**NATIONAL PRODUCTIVITY ORGANIZATION**

Ministry of Industries & Production, Government of Pakistan

11th Floor, Shaheed e Millat Secretariat, F-6/1, Islamabad

Ph. No. 051-9244256

**Grant for SMEs**

**Business Recovery & Resilience Fund**

|  |  |  |
| --- | --- | --- |
| 1. **INFORMATION SHEET** | | |
| Implementing Country | |  |
|  | **Item** | **Details** |
| 1. | Type of Assistance |  |
| 2. | Description |  |
| 3. | Objective(s) |  |
| 4. | Type of Activity(ies) |  |
| 5. | Project Duration |  |
| 6. | Main Beneficiary(ies) |  |
| 7. | Stakeholders Involved |  |
| 8. | Budget Breakdown   1. Resource Persons 2. Equipment 3. Logistics/Operational Expenses |  |
| 9. | Expected Outcome(s) |  |
| 10. | Other Information |  |

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| **II. SME Details** | | | | | | | | | | **Instructions** | |
| SME Type | | | Sole proprietor | | | Registered Partnership/AoP  /Company | | | Un-registered Partnership /Company | Please attach the following:   1. Registration of SME/Business by relevant authority 2. NTN 3. CNIC of the Owner | |
| No. of years in business | | |  | | | | | | |
| SME Sector of operations  (Please tick the appropriate option, the Sector in which your SME is operating must be checked) | | | Construction | | | Textile | Education | | Hospitality  (Hotels & Restaurants) |
| Marble | | | Travel | ICT | | Agro Food and processing |
| Health | | | Transport | Manufacturing | | Beauty parlour and hair saloons |
| Any other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Name of Owner | | |  | | | | | | Gender | Male  Female | |
| NTN | | |  | | | | | | Reg. No. |  | |
| CNIC of Owner | | |  | | | | | | Email |  | |
| Contact No. | | | Phone | |  | | | | Mobile |  | |
| Business Mailing Address | | |  | | | | | | | | |
| How Covid-19 affected the SME/ your business? | | |  | | | | | | | | |
| **III. Grant Request Areas**  (Please tick on relevant box and fill out relevant section. You may request in any or all of the below mentioned areas) | | | | | | | | | | | |
| Section A | | | Resource Person for training | | | | | | | *The funding is strictly limited from 150,000 to maximum Rs. 1,000,000. Any grant request below or beyond the limit will not be considered.* | |
| Section B | | | Equipment | | | | | | |
| Section C | | | Logistic / Operational Expenses | | | | | | |
| **Section A: Resource Person for Training/Program**  *(Please fill in the section only if funding for Resource Persons for training is required)* | | | | | | | | | | | |
| Title of Training/Program | | |  | | | | | | | *Please attach specific time table for the training/program;* | |
| Venue | | |  | | | | | | |
| Dates | | |  | | | | | | |
| **Details of Resource Persons (If Any)** | | | | | | | | | | **Instructions** |
| **S#** | **Name** | | **Company/Organization and Country** | | | | **Job that the Resource Person is expected to perform with reference to experience** | | | *Please attach a copy RPs CV and training schedule/time table.* |
| 1 |  | |  | | | |  | | |
| 2 |  | |  | | | |  | | |

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| --- | --- | --- |
| **Financial Assistance Required from NPO for Resource Persons** | | *(Add rows if required)* |
| **S#** | **Item (Description)** | **Amount Required (PKR)** |
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|  |  |  |
|  |  |  |
|  | **Total (Section-A)** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section B: Equipment**  *(Please fill in the section only if funding for Equipment is required-add rows if needed)* | | | | |
| **Financial Assistance Required from NPO for Equipment** | | | | |
| **Equipment/**  **Stationary items**  *(Add rows if required)* | **Quantity** | **Purpose** | **Delivery Schedule (Date)** | **Estimated Cost in PKR** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total (Section-B)** |  |  |  |  |

|  |  |
| --- | --- |
| **Section C: Logistics / Operational Expenses**  *(Please fill in the section only if funding for Logistics/ Operational Expenses is required)* | |
| Title of Program/ Training |  |
| Venue |  |
| Dates |  |

|  |  |  |
| --- | --- | --- |
| **Financial Assistance Required from NPO for Logistics/Operational Expenses** | | *(Add rows if required)* |
| **S#** | **Item (Description)** | **Amount Required (PKR)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total (Section-C)** |  |
|  | **Grand Total (Section A+B+C)**  *(Please note that the Grand Total shall not be less than Rs.150,000 or exceed Rs. 1,000,000/-)* |  |

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| **IV. Financial Contribution of the Hosting/Requesting SME** | | | **Instruction** |
| **Funding budget heads** | **Amount (Rs.)** | **Description (What does it cover?)** | *Add row to include more.*  *30% in kind contribution of the hosting SME is mandatory failing which the funding may be rejected.*  *NPO may require valid receipts / evidence of this expenditure.* |
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**Please read and understand the following requirements**

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| **S#** | **Item** | **Response** | |
| 1 | Have you attached covering letter along with the application form? | Yes | No |
| 2 | Have you carefully read the terms and conditions and guidelines/instructions on the NPO website? | Yes | No |
| 3 | Do you understand that NPO will give financial approval at this time and the funding will be reimbursed upon provisioning of vouched accounts as per the prescribed rules (except for the cost of equipment that may be released in advance in prescribed manner)? | Yes | No |
| 4 | Do you understand that apart from financial documents duly verified by SME owner/focal person, NPO will require report of grant utilization? | Yes | No |
| 5 | Do you understand that the reimbursement claims should be filed within 4 weeks after the training/program or purchase of equipment or consumption of logistic support, failing which the grant may be withdrawn? | Yes | No |

***Please ensure that relevant documents are attached with the Application Form with proper page numbering.***

Date:

Signature of the SME Owner

The soft copy of the proposal form should reach through email to [nusrat.ali@npo.gov.pk](mailto:nusrat.ali@npo.gov.pk) and original funding proposal in hard form **(one original copy only)** should be posted to NPO on or before Sep 27, 2021 on the following address:

Nusrat Ali

Management Associate (R&P)

National Productivity Organization, Ministry of Industries & Productions, Govt. of Pakistan

11th Floor, Shaheed e Millat Secretariat, F-6/1, Islamabad