



FUNDED BY THE EUROPEAN UNION
EU REGIONAL TRUST FUND 'MADAD'
الصندوق الائتماني الأوروبي 'مدد'



JOB CREATION Grant Application Form

Headway Programme
Funded by the European Union's Regional Trust
Fund, MADAD

Project funded by "EU Regional
Trust Fund in response to the Syrian
crisis, the EU MADAD Fund"
Implemented by UNDP

Project Name:

Name of the applicant's company

Governorate, where applicant's
company operates

Project Number

not to be filled-in by the applicant

1. SUMMARY OF THE PROJECT

Please, complete the table below (should not exceed 1 page)

Name of the project:

Governorate:

Please tick the box, corresponding to the Governorate, in which activities will be implemented.

Erbil

Duhok

Sulaymaniyah (including Halabja)

Town/Area:

Town/Area, in which activities will be implemented.

Duration:

Total Duration of the project.

Indicative Cost(requested grant + company's own contribution) :

Total indicative cost of the project - USD.

Grant Amount:

Requested grant amount - USD.

Objectives:

Objectives/goals of the project.

Target Groups:

Refugees:

Internally displaced persons (IDPs):

Vulnerable host community members:

Total:

Number of people to be retained in employment at least for 1 year after the project end:

Main activities of the project:

2. THE APPLICANT

2.1 IDENTITY

Name of the Company

Legal Status of the Applicant:

Company <specify – ex. Sole trader, LTD, etc.>

Registration Number (or equivalent):

Date of registration:

Official address:

Tax authority company number:

Social security company number:

Applicant's contact details for the purpose of this project:

Contact person for this project:

Contact person's email:

Contact person's telephone:

2.2 PROFILE OF THE APPLICANT COMPANY

Sector of Activities:

e.g. manufacturing, construction, etc

	2017	2018
Number of Employed:		

Of Which Permanent Staff:

Turnover (USD):

Net Earnings or Equivalent (USD):

Current assets (USD):

Current Liabilities (USD):

Total balance sheet (USD):

a) Please, give a short description of the activities of the company

b) Please, describe the development plans of your company and how the proposed project relates to such plans

3. DESCRIPTION OF THE PROJECT

3.1 NEEDS AND MOTIVATION OF THE APPLICANT

Please, give a detailed description of the company needs addressed by the project and your motivation to apply. Please, be specific since this is one of the criteria, on the basis of which your project will be assessed.

3.2 TARGET GROUPS

Target groups by vulnerability

	Female	Male	Total
Refugees:			
IDPs:			
Vulnerable Host Community Members:			
Of Which :			
Heads of households:			
Youth (18-35 years old):			
Long-term unemployed:			
Total:			

Target groups by age:

	Female	Male	Total
18-35 Years Old:			
Above 35 Years Old:			
Total:			

Please, also complete Table 2 of Annex B, stating the names and some main information for all beneficiaries, who will be employed under the project.

Attach also a declaration of each of the proposed beneficiaries/unemployed, according to the model, given in Annex F.

Please, provide the following information:

a) Selection criteria used to recruit the unemployed

b) Method of recruitment

3.3 ACTIVITIES

3.3.1 Employment of target groups

Is employment related to apprenticeship ? Yes No

Please, provide the following information about each of the proposed job positions:

Job position (1) :

Job location:

location of activities and address, if different from the address of the company given in Section 2.1

Department / Division:

Name of department or division> where the job will be performed

Number Persons to be Employed:

Months of Employment:

Number of persons on this or similar position in the company:

Working hours per week:

Number of working hours per week

Job description:

Detailed information on duties and responsibilities of the employee

Job requirements:

Qualification/s needed to perform the job

Facilities / equipment:

Describe facilities and equipment that will be provided

Occupational hazards:

Describe occupational hazards related to the job

Salary in USD:

Other allowances, if any:

e.g. travel

Job position (2) :

Job location:

location of activities and address, if different from the address of the company given in Section 2.1

Department / Division:

Name of department or division> where the job will be performed

Number Persons to be Employed:

Months of Employment:

Number of persons on this or similar position in the company:

Working hours per week:

Number of working hours per week

Job description:

Detailed information on duties and responsibilities of the employee

Job requirements:

Qualification/s needed to perform the job

Facilities / equipment:

Describe facilities and equipment that will be provided

Occupational hazards:

Describe occupational hazards related to the job

Salary in USD:

Other allowances, if any:

e.g. travel

Job position (3) :

Job location:

location of activities and address, if different from the address of the company given in Section 2.1

Department / Division:

Name of department or division where the job will be performed

Number Persons to be Employed:

Months of Employment:

Number of persons on this or similar position in the company:

Working hours per week:

Number of working hours per week

Job description:

Detailed information on duties and responsibilities of the employee

Job requirements:

Qualification/s needed to perform the job

Facilities / equipment:

Describe facilities and equipment that will be provided

Occupational hazards:

Describe occupational hazards related to the job

Salary in USD:

Other allowances, if any:

e.g. travel

Job position (4) :

Job location:

location of activities and address, if different from the address of the company given in Section 2.1

Department / Division:

Name of department or division where the job will be performed

Number Persons to be Employed:

Months of Employment:

Number of persons on this or similar position in the company:

Working hours per week:

Number of working hours per week

Job description:

Detailed information on duties and responsibilities of the employee

Job requirements:

Qualification/s needed to perform the job

Facilities / equipment:

Describe facilities and equipment that will be provided

Occupational hazards:

Describe occupational hazards related to the job

Salary in USD:

Other allowances, if any:

e.g. travel

Job position (5) :

Job location:

location of activities and address, if different from the address of the company given in Section 2.1

Department / Division:

Name of department or division where the job will be performed

Number Persons to be Employed:

Months of Employment:

Number of persons on this or similar position in the company:

Working hours per week:

Number of working hours per week

Job description:

Detailed information on duties and responsibilities of the employee

Job requirements:

Qualification/s needed to perform the job

Facilities / equipment:

Describe facilities and equipment that will be provided

Occupational hazards:

Describe occupational hazards related to the job

Salary in USD:

Other allowances, if any:

e.g. travel

Job position (6) :

Job location:

location of activities and address, if different from the address of the company given in Section 2.1

Department / Division:

Name of department or division where the job will be performed

Number Persons to be Employed:

Months of Employment:

Number of persons on this or similar position in the company:

Working hours per week:

Number of working hours per week

Job description:

Detailed information on duties and responsibilities of the employee

Job requirements:

Qualification/s needed to perform the job

Facilities / equipment:

Describe facilities and equipment that will be provided

Occupational hazards:

Describe occupational hazards related to the job

Salary in USD:

Other allowances, if any:

e.g. travel

Job position (7) :

Job location:

location of activities and address, if different from the address of the company given in Section 2.1

Department / Division:

Name of department or division where the job will be performed

Number Persons to be Employed:

Months of Employment:

Number of persons on this or similar position in the company:

Working hours per week:

Number of working hours per week

Job description:

Detailed information on duties and responsibilities of the employee

Job requirements:

Qualification/s needed to perform the job

Facilities / equipment:

Describe facilities and equipment that will be provided

Occupational hazards:

Describe occupational hazards related to the job

Salary in USD:

Other allowances, if any:

e.g. travel

Job position (8) :

Job location:

location of activities and address, if different from the address of the company given in Section 2.1

Department / Division:

Name of department or division where the job will be performed

Number Persons to be Employed:

Months of Employment:

Number of persons on this or similar position in the company:

Working hours per week:

Number of working hours per week

Job description:

Detailed information on duties and responsibilities of the employee

Job requirements:

Qualification/s needed to perform the job

Facilities / equipment:

Describe facilities and equipment that will be provided

Occupational hazards:

Describe occupational hazards related to the job

Salary in USD:

Other allowances, if any:

e.g. travel

Job position (9) :

Job location:

location of activities and address, if different from the address of the company given in Section 2.1

Department / Division:

Name of department or division where the job will be performed

Number Persons to be Employed:

Months of Employment:

Number of persons on this or similar position in the company:

Working hours per week:

Number of working hours per week

Job description:

Detailed information on duties and responsibilities of the employee

Job requirements:

Qualification/s needed to perform the job

Facilities / equipment:

Describe facilities and equipment that will be provided

Occupational hazards:

Describe occupational hazards related to the job

Salary in USD:

Other allowances, if any:

e.g. travel

Job position (10) :

Job location:

location of activities and address, if different from the address of the company given in Section 2.1

Department / Division:

Name of department or division where the job will be performed

Number Persons to be Employed:

Months of Employment:

Number of persons on this or similar position in the company:

Working hours per week:

Number of working hours per week

Job description:

Detailed information on duties and responsibilities of the employee

Job requirements:

Qualification/s needed to perform the job

Facilities / equipment:

Describe facilities and equipment that will be provided

Occupational hazards:

Describe occupational hazards related to the job

Salary in USD:

Other allowances, if any:

e.g. travel

Job position (11) :

Job location:

location of activities and address, if different from the address of the company given in Section 2.1

Department / Division:

Name of department or division where the job will be performed

Number Persons to be Employed:

Months of Employment:

Number of persons on this or similar position in the company:

Working hours per week:

Number of working hours per week

Job description:

Detailed information on duties and responsibilities of the employee

Job requirements:

Qualification/s needed to perform the job

Facilities / equipment:

Describe facilities and equipment that will be provided

Occupational hazards:

Describe occupational hazards related to the job

Salary in USD:

Other allowances, if any:

e.g. travel

Job position (12) :

Job location:

location of activities and address, if different from the address of the company given in Section 2.1

Department / Division:

Name of department or division where the job will be performed

Number Persons to be Employed:

Months of Employment:

Number of persons on this or similar position in the company:

Working hours per week:

Number of working hours per week

Job description:

Detailed information on duties and responsibilities of the employee

Job requirements:

Qualification/s needed to perform the job

Facilities / equipment:

Describe facilities and equipment that will be provided

Occupational hazards:

Describe occupational hazards related to the job

Salary in USD:

Other allowances, if any:

e.g. travel

Job position (13) :

Job location:

location of activities and address, if different from the address of the company given in Section 2.1

Department / Division:

Name of department or division where the job will be performed

Number Persons to be Employed:

Months of Employment:

Number of persons on this or similar position in the company:

Working hours per week:

Number of working hours per week

Job description:

Detailed information on duties and responsibilities of the employee

Job requirements:

Qualification/s needed to perform the job

Facilities / equipment:

Describe facilities and equipment that will be provided

Occupational hazards:

Describe occupational hazards related to the job

Salary in USD:

Other allowances, if any:

e.g. travel

Job position (14) :

Job location:

location of activities and address, if different from the address of the company given in Section 2.1

Department / Division:

Name of department or division where the job will be performed

Number Persons to be Employed:

Months of Employment:

Number of persons on this or similar position in the company:

Working hours per week:

Number of working hours per week

Job description:

Detailed information on duties and responsibilities of the employee

Job requirements:

Qualification/s needed to perform the job

Facilities / equipment:

Describe facilities and equipment that will be provided

Occupational hazards:

Describe occupational hazards related to the job

Salary in USD:

Other allowances, if any:

e.g. travel

Job position (15) :

Job location:

location of activities and address, if different from the address of the company given in Section 2.1

Department / Division:

Name of department or division where the job will be performed

Number Persons to be Employed:

Months of Employment:

Number of persons on this or similar position in the company:

Working hours per week:

Number of working hours per week

Job description:

Detailed information on duties and responsibilities of the employee

Job requirements:

Qualification/s needed to perform the job

Facilities / equipment:

Describe facilities and equipment that will be provided

Occupational hazards:

Describe occupational hazards related to the job

Salary in USD:

Other allowances, if any:

e.g. travel

3.3.2. On-the-job training/mentoring

Please, provide the following information:

Do you envisage any on-the-job training and mentoring? Yes No

Please give the number of persons, who will benefit from the on-the-job training/mentoring:

Skill/competencies that will be trained:

Include also soft skills, if applicable

Expected Learning Outcomes:

include both technical and transferable skills and explain how they will be developed during employment

Indicative plan for on-the-job training/mentoring:

Outline of the structure of the on-the-job training proposal (number of weeks, hours per day, etc.) Describe the specific support and development activities (including soft-skills outputs) that you propose to deliver, to enhance the employability outcomes of individual participants, the rationale for this and the frequency of these activities during the project period.

Duration of the on-the-job training in months:

Mentors

Names, qualifications and experience of mentors*

Name of Mentor (1):

Expertise and Experience of the Mentor:

Please, describe the educational background, expertise and a short work history of the mentor/s, including number of years of relevant work experience. Please, ensure that this is completed in detail, as this is a key criterion for the selection of the companies to receive funding/grants.

Role of the Mentor:

Specify – training, guiding through the assigned tasks, monitoring and assessing the progress, etc

Number of Beneficiaries/Employees Served by the Mentor:

*Please, complete one table for each of the mentors proposed in the project. For example: If you have 2 mentors - you should have 2 such tables filled-in

Name of Mentor (2): (if available)

Expertise and Experience of the Mentor:

Please, describe the educational background, expertise and a short work history of the mentor/s, including number of years of relevant work experience. Please, ensure that this is completed in detail, as this is a key criterion for the selection of the companies to receive funding/grants.

Role of the Mentor:

Specify – training, guiding through the assigned tasks, monitoring and assessing the progress, etc

Number of Beneficiaries/Employees Served by the Mentor:

Name of Mentor (3): (if available)

Expertise and Experience of the Mentor:

Please, describe the educational background, expertise and a short work history of the mentor/s, including number of years of relevant work experience. Please, ensure that this is completed in detail, as this is a key criterion for the selection of the companies to receive funding/grants.

Role of the Mentor:

Specify – training, guiding through the assigned tasks, monitoring and assessing the progress, etc

Number of Beneficiaries/Employees Served by the Mentor:

Name of Mentor (4): (if available)

Expertise and Experience of the Mentor:

Please, describe the educational background, expertise and a short work history of the mentor/s, including number of years of relevant work experience. Please, ensure that this is completed in detail, as this is a key criterion for the selection of the companies to receive funding/grants.

Role of the Mentor:

Specify – training, guiding through the assigned tasks, monitoring and assessing the progress, etc

Number of Beneficiaries/Employees Served by the Mentor:

3.3.3. Other activities, if any

3.4 RESULTS OF THE PROJECT

Please, describe the benefits of the project for increasing employability of beneficiaries (specify).

- Acquisition of transversal / general skills ;
- Acquisition of practical skills ; and
- Acquisition of practical experience.

Please, describe how relevant the acquisition of these skills and competences are to the labour market needs?

Please, state the number of beneficiaries that will be retained for at least 1 year after the end of the project.

4. DECLARATION BY THE APPLICANT

The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present call for proposals, in the proposed project, hereby declares that:

- it's the legal status is certified, as reported in part 3 of this application;
- it has the sources of financing of for the fulfilment of the project;
- it has sufficient capacity to carry out the proposed project;
- the project will not lead to replacing of currently employed persons in the company;
- it is not in any of the situations excluding it from participating in contracts, which are listed in Section 2.1 of the guidelines for applicants;
- it is eligible in accordance with the criteria set out under Sections 2.1 of the guidelines for applicants;
- it is in a position to deliver immediately, upon request, the originals of supporting documents, stipulated under Section 2.4 of the guidelines for applicants; and
- The contractual conditions, as laid down in the standard grant contract (Annex G of the guidelines for applicants), will be accepted, should the applicant be awarded a grant.

The applicant is fully aware of the obligation to inform without delay the contracting authority, to which this application is submitted, if the same application for funding has been approved by other European Commission departments and/or European Union institutions following the submission of this grant application.

The applicant acknowledges that, should we the applicant participate in this grant scheme whilst being any of the situations listed in Section 2.1.1(2) of the guidelines, or should any declarations or information provided prove to be false, the applicant may be subject to rejection exclusion from this scheme and financial penalties up to 10 % of the total estimated value of the awarded grant For the purposes of safeguarding the EU's financial interests, any personal data may be transferred to internal audit services, to the early detection and exclusion system, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office.

Signed on behalf of the applicant

Name

Position

Signature

Date