

To:

Norad

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Use e-mail subject line: “Enterprise Development for Jobs”

**Application form: *Enterprise Development for Jobs***

This form should be used by companies seeking a grant under the scheme “Enterprise Development for Jobs” in connection with possible investments or expansions in developing countries.

It is essential that applicants have read and understood the grant scheme rules and the announcement text posted at [www.norad.no](http://www.norad.no).

All sections to be completed. Incomplete applications may not qualify.

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| 1. **BRIEF PROJECT DESCRIPTION** | | | | | | | | | | | | | | |
| Project title: |  | | | | | | | | | | | | | |
| Short description (max. 400 characters): |  | | | | | | | | | | | | | |
| Sector: |  | | | | | Country: | | | | |  | | | |
| Support category (tick one or more): | Feasibility study | | Partner search | | | Trial production | | Training of local staff | | | Local infrastructure | | | Other support |
| Total amount applied for (NOK): |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Norad requires a certificate or other proof of business registration. Is a copy (pdf file) of it included with this submission? | | | | | | | | | | | | | | |
| yes  no | | | | | | | | | | | | | | |
| Norad requires full disclosure of ownership of the company. Is this included with this submission? | | | | | | | | | | | | | | |
| yes  no | | | | | | | | | | | | | | |
| Norad requires audited financial accounts for the last year. Is a copy (pdf file) of these included with this submission? | | | | | | | | | | | | | | |
| yes  no | | | | | | | | | | | | | | |
| Norad requires ethical guidelines for business and adequate safety measures in place. Does your company have such guidelines in line with Norad’s requirements? (See grant scheme rules for further information.) | | | | | | | | | | | | | | |
| yes  no | | | | | | | | | | | | | | |
| Does your company have an annual turnover of more than NOK 10 million (or the equivalent in other currency)? | | | | | | | | | | | | | | |
| yes  no | | | | | | | | | | | | | | |
| Norad requires documented experience from similar business activities. Is a description of your previous experience included with this submission? | | | | | | | | | | | | | | |
| yes  no | | | | | | | | | | | | | | |
| Will the main project entail export to the European Economic Area (EEA)? If yes, please describe briefly. | | | | | | | | | | | | | | |
| yes  no | | | | | | | | | | | | | | |
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| 1. **INFORMATION ABOUT THE APPLICANT** | | | | | | | | | | | | | | |
| 2.1 Company name, legal form and org. number | | | | |  | | | | | | | | | |
| 2.2 Year established | | | | |  | | | | | | | | | |
| 2.3 Industry | | | | |  | | | | | | | | | |
| 2.4 Country of registration | | | | |  | | | | | | | | | |
| 2.5 Number of employees | | | | |  | | | | | | | | | |
| 2.6 Address | | | | |  | | | | | | | | | |
| 2.7 Contact person (name, e-mail, phone) | | | | |  | | | | | | | | | |
| 2.8 Managing Director (name, e-mail, phone) | | | | |  | | | | | | | | | |
| 2.9 Financial Director (name, e-mail, phone) | | | | |  | | | | | | | | | |
| 2.10 Company’s responsible auditor (name, company, e-mail, phone) | | | | |  | | | | | | | | | |
| 2.11 Company’s web address | | | | |  | | | | | | | | | |
| 2.12 A description of the applicant’s company, recent history, management, products and services, market and competition, production equipment. Also, describe the company’s future plans and objectives, such as developing new products, new markets, internationalization etc., and relevant international experience and expertise. | | | | | | | | | | | | | | |
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| 2.13 Previous contact with Norad, Norwegian Embassies or the Norwegian Ministry of Foreign Affairs: | | | | | | | | | | | | | | |
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| 2.14 a) Previous government support (Norway and other ) over the last 3 years (amount, year, project name): | | | | | | | | | | | | | | |
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| 2.14 b) Applications for grants for the same project from other government sources (Norway and other governments) | | | | | | | | | | | | | | |
| 2017: | | 2016: | | | | | 2015: | | | | | 2014: | | |
| 2.15 Main financial data for the last three years (in NOK 1000) | | | | | 2016 | | | | 2015 | | | | 2014 | |
| Turnover | | | | |  | | | |  | | | |  | |
| Result | | | | |  | | | |  | | | |  | |
| Equity | | | | |  | | | |  | | | |  | |
| Current liabilities | | | | |  | | | |  | | | |  | |
| Long-term debt | | | | |  | | | |  | | | |  | |
| Other relevant details on financial data | | | | |  | | | | | | | | | |
| *Note: Norad will also obtain financial data for the applicant from a credit check and/or public records.* | | | | | | | | | | | | | | |
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| **3. MAIN PROJECT DESCRIPTION**  “Main project” is in this context defined as the expected investment/expansion that will take place after the support has been granted.  The business idea, background, reason for choice of location, partners (if any), other participants and their ownership in the project. What are the main targets of the planned business set-up and the planned investment in the project country? Which business functions are to be set up in the project country and how should the business be created and organized? | | | | | | | | | | | | | | |
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| **3.1 Tentative investment budget**  Present a preliminary investment budget and a financial plan for the business set-up. The investment budget should describe the planned project-related investment in the project country and home country, including the costs for the start-up phase and first year of operation. The cost of the feasibility study and other pre-project costs are specified in point 4.4. | | | | | | | | | | | | | | |
|  | | | | **Amount (select currency)** | | | | | | **Comment** | | | | |
| **Share capital/purchase of company/share in JV** | | | |  | | | | | |  | | | | |
| **Facilities and renovation** | | | |  | | | | | |  | | | | |
| **Machines and equipment** | | | |  | | | | | |  | | | | |
| **Installations** | | | |  | | | | | |  | | | | |
| **Start-up and costs** | | | |  | | | | | |  | | | | |
| **Training and transfer of competence** | | | |  | | | | | |  | | | | |
| **Quality certification and licences** | | | |  | | | | | |  | | | | |
| **Salaries** | | | |  | | | | | |  | | | | |
| **Other** | | | |  | | | | | |  | | | | |
| **Total** | | | |  | | | | | |  | | | | |
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| **3.2 Tentative financial plan**  The financial plan should describe the project’s total financing needs, including the needs for loans, external investors, share issues, public financing etc. If the project is largely dependent on owner-financing or external financing, a separate written financial statement, letter of intent or similar document should be attached. | | | | | | | | | | | | | | |
| **Cash investment/own funds** | | | |  | | | | | |  | | | | |
| **Bank loan** | | | |  | | | | | |  | | | | |
| **Shareholder loan** | | | |  | | | | | |  | | | | |
| **Partner company** | | | |  | | | | | |  | | | | |
| **Other financing** | | | |  | | | | | |  | | | | |
| **Capital contributed in kind** | | | |  | | | | | |  | | | | |
| **Total** | | | |  | | | | | |  | | | | |
| **Additional information on project financing (planned share issue, shareholder contributions, partner financing, etc.):** | | | | | | | | | | | | | | |
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| **4. GRANT-SUPPORTED ACTIVITIES** | | | | | | | | | | | | | | |
| **4.1 Grant-supported activities**  Which activities should the grant support, and how will these milestones/activities increase the likelihood of a positive investment decision? Funding for different phases may be triggered based on results achieved.  Please describe:   * The milestones/activities that the grant should support (i.e. feasibility study, trial production, training, etc.). These shall be the same as listed in the budget (see 4.4). * Detailed implementation plan for each milestone/activity * The link between milestones/activities – investment decision – development impact | | | | | | | | | | | | | | |
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| **4.2 Development impact**  Which development impact is the main project expected to have, if successful?  Please describe briefly:   * Number of jobs that the support will provide (male/female) * Expected increase in annual company turnover * Positive impact on gender equality and women’s rights * *Net increase in supply of renewable energy (for renewable energy projects)* * *Increased energy access (number of households, for renewable energy projects)* | | | | | | | | | | | | | | |
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| **4.3 Risk management**  All applicants must present a system for risk management.  Please assess and describe:   * The main risk factors that may impede results achievement, including corruption. * Risk factors that may have a negative impact on human rights, gender relations or the environment. * How these risk factors will be mitigated. | | | | | | | | | | | | | | |
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| **4.4 Budget for the grant-supported activities** (click twice to open the table in Excel format)**.**  Please present a budget for all the activities in the application. Note that the applicant must normally contribute at least 50% of the budget. Note: If the total budget amount exceeds NOK 2 million, a more detailed activity-based budget should be annexed.  If it is for multiple stages, please note that the budget for activity (below) should be indicated for each stage. If the budget for later activities (after the feasibility study) is not yet defined, please make an estimate and specify that more accurate numbers will be developed during a feasibility study.  **Please see the call for proposal on** [**www.norad.no**](http://www.norad.no) **for guidance on eligible costs, rates, etc.** | | | | | | | | | | | | | | |
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| **5 MANDATORY APPENDICES** | | | | | | | | | | | | | | |
| *5.1 Ethical Guidelines, “code of conduct”,* internationalization strategy, zero tolerance declaration, etc. | | | | | | | | | | | | | | |
| *5.2 Audited financial statement (annual report + auditor’s report)* | | | | | | | | | | | | | | |
| *5.3 Company registration documents* | | | | | | | | | | | | | | |
| *5.4 Detailed work plan following the same overall structure (milestones/activities) as the budget structure* | | | | | | | | | | | | | | |
| *5.5 Other appendices (i.e. detailed budget, letter of intent from parent company or investors, prospective partner companies, group financial statement (if a group owns the applicant company), etc.).* | | | | | | | | | | | | | | |
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Please note that applications sent to Norad are considered public documents that may be obtained by others under the Freedom of Information Act.