**Application Template for Business Support Facility**

**REMEMBER BEFORE SENDING YOUR APPLICATION**

**IMPORTANT INFORMATION & INSTRUCTIONS FOR APPLICANTS:**

1. This form is free of cost.

2. The application form is **self-explanatory** therefore BLEP will not provide any assistance or budget in developing of the application form.

3. Please go through the eligibility criteria mentioned in the business support facility modality document before applying for grant.

4. Submission of application does not make the project liable to process the case or award a matching grant.

5. Provide required information in all sections. All sections are mandatory.

6. All completed and submitted applications shall be processed accordingly.

7. The project only awards matching grants for the final successful applicant that require a minimum share in cash in shape of pay order (rupees) of 30% by the applicant(s) and 70% by the BLEP project.

8. 04 copies of all documents are annexed must be submitted along with application through courier.

9. The application must be typed in English or Urdu.

10. An applicant can **NOT** submit more than one application for similar or different business.

11. Only short-listed application/applicant will be contacted for further process.

**PLEASE REMEMBER**

The deadline for reception of applications is 19 June 2023 before Close of Business. Applications must be submitted with the Application Form (Annexes). Applications must be submitted in one original and 3 copies through registered courier at BLEP Quetta office on the given below postal address.

**H# 450-5/9 Tajik Abad, Killi Shabo,**

**near GOR Colony, Quetta**

**WARNING**

APPLICATION WILL BE REJECTED IF:

* It is received after the deadline, 19 June 2023 after Close of Business.
* The envelope is not sealed.
* The application is incomplete (all annexes, 04 copies).
* Supporting documents (see below checklist) are missing.
* The declaration by applicant is not signed.

**Checklist for the Applicant: -**

***Please make sure you submit all the required documents specified in the below checklist.***

|  |  |
| --- | --- |
| **Contents** | **Attached (Y/N)** |
| * 1. Cover page |  |
| * 1. Checklist |  |
| * 1. Black listing certificate and non-litigation letter |  |
| * 1. Certificate of Registration (if any) |  |
| * 1. Application Form (01 original and 03 copies) |  |
| * 1. Existing Business bank statement (for the last three years)   (If currently have any business) |  |
| * 1. CNIC Copy |  |
| * 1. Personal NTN certificate (if any) |  |
| * 1. Business NTN Certificate (if any) |  |

**Cover Page: -** Please fill the following information carefully**.**

|  |  |
| --- | --- |
| **Applicant Detail (Personal Information)**  ***Please fill in the contact information carefully so we will be able to contact you if you qualify for the matching grant****.* |  |
| Full Name |  |
| Father /Husband Name |  |
| CNIC Number |  |
| Gender |  |
| Age |  |
| Postal address |  |
| Permanent address |  |
| Telephone Number |  |
| Mobile Number |  |
| Email Address |  |
| Website (if any) |  |
| Personal NTN number (if any) |  |
| \*Applicant Education/academic qualification |  |
| \*Total Business Experience (in years) |  |
| \*Experience in which field of business. |  |
| **Applicant (Business Information)** | |
| Existing Business/Enterprise Name (Title) (if any) |  |
| Existing Business/Enterprise Address (if any) |  |
| Law/regulation under which it is registered with Government of Pakistan (if any) |  |
| Date of such registration (if any) |  |
| Current registration status |  |
| Business NTN # |  |
| Website of the applicant organization, if any |  |
| Coordinates of existing business (if any) |  |

|  |  |
| --- | --- |
| Title of Proposed Business Activity (For which grant is applied) |  |
| Total applicant contribution in Rupees (30%) |  |
| Total Amount Requested from BLEP in Rupees (70%) |  |
| Name of District, where the business is proposed |  |
| Contact of the Applicant |  |
| Name |  |
| Title or position |  |
| Cell # |  |
| Postal/ office address |  |
| **Technical contact person to answer any questions related to the application, *(if different from the above-mentioned contact person)*** |  |
| Name |  |
| Title or position |  |
| Postal/ Office address |  |
| Landline phone number(s) |  |
| Mobile telephone number(s) |  |
| E-mail address |  |
| **Name of existing business primary bank, with account number, title and branch address and codes and name of Account etc.** | *Bank Name*  *Title of Account*  *Account Number*  *Bank code*  *Bank Address*  *Bank Account status* |

**Purpose of Grant Application: -**

|  |  |
| --- | --- |
| 1) New Business Startup | 🞎 |
| 2) Expansion of Existing Business | 🞎 |

**Annex#01**

**Attested Declaration by the Applicant on a Stamp paper of Rs 100/-**

I ………………. S/D/W/ of ………………………………. bearing CNIC#............................., resident of…………………., in all my senses and on my free will do here by solemnly affirm and confirm that;

1. I have never been black listed/no litigated by any client/government/semi government/banks and autonomous bodies or anybody else.
2. I am neither defaulter nor there is any judgement against me in this regard.
3. I haven’t received any grant of similar nature form any other entity/project in the last 10 Years.
4. I am ensuring that the documents/information provide is correct/genuine, hence I agree that is the right of the BLEP to accept or reject the application at any stage.
5. If I do not receive a reply from BLEP within three months of my application submission, I shall accept that it did not qualify the set requirements and will not challenge the decision of BLEP in any court or elsewhere.

Verified on oath that what has been stated is true to the best of my knowledge and belief.

Name of Applicant: -

CNIC#: -

Notary Public (Attestation): -

Signature: -

Date: -

**IMPORTANT NOTE**

***Please go through the given below guidelines before filling the application form:***

***Please Delete help text given in the Red font after filling the application form. The help text is given for the ease of the applicant while developing the application.***

***Applicant don’t necessarily need to answer each of these red highlighted questions. The purpose of this is simply to get the applicant thinking to unlock the in-depth knowledge the applicant already posses with respect to their ongoing/current and proposed business.***

1. Applicant Existing Business History (If any)

1.1 Total assets of applicant current/existing/ongoing Business.

1. Cash in hand Rupees: -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Land holding Rupees: -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Capital assets Rupees: -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total amount Rupees: -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(a +b+ c= Total Amount)

1.2 Please provide detail (Total Revenue - Total Expense = Profit) of existing business for the last three years.

|  |  |  |  |
| --- | --- | --- | --- |
| In Rupees | **First Year (2020)** | **Second Year (2021)** | **Third Year (2022)** |
| Total Revenue |  |  |  |
| Total Expense |  |  |  |
| Profit |  |  |  |

1.3 Please provide detail of employment (Jobs) in existing business: -

|  |  |  |
| --- | --- | --- |
| **Job** | **# of Full-time employee** | **# of Part time /daily wage employee** |
| Men |  |  |
| Women |  |  |
| Refugees (if any) |  |  |

1.4 Nature of existing business: -

Please Tick the relevant option.

|  |  |
| --- | --- |
| **Nature of existing business** | **Legal Status of Existing Business** |
| Services 🞎 | Private Limited 🞎 |
| Production 🞎 | Partnership 🞎 |
| Trading 🞎 | Sole Proprietorship 🞎 |
| Manufacturing 🞎 | Unregistered partner 🞎 |

1.5 Location of Existing Business: -

|  |  |
| --- | --- |
| Name of Province, City, District, UC |  |
|  |  |

1.6 Please provide the brief history of Existing business.

|  |
| --- |
| * *Please give details about existing business/enterprise (Why the business/enterprise was started, when the business was started, how many human resource/staff/people (part time or full time, men and women) are engaged in the business. Major turning points in business/enterprise life. Name of the Business including business sector? who are the targeted customers. What is the Business location? Where and what are the Products or services being offered through the existing business? Why the current business in unique in nature? what made the applicant to start the business in this industry? How the marketing is carried out by the business? How much profit is being made by the applicant/profit margin? Who are the primary competitors in his/her business? Does applicant support the community through his business? Till date what are the key achievements? Does the existing business have growth potential in current scenario, if yes why if not why? etc.* * ***(max 1000 words)*** |

1.7. Please provide briefProfile of applicant regarding business.

|  |
| --- |
| *A brief profile of the founders. Please provide information about the applicant education, experience of business i.e. when did applicant start the business? why did the applicant decide to start the business? what was the applicant mission to start the business? what are the applicant business goals? How long the applicant has worked in the business management? how does the applicant sourced the funds to start his business? What is unique about applicant business? How does the applicant describe success so far? What unique skills the applicant have to support his business.* ***(Max 1000 words)*** |

**2. Proposed Matching Grant Business: -**

Please provide information of the proposed business for which grant is applied.

2.1 Please Tick the relevant business sector for which the grant is applied.

***Check one box only***

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Agriculture | 🞎 | 4) Forestry | 🞎 |
| 1. Livestock | 🞎 | 5)Tourism | 🞎 |
| 1. Mines & Minerals | 🞎 | 6) Small Industries | 🞎 |

2.2 Overall Experience of Applicant related to Proposed Business: -

|  |  |  |  |
| --- | --- | --- | --- |
| More than 1 Year | 🞎 | More than 4 Years | 🞎 |
| More than 2 Years | 🞎 | More than 5 Years | 🞎 |
| More than 3 Years | 🞎 | More than 10 Years | 🞎 |

2.3 Proposed Location of the Business: -

Please tick the relevant district in which the Business Support Facility will be established.

|  |  |  |  |
| --- | --- | --- | --- |
| 1) Sherani | 🞎 | 4) Zhob | 🞎 |
| 2)Killa Abduallah/Chaman | 🞎 | 5) Pishin | 🞎 |
| 3)Killa Saifullaha | 🞎 | 6) Nushki | 🞎 |
| 7) Gawadar | 🞎 | 8)Chagai | 🞎 |
| 9) Mastung | 🞎 |  |  |

2.4 Grant Amount:

Requested matching grant for the proposed business: -

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant Required Grant Size** | **Applicant Share (30%)** | **BLEP Share (70%)** | **Total Rs** |
|  |  |  |

2.5 Structure of Proposed Business:

* Partnership 🞎

* Sole Proprietorship 🞎

2.6 Please provide detail of employment (Jobs) for proposed business:

|  |  |  |
| --- | --- | --- |
| **Job** | **Full time employee** | **Part time /daily wage employee** |
| Men |  |  |
| Women |  |  |
| Afghan Refugees (if any) |  |  |

2.7      Explain your Business model for the ***proposed business****.*

|  |
| --- |
| *Is this a new business, or extension of existing business, please give a short title for your proposed business? Please give a brief description/detail of the proposed business/ enterprise for which* ***applying*** *for instance****.*** *Provide the strategic plan of how the business will make money. How the business will develop its product, offer it to the market, and drive sales. What will be the target market, customers/buyers etc. how the business-related activities will be performed? What customer problems do the applicant intend to solve and how the needs are satisfied? ​What are the products and services offered? ​What value or benefits do the applicant create for customers? ​What is the perceived value by customers? ​ How the applicant skills and experience add value to the new/existing proposed business?* |

2.8       SWOT[[1]](#footnote-1) and Supply Chain Analysis[[2]](#footnote-2) of the proposed business.

|  |
| --- |
| *Please highlight the strengths, weaknesses, opportunities, and threats of the proposed business sector and enterprise to be established, and highlight the current and future potential of the business enterprise*.  ***Strength: - (INTERNAL, POSITIVE ATTRIBUTES OF APPLICANT PROPOSED BUSINESS)*** *What value the applicant provide that can’t be replicated by anyone else in the market? Why would the customers give priority to the applicant business? And what keeps them coming? what are the applicant proudest of related to his proposed business? why the business idea is unique?*  ***Weaknesses*** *(****INTERNAL, NEGATIVE ATTRIBUTES OF YOUR PROPOSED BUSINESS)*** *What are the internal and external factors/forces that can harm the proposed business? What will be the factor that might holding the applicant back from accomplishing the things the applicant wants?*  ***Opportunities*** *(****EXTERNAL, POSITIVE FACTORS THAT COULD HELP THE PROPOSED BUSINESS)*** *Can the applicant satisfy any unmet demands that have been vocalized by his/her target customers? Are there any emerging technologies that the applicant can use for his advantages? How can the applicant apply his existing strengths in new and/or innovative ways?*  ***Threats (EXTERNAL, INTERNAL NEGATIVE FACTORS THAT COULD HURT THE PROPOSED BUSINESS)*** *What are the external and internal threats to the proposed business? In what ways the applicant weakness gets exposed or exploited? How might current and projected economic trends (i.e., prices, employment rates, inflation, stagflation and consumer confidence) negatively impact the business?*  *How the applicant ensures the supply chain process from initial stage to final stage of the proposed business?* ***(Max 1000 words)*** |

2.9   Sales and Market Analysis of the Proposed Business: -

|  |
| --- |
| *Please give a brief market analysis, highlighting the market potential, target market, customer base, penetration strategy and untapped market opportunities of the proposed business*.  ***Target Market:*** *Who is Applicant/your potential customers? Where do they live? How old are they? Are they male or female? What is the size of applicant/your target market? Is the target market stable, growing or shrinking? What are the local, provincial and/or national trends in business industry?*  ***Analysis of Competition:*** *Who are the competitors? What are each of their strengths and weaknesses? Who are their customers? Why do their customers shop there? Is their business steady, increasing or decreasing and why? How will your business be different/better?*  ***Position:*** *How will applicant/your business be positioned against your competition? (Better service? Lower price? Special niche?)*  ***Packaging:*** *For a product business: How will applicant/your product be presented? A bag with your business name and logo? A box? etc. for a service business: What will your marketing material look like - business cards, logo, website, etc.?*  ***Location:*** *Where will applicant/your business be located? What factors will influence your choice of location? What features will applicant location have? How will applicant building contribute to your marketing strategy? What are the features of your building layout?*  ***Pricing:*** *What will be the price(s) of your product(s) and/or service(s)? Why will your customers pay your prices? If your price is higher than your competitors: What special advantage do you offer to justify the higher price? If your price is lower than your competitors: Is your price profitable?*  ***Promotion:*** *How will you attract customers/clients? How will you promote sales? How will you retain your customers/clients? How will applicant/you expand your market base? How will your promotion/advertising reach your target market?*  ***Physical Distribution:*** *How will applicant/you get your product to your customers? Will they come to your business or will you deliver your product? What is the cost and benefits of your distribution plan? Who are your suppliers and why?*  *what sort of marketing strategies the applicant will adopt?* |

3. IMPLEMENTATION, MANAGENMENT AND PRODUCTION

3.1.       Operational, Management plan and Production Process of Proposed Business.

*Who will manage the proposed business? What is the management’s experience and qualifications to manage the prosed business? How many employees will you need and what will they do? Will your employees be full or part-time? Will you provide fringe benefits? Will you follow labor laws? Who will train your employees? How will you manage your finances? How will you manage your record keeping? What professional resources will you use? (accountant, skilled labor, other)? What legal form of ownership will you choose and why? What licenses and permits will you need? What regulations impact your business? Will the applicant show willingness to register with any Government entity (if BLEP proposed)?*

* 1. Provide a brief operational plan and production process for the **proposed business**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Annual Sales Calendar of Proposed Business** | | | | |
| **Business Item (***Goods or services) sold or traded.* | **Annual Production target** | **Stock** | **Expected Annual Sale** | **Annual Estimated Sale Revenue** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

4.           FINANCIAL ANALYSIS FOR PROPOSED BUSINESS:

4.1. Explain your Financial Plans.

*What will be your total estimated revenue for your initial year of operation? By month? Or By quarter? What will it cost to open your business and sustain it for twelve months? What will be your monthly cash flow during the first year? What will be your break-even point? What sales volume will your business need in order to make a profit during the first three years?*

4.2. Explain the Utilization of the ***total (Applicant share +BLEP Share)*** Capital/investment.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Amount *(in rupees)* ***Total Capital Investment*** | Percentage of total capital | Duration of completion/installation |
| Construction work |  |  |  |
| Machinery/Technology |  |  |  |
| Raw material |  |  |  |
| Payroll/ Salaries |  |  |  |
| Any other expense |  |  |  |

5. Declaration by Applicant Organization:

|  |
| --- |
| 1. I hereby solemnly accord my acceptance to act as authorized signatory for the above referred business plan/ or being duly authorized to represent and act on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby applies to be considered for the project cited above along with all the required documents, and declares & agrees the following: 2. I have examined and have no reservation to the RFA document. 3. Applicant organization understand that BLEP may cancel this solicitation call at any point of time with or without providing any details to applicant organization. 4. By Submitting Application, applicant organization does not expect guarantee of Grant award. 5. Information provided by applicant organization in this Application will be subject to verification if qualified for next round. 6. BLEP reserves the right to amend the scope and value of any grant under this project in consultation with the applicant. 7. The applicant or any relevant business are not blacklisted by government or any donor agency or financial institution. 8. BLEP and its authorized representative(s) may contact the following person(s) for further information, if needed:   Person(s) to be contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  By affixing my signature below, I certify that the information provided in this Application is accurate and correct to the best of my knowledge.  **Submitted by (Name & Title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signatures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. SWOT Analysis is done in order to assess the business strengths, weaknesses, opportunities, and threats (SWOT) in relation to its competition. A SWOT Analysis helps evaluate where a company stands in a competitive market and what steps need to be taken for further strategic planning, helping business related decision makers draw a future roadmap for the business. [↑](#footnote-ref-1)
2. Supply chain analysis is the process of evaluating every stage of a supply chain starting from the time the business acquires raw materials or supplies from its suppliers to the delivery of final products to the customers. [↑](#footnote-ref-2)