**USAID LENS Investment Facilitation Grant**

Important Note: This application template has been revised as of 6 August 2017.

**It is preferred that the application form does not exceed eight pages**

Applications will only be accepted via email to: LENSGrants@jordanlens.org

Applications submitted via other e-mail addresses or by hand are not permitted, and may be regarded as grounds for disqualification.

1. **Brief on the Organization:**

|  |  |
| --- | --- |
| 1.1 Company’s name in Arabic (Applicant): |  |
| 1.2 Company’s name in English (Applicant): |  |
|  1.3 Company’s primary business objectives (as mentioned in the registration certificate/ for establishment purposes:  | 1-2-3- |
| 1.4 Company’s address: | Governorate: |
| 1.5 Company’s postal Address: |  |
| 1.6 Contact Information:  | Telephone: Mobile: Fax: email: Website: |
| 1.7 Authorized signatory on behalf of the company: | Name: Telephone: email:  |
| 1.8 Contact person at the company: | Name: Telephone: email: |
| 1.9 Type of registration & establishment date: | [ ]  Individual Establishment [ ]  General Partnership Company [ ]  Limited Partnership Company [ ]  Limited Liability Company [ ]  Private Shareholder CompanyDate of Establishment: | Date: / /  |
| Company’s Registration Number: |
| 1.10 Date of submitting the application: |  |  |

* 1. **Current and past operations of the company, including purpose, revenue, number of employees, etc. Please include for all registered businesses you are currently operating in Jordan.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Main Activities, Goods and Services Produced | Total Amount of Capital Invested  | Location (Governorate) | Total # of Employees  |  Years of Operation | Annual Revenue | Outstanding Loans or Liabilities  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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1. **Proposed Investment**

|  |  |
| --- | --- |
| 2.1 Name of the proposed Investment Project: |  |
| 2.2 Geographical Area where business will operate  | [ ]  **Irbid Governorate**[ ]  **Zarqa Governorate**[ ]  **Amman Governorate**[ ]  **Tafilah Governorate**[ ]  **Aqaba Governorate**[ ]  **Karak Governorate**[ ]  **Other (please specify):** |
| 2.3 Implementation Period (not to exceed 12 months) | Number of Months to Establish Operations: Number of Months to Realize Proposed Results:  |
| 2.4 Total amount of resources to be invested by the Applicant, including Cash and In-Kind resources and resources committed from other partners, including Businesses, NGOs, Financial Institutions, and Donors, etc. (Please complete the attached Template for the Grantee’s Investment)  | **Contribution from Applicant (Enter Total of Cash and In-Kind from Sub-Awardee Contribution Sheet)** **Total amount from Applicant: …………….JDs** **Contribution from Partners (Enter Total Amount from the Sub-Awardee Contribution Sheet)** **Total amount from Partners: …………….JDs**  |
| 2.5 Total amount of resources requested through this grant based on the completed attached budget template. (Please note that the grant ceiling is JOD 50,000 and the requested amount cannot exceed that amount). | **Enter Total Amount from Attached Budget** **Total Amount requested: …………….JDs**  |
| 2.6 Targeted Technical Sectors: | [ ]  **Logistics/Transportation**[ ]  **Food Processing**[ ]  **Tourism**[ ]  **ICT as enabler**[ ]  **Other (please specify):** |
| 2.7 Partners, Stakeholders, or Subcontractors. Please include the names of partners in the project, including those that have a financial stake in the project as well as other partners the firm plans to work with including subcontractors or local community organizations. State the name and purpose of each partner identified.  | 1-2-3-4- |
| 2.8 Estimated Number of Beneficiaries (Please note that there is a minimum requirement that either 10 Jobs be created or that 10 MSEs have increased revenue). | 1. Total # Male Individuals with new jobs - indicate number that are Syrian and number that are Jordanian

[ ]  **Jordanians: ………….**[ ]  **Syrians: ………..**1. Total # Female Individuals with new jobs – indicate number that are Syrian and number that are Jordanian

[ ]  **Jordanians: ………….**[ ]  **Syrians: ………..**1. Total # Male-Owned MSEs with Increased revenue - indicate number that includes some Syrian ownership and number that are solely Jordanian owned

[ ]  **Jordanians: ………….**[ ]  **Syrians: ………..**1. Woman-Owned MSEs with increased revenue - indicate number that includes some Syrian ownership and number that are solely Jordanian owned

[ ]  **Jordanians: ………….**[ ]  **Syrians: ………..** |

1. **Proposed Project Concept**

**Please briefly respond to the questions below in the space provided. The application should not exceed 8 pages.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| * 1. **Please describe the proposed project, including the goods and services to be provided, the market opportunity, the company’s experience in similar areas, and why you believe the project will be successful.**
	2. **Identify the governorate where the project will be located and your justification for establishing the business in that area. Also, indicate the governorates where the beneficiaries will be located regardless of whether these are individuals with new jobs or MSEs with increased revenue.**
	3. **Please explain how your project will create either a minimum of 10 new jobs OR result in increased revenue for a minimum of 10 MSEs. If the proposed investment will create jobs and increase MSE revenue, please explain how it will accomplish both and estimate the number resulting from each.**
	4. **For new jobs to be created, please indicate in the table below the characteristics for each employee and their associated titles and tasks.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee** | **Title/ Position**  | **Tasks** | **Years of Experience**  | **Expected date of hire** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |
| **9** |  |  |  |  |
| **10** |  |  |  |  |

* 1. **For MSEs that are expected to have increased revenue, please identify below specific MSEs in the targeted community and their type of business, as well as how they will benefit from the proposed investment.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of MSE** | **Primary Business Purpose** | **How they will increase revenue through this project**  | **Location (Governorate and Municipality)** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |
| **9** |  |  |  |
| **10** |  |  |  |

* 1. **What are your financial projections for the first 3 years of the project, broken down by each year, including revenue and expenses, and including the total amount of capital invested in the project. Please identify sources of financing, which can include loans, family resources, revenue from other businesses, as well as investments from business partners or other donors/organizations. These projections should only include cash and not in-kind resources. Please attach to the application business plan and/or relevant financial statements – these will not count against the page limit.**
	2. **List any partners below for which you have agreements/ MOU/ contracts signed as part of this project. That includes those identified in 2.4 above and in 2.7 above to capture both financial and non-financial partners. These documents (agreements, letters, MOUs and contracts) should be attached to the application and do not count against the page limit.**
	3. **Briefly describe the type of support you are requesting from USAID LENS why this support is needed and why is it crucial for the success of the investment.**
	4. **Please explain how you will ensure the sustainability of your project?**
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* 1. **Describe the impact of the project on vulnerable populations, particularly focusing on women, youth and members of the Syrian community. If the project proposes to employ Syrians or work directly with Syrian MSEs, please describe how you will verify and validate that they are registered and/or have appropriate licenses and work permits to participate in the project. Specific issues that can be addressed include if the project will:**

* Improve working conditions for underserved women, youth and Syrians.
* Contribute in promoting Gender awareness and economic empowerment of women.
* Advance the economic integration and economic empowerment of women, youth and Syrians.
* Improve the status of women, youth and Syrians.

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* 1. **Monitoring and Evaluation, List of Indicators and Targets**

The grantee will be required to report to USAID LENS on the below mentioned indicators on a quarterly basis. USAID LENS will provide the grantee with the reporting templates and provide guidance in meeting the data collection requirements. In addition, applicants must explain in their application their approach to collecting all required data from the targeted MSEs and can include the costs of data collection in their applications. This could include staff time to monitor and follow up with MSEs, transportation costs for site visits, development of database or a website to collect or report on these results.

|  |  |  |  |
| --- | --- | --- | --- |
| Indicator | LENS Minimum Target Per Application  | Anticipated Results for this Project  | Briefly describe the activities that will contribute to these results and the composition of the results (i.e., Male, Female, Jordanian, Syrians, Youth)  |
| Number of Jobs Created (Please note this minimum is required for either jobs or MSEs with increased revenue but not both) | 10 |  |  |
| Number of MSE’s with Increased revenue |  10  |  |  |
| Total Monetary Value of the Investment (includes cash and in-kind resources from the partner firm as well as the resources requested from USAID LENS)  |  |  |  |
| Total Leverage Ratio (The total amount of resources invested by the applicant (and partners)/total resources requested by USAID LENS)  | N/A |  |  |
| Number of MSE’s Assisted Increased Vertical Linkages and Horizontal Linkages, Including New Contracts with other firms, new agreements (formal or informal) and or new memberships with BSP’s or other initiatives or bodies | N/A |  |  |
| Number of vulnerable people with increased access to productive economic resources | N/A |  |  |

1. **Project’s Staff**

**How will the project be managed? Kindly mention the names of people expected to manage the project along with their experience and roles as per the below schedule. In case the person has not been recruited yet, kindly fill out the following information only (job title, previous experience, roles and responsibilities)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Roles & Responsibilities | Previous Experience  | Job Title | Name | No. |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

1. **Challenges & Risks**

**What are the potential risks and challenges during the execution of the proposed project and what are the suggested solutions to solve them or mitigate their effect:**

|  |  |
| --- | --- |
| Solutions | Challenges |
|  |  |
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**Important Notes:**

1. Your application should include the following documents:
	1. Application Form (Attachment I)
	2. Detailed Budget (Attachment II)
	3. Sub-Awardee Contribution Sheet (III)
	4. Action Plan (Attachment IV)
	5. Certificate of Registration or Incorporation Papers (Arabic originals or scanned Arabic photocopies and English translation)
	6. Optional Documentation: other material such as business plans, financial statements and projections, information on other companies or businesses you have operated, information on partners and agreements, letters, etc.

Any application that does not include ALL the above-mentioned attachments, will be considered ineligible and hence rejected