cleared after initial screening will have to undergo an institutional assessment and background check. Such prospective applicants are required to provide complete information to NRSP team once they are approached and respond any and all queries that may be asked during this process.
- v. NRSP does not have any consultant or agent for developing grant application against any honorarium or fee. While NRSP staff in Sujawal district office will guide applicants to fill applications, they will not charge any fee.
- vi. Applicants will have to bear all expenses, if any, for the preparation and submission of grant application(s).

[End of Application Guideline]