**TID VLORA GRANT APPLICATION PROCEDURE**

Contents

[**1.** **Introduction and Summary of Project and Grants** 2](#_Toc521053425)

[**2.** **Announcements of Grant Opportunities** 2](#_Toc521053426)

[**3.** **Eligibility of Grant Applicants** 3](#_Toc521053427)

[**3.1. Eligible Applicants/ Businesses** 3](#_Toc521053428)

[**3.2. Eligible Types of Investments and Activities** 3](#_Toc521053429)

[**3.3. Grant Amounts** 4](#_Toc521053430)

[**4.** **Applying for Funding** 4](#_Toc521053431)

[**4.1.** **Grant Application** 4](#_Toc521053436)

[**4.2.** **Evaluations** 5](#_Toc521053437)

[**4.3.** **Presentation to/Approval by AADF** 5](#_Toc521053438)

[**4.4.** **Award / Terms and Conditions** 6](#_Toc521053439)

[**5.** **Appendices** 7](#_Toc521053440)

[**Appendix 1 - Grant Application Chart** 8](#_Toc521053441)

[Appendix 2 - Grant Application Form 9](#_Toc521053442)

[Appendix 3 - Grant Package Checklist 12](#_Toc521053443)

[Appendix 4 - Grant Agreement template 13](#_Toc521053444)

# Introduction and Summary of Project and Grants

The purpose of this procedure is to guide and facilitate the process for all stakeholders involved in the grant application and approval process. The AADF Entrepreneurship Program Grants will support businesses in TID Vlora through grants to become commercially viable, upgrade their businesses, improve their performance and contribute to the TID project area development.

Pursuant to the Grant Policy, the grants that will be awarded as per this document will be “Matching Grants” where, the AADF will contribute a maximum amount of money that “matches” a financial contribution made by the businesses in TID Vlora area.

# Announcements of Grant Opportunities

* **Annual Grant Program.** Each year, the project may announce its overall expected grants fund to be disbursed for the coming period.
* **Application rounds:**
  + **Year round rolling applications.** Applications will be accepted all year round as they arrive.
  + **Open Calls for Grant Application.** Specific call/s for Grant Application may also be announced/published periodically, during the year, with a specific deadline.
* **Requests for Grant Applications**. The AADF, will collect requests for Grant Applications, and based on selection criteria, will evaluate grant applications and decide on approval.

**Communication channels** with extensive outreach in the area and target groups will be used to inform the potential beneficiaries. A selection of the following is recommended:

* + TID Association government bodies
  + Members of the TID Association
  + Conferences, meetings, workshops, or other events
  + Social media
  + Newspaper ads
  + Radio program ads
  + Email distribution lists
  + Other suitable mechanisms

The announcement will generally describe the purpose and focus of the grants, eligibility requirements, the timeline and process, evaluation criteria, and references for additional information. Announcement of grant opportunities does not constitute any award promise or commitment from AADF. All costs associated with the preparation and submission of any grant application, as well as any other pre-award grant costs, are the applicant's responsibility and expense. The AADF and/or TID Vlora staff will contact the businesses that run successfully the eligible activities, in order to inform them regarding the benefits and requirements of the grant scheme.

# Eligibility of Grant Applicants

“Grant Eligibility Criteria” will be made available through a public announcement. There are three sets of general grant eligibility criteria, as follows:

* Businesses that are eligible to apply for a grant (3.1);
* Types of projects (investments) and activities eligible for support (3.2);
* Budget and cost share considerations (3.3).

Only grant applications that contribute to the improvement of the business performance and are in synergy with the stated objectives of the TID project will be considered for funding. Applications selected for award must demonstrate clear and achievable objectives and outcomes. Applicants’ activities should comply with the AADF’s overall mission and strategy and advance its key objectives. Finally, proposed activities under a grant should be able to be reasonably supported by the applicant’s existing supporting documentation. Activities that are not eligible for grant funding are stated in the bylaws of the AADF.

## 3.1. Eligible Applicants/ Businesses

The grant program will consider as eligible the following businesses:

1. Artisanal businesses (trade and services);
2. Production/service/retail of food by-products and food processed local/traditional products made in Albania.;
3. Hotelier, restaurant, coffee shop, bakery services;
4. Tourism info points and agencies;
5. Service activities (including: notary offices, financial consultancy offices, etc.);
6. Pharmacy and cosmetic shops, etc.
7. Retail and service businesses with specific children thematic;
8. Artistic thematic businesses, trade and services (art galleries, antique/souvenirs, jewelry, collectors etc.);
9. Other service activities (to be decided on a case by case basis)

## 3.2. Eligible Types of Investments and Activities

The matching grant may be used to finance the following items:

1. Furnitures and fittings (such as chairs, tables, shelves, etc.);
2. Machinery and equipment (such as refrigerators, coffee machines, handicraft equipment etc.);
3. Outdoor permanent advertising;
4. Exterior lighting fixture, outdoor window, signboard;
5. Interior/exterior reconstruction/restoration investments;
6. Rental payments for artisan shops, and service activities included in section 3.1/b and 3.1/ e. - Eligible Applicants; and
7. Others (to be decided on a case by case basis).

## 

## 3.3. Grant Amounts

To be eligible for a grant award, applicants are expected to demonstrate they are sharing the costs of the investment/item for which they are requesting funding. Recipients are expected to fulfill all cost share commitments.

Matching Grant potential amounts based on the investment ranges for each applicant (grantee) are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Investment range** | **Maximum grant amount to the beneficiary** | **Maximum Grant Fee to be transferred to the BID/TID Association** | **Total amount financed by the AADF** |
| ≤20,000 $ | $6,000 | $1,200 | $7,200 |
| 20,001$-30,000$ | $10,000 | $2,000 | $12,000 |
| 30,001 $ - 50,000 $ | $15,000 | $3,000 | $18,000 |
| 50,001 $ - 100,000 $ | $20,000 | $4,000 | $24,000 |
| > 100,000 $ | $30,000 | $5,000 | $35,000 |

In the case of the rental payment reimbursement, the reimbursement shall not exceed a maximum amount of $ 10,000 in two years and the maximum match of 50:50. Reimbursements can be made at the end of every semester, based on the proofs that the tenant has paid the rent as per the rent agreement.

For investments exceeding 30,000$ a project design (based on which the investment should be implemented) is required and should be part of the Grant Application Package.

The amount awarded will depend on the fulfillment of the minimum requirements described in paragraph b. of 4.1 Grant Application. The AADF reserves the rights to revise the maximum amount of the grant, in case of special needs of the area, such as higher demand for grants or higher number of beneficiaries.

# Applying for Funding



## Grant Application

Application package and guidance will be given to the potential applicants to ensure that the information is understood and applications are filled in correctly. All submitted financial information shall be kept confidential.

1. Timing

The deadline to submit applications for grants awarded will be specified in every call for application. In specific cases the AADF reserves the right to take into consideration applications submitted after the mentioned deadline.

1. Minimum requirements

The AADF with match the application contribution to the investment up to a 50:50 match. An amount equal to 20% of the disbursed business grant, or a maximum of $5,000 will be transferred to the TID Vlora Association. This amount will be transferred to the association separately and will not affect the awarded grant. Should third party expertise to assess grant application be required, the fees of such service will be deducted from the 20% matching grant amount that is to be paid to the TID Vlora Association.

1. Pre-Applications

Applicants have the option to apply before the investment is finalized. In such cases, the AADF and the Association may pre-approve the grant and provide to the grantee a pre-award contract with the maximum awardable grant.

The documentation submitted should include the full application package and financial estimate based on offers provided by suppliers of services/goods/items planned to invest.

The grant disbursement will be subject to conditions fulfilled, including proof of investment/expenditure as per list approved in the application.

## Evaluations

All submissions will be reviewed for eligibility and completeness. All eligible and complete submissions will be reviewed by a Grant Evaluation Committee.

All individuals involved in the evaluation/assessment will adhere to the AADF internal policies and procedures to avoid potential conflicts of interest and lack of transparency, and to support fair, objective, and consistent review of all applications.

Applications will be processed and evaluated in the order received by the TID Vlora association. Priority shall be placed on grant applications for business investments which:

1. Increase the business activity

2. Make the TID area more attractive to tourists

3. Revitalize the area

4. Increase the property values

5. Increase employment

6. Diversify the range of services and products offered in the TID area

7. Promote and sell ‘Made in Albania’ products

## Presentation to/Approval by AADF

The following steps will be followed in order to disburse the matching grant:

1. The applicant fills out the Grant Application Form, where a business need is identified (see Appendix 2).
2. The applicant supports the application with valid invoices, proof of payment and sufficient handover (inventory) documentation or other evidence of the goods or services received. Supporting documentation is requested for each cost included in the investment amount. This documentation must be signed / accepted by the AADF project coordinator/manager.
3. TID Vlora association and the applicant shall sign a list of inventories of goods invested, which should be part of the original grant file.
4. A financial estimate of the investment will be included in the application form.
5. The application should be approved by the TID Vlora Association Board.
6. At all cases AADF may conduct independent on-site checks and evaluations (internally or through a third party) to the application package submitted.
7. The AADF reviews the application and approves/rejects the request. The approval/rejection of each grant application will be conducted by the Grant Evaluation Committee. The latter is composed by three permanent members, the Head of Programs, the Head of Finance and Administration and the Entrepreneurship Program Manager, and by a fourth member, the Control and Compliance Officer, in cases where the grant limit exceeds the amount of USD 10,000. In the event that one of the permanent members of the Evaluation Committee is not present, he/she can be replaced by a project manager of a different project. The Grant Evaluation Committee will meet every first and third Tuesday of the month. A quorum of 2 members is necessary in order for the meeting to be valid, in cases the grant does not exceed the amount $ 10,000. For amounts above $ 10,000, the quorum is 3 members.

The approval process will follow the below mentioned steps:

1. TID PC/PM reviews the application and ensures that the documentation is in line with the Grant Policy and the Grant Application procedures.
2. The grant application package is made available to the members of the Grant Evaluation Committee (via email or available in shared folders), at least 4 working days prior to the next meeting.
3. TID PC/PM presents the cases to the Grant Evaluation Committee, which may decide to approve, reject or request further information in order to take a final decision. When judged appropriate by the TID PC/PM, the grant application may be presented to the committee by representatives of the TID association.
4. The Grant Evaluation Committee decisions are sent by the Entrepreneurship Program Manager to the Co-CEOs, who are invited to express their comments. In case of approval, the Co-CEOs should sign the approval memo, already signed by the grant committee. The approval process will end with the signing of the three-party agreement.

## Award / Terms and Conditions

1. A three-party agreement will be signed by the beneficiary, AADF and the TID association.
2. Payments from AADF to the applicant will be executed following the signing of the three-party agreement.
3. Payments from AADF to TID association will be executed following the signing of the three-party agreement and issuance of respective invoice from TID association.

In the case of rental payment reimbursement, the reimbursement will take place at the end of the six months rental periods. After the beneficiary will present evidence for the payment of six-month rent (bank statement), the AADF can reimburse the rental payment based on the limits established in section 3.3.

# Appendices

1. Grant Application Chart
2. Grant Application Form
3. Grant Package Checklist
4. Three-party Grant Agreement template

# **Appendix 1 - Grant Application Chart**

# Appendix 2 - Grant Application Form

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APLIKIM PER MBESHTETJE FINANCIARE NE ZHVILLIM BIZNESI** | | | | | | | | |
| **INFORMACION i APLIKANTIT** | | | | | | | | |
| Emri dhe Mbiemri i perfaqesuesit ligjor te biznesit: | | | | | | | | |
| Emri i biznesit: | NIPT: | | | | | Numri i kartes se anetaresimit ne shoqate: | | |
| Lloji i biznesit: | | | | | | | | |
| Numri i punonjesve: | | | | | | | | |
| Adresa e plote e biznesit: | | | | | | | | |
| Pronar Qeramarres (Rrethoni njeren ose te dyja) | | | Qeraja mujore qe paguani: | | | | | |
| **informacion per kerkesen financiare** | | | | | | | | |
| **Pershkrim i blerjes qe kerkohet te financohet** (ju mund te shtoni rrjeshta sipas nevojes): | | | | | | | | |
| Artikulli (marka, nr modelit, nr serial, etj.) | Sasia | Çmimi (me/pa Tvsh) | | Furnitori | | | Kontakte | |
|  |  |  | |  | | |  | |
|  |  |  | |  | | |  | |
|  |  |  | |  | | |  | |
|  |  |  | |  | | |  | |
| Si mendoni se do ndihmohet biznesi juaj nga blerja e mesiperme? | | | | | | | | |
|
| **Mundesia juaj financiare per bashkefinancim:** | | |  | | Komente/Sqarime | | |  |
| Financim monetar i kerkuar nga AADF: | Po | | Jo | |  | | | |
| Jeni i gatshem ta financoni pjesen tuaj me kredi nga bankat? (vendosni X prane zgjedhjes suaj) | Po | | Jo | |  | | | |
| Jeni i gatshem per te paguar pjesen tuaj menjehere sapo te blihet artikulli i kerkuar? | Po | | Jo | |  | | | |
| **Pershkrim i planit te biznesit** | | | | | | | | |
| Cfare planesh zhvillimi keni per biznesin tuaj ne te ardhmen? | | | | | | | | |
|
| Keni kredi apo detyrime te tjera financiare ndaj paleve te treta (perfshi shtetin dhe detyrimet tatimore)? | Po | | Jo | |  | | | |
| Jeni klasifikuar si biznes i madh apo i vogel? | I Madh | | I Vogel | |  | | | |
| Keni konkurence te forte ne biznesin tuaj? | Po | | Jo | |  | | | |
| A keni perfituar nga programet e tjera te ofruara nga AADF (keshillim, trajnim)? | Po | | Jo | |  | | | |
| **firma dhe vendimi mbi aplikimin** | | | | | | | | |
| Une,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, autorizoj verifikimin e informacionit te mesiperm. | | | | | | | | |
| Firma e Aplikantit: | | |  | |  | | | Data: |

**A i plotesoni kushtet e meposhtme per tu kualifikuar per mbeshtetje financiare nga AADF?**

|  |  |  |
| --- | --- | --- |
| **Kushti[[1]](#footnote-1)** | **E Plotesoj** | **Nuk e plotesoj** |
| Jam biznes i anetaresuar ne shoqaten TID Vlora. |  |  |
| Artikulli/jt qe kerkoj te blej shitet/n nga firma me te cilat une nuk kam konflikt interesi. |  |  |
| Nuk jam i perfshire ne ceshtje gjyqesore te hapura. |  |  |
| Jam pronar dhe/ose qeramarres tek biznesi apo prona ne te cilin do te behet investimi. |  |  |
| Artikulli qe kerkoj te blej lidhet drejtperdrejt me permiresimin e aktivitetit tim te biznesit. |  |  |
| Jam dakord te bashkefinancoj blerjen e artikullit qe kerkoj, sipas skemes se bashkefinancimit me AADF. |  |  |
| Nuk kam plane te largohem nga biznesi aktual per te pakten 2 vitet e ardhshme. Nese largohem nga biznesi ne me pak se 2 vitet e ardhshme, do te kthej ne llogarine e shoqates sasine e financimit te marre nga AADF. |  |  |
| Kuptoj qe financimi refuzohet per artikuj te blere perpara se te merret nje vendim nga AADF mbi blerjen e kerkuar. |  |  |
| Ne rast se mbeshtetja financiare nga ana e AADF aprovohet, jam i gatshem te bej pagesen e shumes 10,000 leke/vit per llogari te Shoqates TID Vlora, shume e cila mbulon sherbimin e ofruar. |  |  |



**-------------- MOS PLOTESONI PJESEN E MEPOSHTME. PER PERDORIM VETEM NGA AADF ----------------**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **VENDIMI PER APLIKIMIN PER FINANCIAM NGA AADF** | | | | |
| **Vendimi mbi Kerkesen e Aplikantit** | **Miratohet** |  | **Refuzohet** |  |
| **Menyra e Pageses** | Rimbursim |  | Emer/Mbiemer/Firme e Miratuesit  Shoqeruar me Vulen e AADF | |
| Pagese tek Furnitori |  |
| Marreveshje me Furnitorin |  |

# Appendix 3 - Grant Package Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Documentation description** | **Yes** | **No\*** | **N/A\*** |
| 1 | TID Association Grant Application form completed by the applicant |  |  |  |
| 2 | Evidence that the business is registered – copy of the NUIS |  |  |  |
| 3 | Supporting document which verifies the TID Association Membership |  |  |  |
| 4 | Property ownership document or a rental agreement signed for a minimum tenor of 2 years |  |  |  |
| 5 | Supporting document which verifies the payment of local taxes and tariffs to the Municipality |  |  |  |
| 6 | Interior Design Project *(for investments exceeding $30,000)* |  |  |  |
| 7 | Evidence of expenditure showing the investments/purchases made in the business unit (pictures) and copies of payment orders/proof of payment |  |  |  |
| 8 | Evaluation form of purchase/service/investment |  |  |  |
| 9 | Evaluation report before the investment takes place (*for investments expected to exceed $30,000; the process will be contracted and financed by the AADF)* |  |  |  |
| 10 | TID Association Board approval of the Grant Application |  |  |  |
| 11 | AADF approval for Grant award |  |  |  |
| 12 | Three party Grant Agreement signed by the beneficiary, the AADF and the BID/TID Association |  |  |  |
| 13 | Other *(please specify)*: |  |  |  |

*\*Please provide comments if any.*

***Comments:***

|  |
| --- |
|  |
|  |
|  |
|  |

# Appendix 4 - Grant Agreement template

**MARRËVESHJE DHURIMI**

Kjo marrëveshje lidhet ndёrmjet **Albanian-American Development Foundation**, njё fondacion jo fitim prurёs, i organizuar dhe i rregjistruar nё Shqipёri, me adresё kryesore nё Rr “Ibrahim Rugova”, Green Park Complex, Kulla 2, kati 12, Tiranё, Shqipёri, me numer identifikimi (NIPT) L11618452N, i pёrfaqёsuar nga Z. A. Sarapuli & Z. M. Mata, Bashkë-Drejtorë Ekzekutiv, tё cilit qё kёtu do ti referohemi si **Fondacioni,**

**Shoqatës \_\_\_\_\_\_\_\_\_\_,** me adresё kryesore nё \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Shqipёri, me numёr identifikimi (NIPT) \_\_\_\_\_\_\_\_\_\_\_\_përfaqësuar nga presidenti i Bordit Drejtues, \_\_\_\_\_\_\_\_\_\_, së cilës do ti referohemi si **Shoqata**,

**dhe**

\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_, me adresë kryesore “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”, me numёr identifikimi (NIPT) \_\_\_\_\_\_\_\_ i pёrfaqёsuar nga \_\_\_\_\_\_\_\_\_\_\_\_\_ me nr karte identiteti \_\_\_\_\_\_\_\_\_\_\_\_, të cilit që këtu do ti referohemi si **Përfituesi.**

1. Fondacioni, në zbatim të projektit të tij \_\_\_\_\_\_\_\_\_ për Përmirësimin e Infrastrukturës dhe krijimin e Zonave të Përmirësimit të Biznesit në qytetin \_\_\_\_\_\_\_\_, i dhuron Përfituesit investimin si më poshtë vijon:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Biznesi** | **Sipermarresi** | **Investimi**  **ne total ne biznes** | **investimi x grant** | **investimi nga biznesi** | **Granti nga AADF** | | **Shenime** |
| **Per Biznesin** | **Per shoqaten** |
| a | b | c | d | e = d-f | f =d\*\_\_% | g=f\*20% | h |
|  |  |  |  |  |  |  | **Rimbursim** |

1. Investimi total që do realizohet ne këtë biznes është \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lek, investim i vlerësuar për grant \_\_\_\_\_\_\_\_\_\_\_\_\_ Lek. Kontributi i Fondacionit është **\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lek**.
   1. Fondacioni i transferon biznesit shumën \_\_\_\_\_\_\_\_\_\_ Lek që përbën \_\_% të investimit të vlerësuar për grant.
   2. Fondacioni i transferon shoqatës vlerën prej \_\_\_\_\_\_\_\_\_ Lek që përbën \_\_\_% të investimit të të vlerësuar për grant.
2. Kusht për lëvrimin e grantit është instalimi i një Point of Sale (PoS) për pagesë me kartë krediti në ambjentet e biznesit, si dhe paraqitja e faturave te rregullta vertetuese per investimin e realizuar.
3. Në çdo moment (për periudhën 2-vjeçare) që Fondacioni/Shoqata zbulon që vlera e investimit apo destinacioni i tij nuk është ai i deklaruari, Fondacioni ka të drejtë të tërhiqet nga marrëveshja dhe të kërkojë ti kthehet investimi nga ana e Përfituesit.
4. Përfituesi duhet të ushtrojë aktivitetin e tij në zonën TID për një periudhë te paktën 2 vjeçare nga momenti i përfitimit të investimit nga Fondacioni. Nëse Përfituesi nuk e respekton këtë kusht është i detyruar tia transferojë Shoqatës, të gjithë materialet e financuara nga Fondacioni në gjendjen që ato jane në momentin që Përfituesi vendos të zhvendosë aktivitetin e tij. Edhe nëse Përfituesi e ndryshon aktivitetin e tij brenda zonës TID, por aktiviteti i tij i ri nuk e përdor dot më në mënyrë domethënëse investimin e marrë, atëherë Përfituesi duhet ti kthejë Shoqatës investimin e përfituar menjëherë në momentin e ndryshimit të aktivitetit. Shoqata e përdor investimin e transferuar me vendim të organeve drejtuese të saj në mbështetje të bizneseve të zonës TID.
5. Investimi i kryer do të identifikohet në bazë të të dhënave identifikuese të cituara në këtë marrëveshje. Nëse investimi i kryer konsiderohet i trupezuar me objektin (lyerje, etj) ky investim do te konsiderohet si financim për pronarin e objektit.

**Për Fondacionin: Për shoqatën TID Gjirokastra: Për Përfituesin:**

A.Sarapuli & M. Mata Hysenj Kodra \_\_\_\_\_\_\_\_\_\_\_

Co- CEO President i Bordit Drejtues Sipërmarrës

Datë: Datë: Datë:

1. Jepni shpjegime shtese ne rast se keni dyshime per plotesimin e ndonje kushti specifik. [↑](#footnote-ref-1)