



This project is funded by the European Union.
Bu proje Avrupa Birliđi tarafından finanse edilmektedir.
هذا المشروع تم تمويله من قبل الاتحاد الأوروبي

Annex A - Application Form and Business Plan

Formal Employment Creation Project (TF0B4699)

GRANT APPLICATION FORM AND BUSINESS PLAN

Name of the Applicant (Firm)	
Sub-Project Title	
Location(s) of the Action ¹	
Applicant Firm Size	Small / Medium / Large
Temporary Registration Number	(Temporary Registration Number will be generated automatically from Sub-Grant Platform (Kayist) during the application.)
Application Number	(Application Number will be generated automatically from Kayist Platform when the application is completed.)

Sub-grant applications must be made online through the Kayist Platform, where related guidelines are also available.

¹ Project provinces included; 1. Adana, 2. Adiyaman, 3. Ankara, 4. Batman, 5. Bursa, 6. Denizli, 7. Diyarbakir, 8. Gaziantep, 9. Hatay, 10. İstanbul, 11. İzmir, 12. Kahramanmaraş, 13. Kayseri, 14. Kilis, 15. Kocaeli, 16. Konya, 17. Malatya, 18. Manisa, 19. Mardin, 20. Mersin, 21. Osmaniye, 22. Sakarya, 23. Şanlıurfa, 24. Tekirdağ

DATA ENTRY

General Information

Sub-Project Title		
Sub-Project Duration (months)		
Total Sub-Project Budget	(This will be generated automatically from Kayist platform when the sub-project budget is approved on the Kayist.)	
Requested Sub-Grant Amount	(This will be generated automatically from Kayist platform when the sub-project budget is approved on the Kayist.)	
Legal Status of the Applicant	Joint Stock Company, Limited Company or others	
Name of The Applicant (Firm) Abbreviation of the Firm Name (if applicable)		
Tax number (VKN) / TR ID number / Passport Number for non-Turkish citizens and Registered Tax Office		
Date of Establishment / Registration of the Applicant Firm	__/__/__	
Applicant Firm Operating in (Province)		
Firm Size (In Terms of Total Number of Employees)	Small Enterprises (below 50) <input type="checkbox"/> Medium Enterprises (50-249) <input type="checkbox"/> Large Enterprises (250 and above) <input type="checkbox"/>	
Number of the Employees (Current-Past)	Year	Number
	2019 (As of 31 December 2019)	
	2020 (As of 31 December 2020)	
	2021 (Current/indicate month)	
NACE Code		

Summary of the Financial Information	Year	Net Sales Revenue	Net Profit	Total Assets	Shareholder's Equity	Total Debt
	2019					
	2020					
	2021 (recent interim)					

SHAREHOLDER STRUCTURE ²				
Name	TR Identification Number / Tax Number	Gender	Nationality	Share (%)
1. Shareholder				
2.				
3.				

Women Inclusiveness (Do not fill, the data will be extracted from the next steps.)							
Owned by Women		Managed by Women		Average Criteria			
The project owner firm has at least one woman shareholder with properly documented representative and managing powers.		The project owner firm has at least one woman C-level manager or with at least 25-percent woman representation in Mid-level Managerial position.		The project owner firm employs a ratio of women that is higher than the average ratio observed in the respective sector.		Number of Total Employees	
						Number of Women Employees	
						Ratio of Women Employees to Total Employees	
						Average Rate in the Sector of the Firm	

² Shareholders with less than 5% shareholding should be named and stated as "others".

Contact Information of the Applicant and Applicant's Authorized Representative

<i>Contact Information of the Applicant</i>	
Phone Number (Firm)	
Fax Number (Firm)	
Official Address (Head Office)	
Official Address (Sub-project if different than Head Office)	
Corporate E-Mail Address	
Website of the Applicant Firm	
<i>Contact Information of the Applicant's Authorized Representative</i>	
Contact Person for this Sub-Project	
Contact Person's E-mail Address	
Contact Person's Mobile Phone	
Position in the Applicant Firm	

1. SUB-PROJECT

1.1. Executive Summary

Sub-Project Title	
Name of the Applicant Firm	
Legal Status of the Applicant Firm	Joint Stock Company, Limited Company, other
Location ³	(Province)
Sub-Grant Amount Requested from the European Union (EU) (€)	(This will be generated automatically from Kayist platform when the sub-project budget is approved on the Kayist.)
Duration of the Sub-Project (18-21 months)	
Sub-Project Objectives	Overall objective: one sentence Specific objective(s): one or two sentences
Target Group(s) ⁴	
Final Beneficiaries ⁵	Max 50 words
Expected Results	Max 50 words
Scope of Proposed Sub-Project	<ul style="list-style-type: none">• New investment• Expanding of existing capacity• Production and service diversification• Adopting to crisis such as pandemic conditions• Works associated with sub-project scope but not financed by the sub-grant• Other (please specify)
Main Activities and Description of the Proposed Sub-Project	Maximum 100 words. Describe the subject of the Sub-project, briefly.

³ Project provinces include: 1. Adana, 2. Adıyaman, 3. Ankara, 4. Batman, 5. Bursa, 6. Denizli, 7. Diyarbakır, 8. Gaziantep, 9. Hatay, 10. İstanbul, 11. İzmir, 12. Kahramanmaraş, 13. Kayseri, 14. Kilis, 15. Kocaeli, 16. Konya, 17. Malatya, 18. Manisa, 19. Mardin, 20. Mersin, 21. Osmaniye, 22. Sakarya, 23. Şanlıurfa, 24. Tekirdağ

⁴ Target groups are the group(s) / entities who will directly benefit from the sub-project within the scope of the sub-project objectives.

⁵ Final beneficiaries are those who will benefit from the action in the long term at the level of the society or sector at large.

Number of Current Employees		Turkish Citizens	SuTP*	Refugees (Other than SuTP)	Total
	Men				
	Women				
	Total				
Number of Planned Additional Employees in the Proposed Sub-Project ⁶		Turkish Citizens	SuTP	Refugees (Other than SuTP)	Total
	Men				
	Women				
	Total				

* STuP: Syrians under Temporary Protection

2. FIRM INFORMATION

2.1. Description of the Firm

a. Firm History

Legal establishment, ownership structure, firm history, locations and facilities etc.

Outline how your firm has developed since its establishment. If previous changes of products or services have occurred, please describe them.

Please explain if any OHS (Occupational Health and Safety) incidents occurred in the past few years.

b. Existing Infrastructure

Please describe the extent and status of your existing infrastructure. This should include information relating to ownership of buildings, age of buildings, and access to necessary utilities.

c. The Number of Full-Time and Part-Time Staff by Employment Category (e.g. Number of Project Managers, Accountants etc.)

d. Equipment and Offices

The applicant is expected to provide information about the physical equipment and office infrastructure it has regarding the Sub-project.

e. Organizational Chart

Please add the organization chart here.

f. Other Relevant Resources (Please clarify if applicable)

In addition to the above titles, if there are also volunteers, participating organizations, networks that can contribute to the implementation of your sub-project, it should be added here under separate headings.

⁶ Please indicate the the number of planned additional employment, not the total number of employees including the existing employment.

2.2. Description of Products and/or Services and Market Analysis

Describe briefly what you are producing and selling with a focus on customer benefits. Give information about current market environment for your existing products / services, your comparison with competitors, your market share, relevant technology, future products, and services planned.

Give information about what the size of your market (local, national, international) is, what your customers' needs are, where they are, how to reach them etc.

Please describe market segmentation, target market segment strategy, market trends, growth potential for the market, industry analysis, pricing strategy of the market, competition and main competitors

Who are your present competitors? How many companies offer similar or identical products / services? Which are the differences between you and your competitors? Give details about them (size, location, market share).

How are your products/services placed on the market compared with your known competitors? Barriers to Market entry? What about your competitor's employment strategy? Compared with yours is it the same or different? Please explain.

What are the job opportunities in the market? Please indicate.

3. OBJECTIVES OF THE SUB-PROJECT

Objectives

Describe the overall goals the project aims to contribute to and the specific goals it aims to achieve. Overall objective (i.e., impacts), Specific objective(s) (i.e., outcome(s))

3.1. Overall Objectives

Maximum 250 words. *"The objective of the Program is to enhance conditions conducive to formal job creation for firms operating in provinces affected by high incidence of Syrians under Temporary Protection (SuTP), easing two major constraints hampering the capacity of the firms registered and operating in Turkey to expand their business and create more and better formal jobs, namely access to finance and skills, for the benefit of Turkish citizens and refugees."*

Please specify the overall sub-project objective(s).

3.2. Specific Objectives

Maximum 250 words. This is the section where the main purpose of the sub-project is explained. The transformation to be achieved by the realization of the sub-project and the benefit of the target groups should be specified. It should address the main problem that the sub-project will respond to and the sustainable benefits for the target groups should be identified and expressed in this section. For example, it can be specified as a special objective to ensure women's employment within the applicant firm, together with the activities to be carried out in the sub-project.

3.3. Added Value to be Created by the Sub-Project

Please describe the added value to be created by the sub-project activities.

4. RELEVANCE AND JUSTIFICATION

4.1. Justification of Employment

4.1.1. Relevance of the Sub-project to the Objectives and the Priorities of the Program

The overall objective of the Program is to enhance the conditions for formal job creation by firms operating in growing economic sectors with high employment potential and located in selected 24 provinces with high incidence of Syrians under Temporary Protection (“SuTP”) for the benefit of Turkish citizens and refugees.

The specific objective is to increase formal employment opportunities of refugees and Turkish citizens by encouraging the women inclusive firms and increase formalization of workforce in selected provinces by facilitating access to grant financing for well performing firms, conditional on formal job creation and retention. The Program also aims to increase awareness of the employers about the viability of employing work-able and trained refugees.

Please explain the relationship between the sub-project specific objective stated in the Application Form and Business Plan and the Objectives and Priorities of the Program.

The Sub-project should help to realize these objectives.

4.1.2. List of Target Groups and Estimated Number of Direct and Indirect Beneficiaries and Identification of Perceived Needs and Constraints in the Target Region(s) and Target Group(s)

Project provinces have been selected with the intention of realizing the Project objectives. Explain who your target groups are, who will benefit from the Project directly and indirectly and how.

Explain the perceived needs of the target group and how are these needs connected with the realities and needs of your region.

4.1.3. Reasons for the Selection of the Target Groups and Activities

Explain why and how you have selected your group of employees and also justify the selection of other activities considering the requested budget items.

4.2. Marketing Strategy Positioning and Relevance of the Sub-project with the Objectives and Priorities of the Program

What is the product/service to be developed under the sub-project?

How will the proposed investment/activity affect the employment level?

Describe how you will expand or improve an existing product/service and/or describe how you will develop a new product/service and justify the number and quality of additional employment.

Give details on the targeted market of the products or services, and the nature of the demand in this market. How many potential customers are there in the market? Are they international, national or local? What will be the pricing strategy?

Give details on how you distribute and sell your products and/or services. Do you distribute the products/services through your own chain of stores, other intermediaries, wholesalers, retailers etc.? What are the sales forecasts for the coming years?

What is your web-site marketing strategy? Give information about your development requirements for web-sites including e-commerce, include discussion of the website, development costs, operations, sales and marketing strategies, strategic alliances etc.

Are there any additional infrastructure requirements for the sub-project? How will these requirements be met? Is there any item related to investment in the proposed budget? (especially considering fixed investment cost budget)

4.3. Environmental and Social Aspects of the Sub-project

Please describe environmental and social requirements related to the investment/sub-project proposal. Are there any additional legal or regulatory requirements about the investment, and if so, which document or license meets this requirement?

4.4. Relevant Legal Aspects

Please set out any legal requirements for the implementation of the investment and employment. For example. What other licenses, authorisations are necessary for the implementation of the project?

Important Note: If the project includes building construction or building rehabilitation, a copy of the construction authorisation and the other required authorisations shall be needed before contracting.

5. DESCRIPTION OF ACTIVITIES AND DETAILED ACTION PLAN

Maximum 500 words. Include the title of each activity to be undertaken to produce the employment results.

5.1. Action Plan

Sample Action Plan⁷

Activity No	Activity Titles	Description of the Activities	Relevant Month of the Activity																				
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1.	Job creation activity*	Employment activity to be carried out within the scope of the sub-project																					
1.1.	Pre-employment preparations	Pre-employment preparations																					
1.2.	Signing contracts with the firm and the people who will be hired	Signing employment contracts with people to be employed as specifying them according to gender, nationality																					
1.3.	Employment process**	Employment process																					
∴	∴																						
2.	Other Main Activity																						
2.1.	Sub-Activity 2.1.																						
2.2.	Sub-Activity 2.2.																						
∴	∴																						
3.																							
∴	∴																						

* The Sub-grant Program aims to achieve a well proportionate formal employment creation ratio of 50% between Turkish citizens and refugees in order to balancedly support both groups in accessing new formal employment opportunities in beneficiary firms.

** The sub-projects' period can be 18 to 21 months. The sub-projects are expected to create and maintain formal employment for 18 months duration within 21 months period.

⁷ The sample action plan provided as an example in this section is for guidance purpose only. Please note that sub-project activities will vary according to the relevant application.

5.2. Methodology

Detailed explanation of:

5.2.1. Methods of Implementation:

Include the main means proposed – e.g. employment, equipment, materials, and supplies to be acquired or rented) and rationale for such methodology and please explain the reasons for the proposed methodology.

Give the details of employee and investment items selection.

5.2.2. Financial and Technical Monitoring and Reporting

Methods of the sub-project follow up, who will be responsible, and how it will be done must be specified. The internal control and external evaluation processes of the implementation of the sub-project must be specified.

5.2.3. Team Proposed for Implementation of the Sub-project

Please give information about the organizational structure and the team proposed for the implementation of the sub-project with key staff's duties and responsibilities. The team for the implementation of the sub-project should be submitted with CVs of Sub-project key staff in the format given in Supporting Documents.

It is necessary to specify which duties and responsibilities the Sub-project team has both within the firm and in the Sub-project. The Sub-project team may be from the human resources, finance or operations departments.

Management Team and Key Sub-Project Personnel

Name	Profession	Gender (F/M)	Position	Experience in the Firm (Duration/Year)

5.3. Duration

The duration of the Sub-project will be between 18-21 months.

5.4. Sub-Grant Employment Plan and Performance Indicators

The Human Resources Employment Plan and Performance Targets should be planned and submitted under Annex B - Sub-Grant Employment Plan and Performance Indicators. Since the performance indicators of the Sub-project will be the basis for measuring the success of the Sub-project, only accessible and realistic indicators and targets should be set. The indicators set here must be the same indicators specified in the Annex E - Logical Framework.

6. CAPACITY TO MANAGE AND IMPLEMENT ACTIONS

Experience in Similar Actions

Please provide a detailed description of actions managed by your firm over the past five years in the fields covered by this Sub-grant program, identifying each action separately. This information will be used to assess whether you have sufficient experience of sub-project management for which you are requesting a sub-grant.

No	Action Title Reference Number	Cost of the Action (EUR)	Amount Contributed (by Donor)	Donors to the Action (The EU, FRIT I-II, KOSGEB, Development Agencies, etc.)	Role in the Action: Coordinator, Co-beneficiary, Affiliated Entity	Dates (from dd/mm/yyyy to dd/mm/yyyy)
1
2.						
...						
	Objectives and Results of the Each Action		1. 2. 3.			

7. EXPECTED RESULTS AND SUSTAINABILITY

7.1. Expected Impacts on Target Groups:

Maximum 500 words for each section. Indicate the developments that the sub-project activities will create in the following topics:

7.1.1. The Situation of Target Groups

Explain the short, medium and long term benefits of the sub-project for target groups and final beneficiaries. This is the section where the questions about the current conditions of the target groups of the Sub-project and how to improve their conditions will be answered. It is expected that the current conditions for refugee and woman employment will be explained here by the applicant. You are requested to explain what goals and expected impacts for woman and refugee employment can be achieved with the implementation of the sub-project activities.

7.1.2. Technical and Management Capacities of Target Groups (Where Applicable)

Please describe what kind of improvement and change the sub-project will create in the technical and management capacities of target groups and / or partners, such as experience in the implementation of the sub-project, reporting, etc.

7.2. Multiplier Effects:

Maximum 500 words. Describe the possibilities for scope of replication and extension of the action outcomes. In order for a sub-project to have a multiplier effect, the positive results of the sub-project should continue in the long term and should be taken as an example by other institutions / organizations / businesses.

7.3. Short and Long Term Impact and Sustainability:

Maximum 500 words. Describe the expected impact of the action on its target group/beneficiaries, with qualitative and quantified data where possible, at financial, institutional, policy levels. Explain how the action will be made sustainable after completion.

7.3.1. Financial Sustainability

Maximum 250 words. How will the activities be financed after the sub-project ends? Will the firm be able to generate sufficient self-financing to continue the activities after the end of the sub-project?

7.3.2. Institutional and Firm Policy Level

Maximum 250 words. Structures that would allow the results of the action to continue to be in place after the end of the sub-project, employment, capacity building, etc. Will the activities aimed at maintaining the formal employment created by the firm continue? As a result of the firm's experience in hiring women and refugees, will there be any changes in the firm's policies about formal employment of these groups, and in what direction?

7.3.3. Environmental Sustainability

Maximum 250 words. Are aspects of environmental protection, the use of methods and techniques that reduce environmental impacts, and the improvement of resource consumption taken into account?

7.3.4. Social Sustainability

Maximum 250 words. Are vulnerable and disadvantaged groups identified? Have differentiated measures been taken to ensure that these groups are not disproportionately affected? Has equality been respected in their access to the benefits of the sub-project? Will the firm be able to sustain these benefits after the completion of the sub-project?

7.4. Visibility Activities

Maximum 250 words. Visibility activities are the activities carried out to announce and promote your Sub-project and the institution and organization that finances the Sub-project to all stakeholders and the public. All activities, from the posters you will announce your Sub-project activities to the promotional activities you will carry out through social media channels, fall into this scope. Under this heading, you are expected to explain what these items are, their quantity, key technical features, and your approach to visibility.

For the visibility activities planned to be carried out, it would be positive if you include a separate sub-activity under the heading "5.1. Action Plan" in the Application Form and Business Plan accordingly.

8. PROPOSED BUDGET AND EXPECTED SOURCES OF FUNDING

The sub-projects are expected to create and keep formal employment for 18 months. The sub-projects' period can be maximum 21 months with a 3-month of extension however human resources payments will be eligible only for 18 months' duration.

Applicants have to prepare their total Sub-project budgets and the grant amounts they request in accordance with the amounts in the table below.

Minimum and Maximum Sub-grant Amounts by Firm Size			
	Small Enterprises (1–49 employees)	Medium Enterprises (50–249 employees)	Large Enterprises (250 employees and above)
Minimum Sub-grant Amount (EUR)	15.000	25.000	40.000
Maximum Sub-grant Amount (EUR)	45.000	125.000	300.000

Annex B - Sub-Grant Budget Template

ANNEX B - SUB-PROJECT BUDGET TEMPLATE	18 Months				
	Unit	# of Units	Unit Rate (in EUR)	Costs (in EUR) ²	Cost Justification
Expenditures¹					
1. Human Resources - New Employment (Min. 70% - Max. 90% of total eligible budget)					
1.1 Salaries (total employer cost; Turkish citizens)	Per month				
1.2 Salaries (total employer cost; refugee, ESN beneficiaries, SuTP etc.)	Per month				
1. Subtotal Human Resources					
2. Working Capital Costs (Except for human resources, all operating costs added for respective Sub-project)					
2.1 Production materials (raw materials, subassemblies etc.)	Per month				
2.2 Utilities (electricity, water, fuel, internet, telecommunication etc.)	Per month				
2.3 Maintenance costs	Per month				
2 Subtotal Working Capital Costs					
3. Fixed Investment Costs					
3.1 Small-scale construction work and auxiliary service facilities (Maximum 5% of 5, total direct eligible budget)	Per item				
3.2 Machinery & equipment (Machinery & equipment; vehicle; furniture, computer equipment, installation costs, spare parts, freight, insurance etc.)	Per item				
3.3 Software and related IT licenses	Per item				
3.4 Other various investment expenditures	Per item				
3 Subtotal Fixed Investment Costs					
4. Other Costs, Services^{3,4}					
4.1 Consulting services for technical and financial reporting purposes (consultant, CPA etc.)	Per item				
4.2 Translation, interpreters	Per item				
4.3 Visibility actions	Per item				
4.4. Work permit fees, other related legal fees	Per item				
4.5 Others	Per item				
4. Subtotal Other Costs, Services					
5. Total Direct Eligible Costs (1 - 4)					
6. Incidental Expenditures^{5, 6} (Maximum 3% of 5 total direct eligible costs)					

7. Administrative Costs⁶ (Maximum 3% of 5 total direct eligible costs)					
8. Total Eligible Costs⁷ (5 + 6 + 7)					
1. The Budget must cover all eligible costs, not just the Project Owner's contribution (Co-financing). The budget must cover Co-financing + the EU's contribution. All items must be broken down into their individual components. The number of units for each component must be specified.					
2. The budget will be established in Euro currency.					
3. Lump sums will not be accepted, need to be specified					
4. Only indicate here when fully subcontracted.					
5. The use of the incidental expenditures is subject pre-approval of TKYB and can be used after the approval of TKYB.					
6. Lump-sum costs are allowed.					
7. Financial contribution of the EU can be min. 50% and max. %70 of Total Eligible Budget.					

EXPECTED SOURCES OF FUNDING		
	Amount (EUR)	Percentage of Total (%)
Financial contribution of the EU <i>(Min 50% - Max. %70 of Total Eligible Costs)</i>		
Applicant's financial contribution (Co-financing)		
OVERALL TOTAL		100%
	Amount (EUR)	Percentage of Total (%)
Human Resources Costs <i>(Min. 70% - Max. 90% of Total Eligible Budget)</i>		
Other Costs		

9. FINANCIAL PLAN

Financial Plan for the Firm

a. Projected Sales

Estimated sales for the next 3 years for the products and services resulting from the project

Years / (EUR)	Realized		Estimated		
	2019	2020	2021	2022	2023
Sales					

b. Projected Income Statement, Projected Balance Sheet and Cash Flow Table Important Assumptions

Please indicate the assumptions you made regarding increase in turnover, projected increase in capacity utilization rate (%), investment profitability etc.

▪ Estimated Income Statement

Exchange rate TL / EUR to be used for conversion calculations: _____

Please provide detailed information on the assumptions considered in preparation of the situations.

Income Statement, in EUR

	Realized		Estimated		
	2019	2020	2021	2022	2023
<i>Net Sales</i>					
<i>Cost of Sales(-)</i>					
Labour Costs					
Other Cost of Sales					
Gross Profit					
<i>Operating Costs(-)</i>					
Marketing, selling and distribution (MSD) expenses.					
-Employee Costs					
-Other MSD Costs					
General Administration (G&A) Expenses					
-Employee Costs					
-Other G&A Expenses.					
Other Operating Costs					
<i>Other Operating Income</i>					
Operating Profit					
<i>Financial Income(+)</i>					
<i>Financial Costs(-)</i>					

<i>Other Incomes(+)</i>					
Non-Operating					
Extraordinary					
<i>Other Costs(-)</i>					
Non-Operating					
Extraordinary					
<i>Income/Corporate Tax(-)</i>					
Net Income					

▪ **Estimated Cash Flow Table**

Exchange rate TL /EUR to be used for conversion calculations: _____

Please provide detailed information on the assumptions considered in preparation of the cash-flow.

	Estimated		
	2021	2022	2023
Opening Cash Balance			
Net Income			
Depreciation&Amortisations (+)			
<i>New Loan(s) (+)</i>			
<i>Principal Repayments of the Loan(s) (-)</i>			
<i>Possible Financial Contribution of the Sub-grant (*)</i>			
Ending Cash			

** The first disbursement (or tranche) of sub-grant will be disbursed as 10% of the sub-grant. The 2nd and 3rd tranches are disbursed as 40% and the last tranche will be disbursed as 10%. Please prepare the table accordingly.*

▪ **Estimated Balance Sheet**

Exchange rate TL /EUR to be used for conversion calculations: _____

ASSETS	Realized		Estimated		
	2019	2020	2021	2022	2023
Current Assets (*)					
<i>Cash and Bank Account</i>					
<i>Trade Receivables</i>					
<i>Inventories</i>					
Raw Material					
Finished Goods					
Other Inventories					
<i>Other Current Assets</i>					
Fixed Assets (*)					
<i>Intangible Fixed Assets</i>					
<i>Tangible Fixed Assets</i>					
<i>Financial Fixed Assets</i>					
<i>Other Fixed Assets</i>					
TOTAL ASSETS					
LIABILITIES					
Short Term Liabilities					
<i>Financial Liabilities</i>					
Bank Loans					
Other Financial Liabilities					
<i>Trade Payables</i>					
<i>Other Short Term Liabilities</i>					
Long Term Liabilities					
<i>Financial Liabilities</i>					
Bank Loans					
Other Financial Liabilities					
<i>Trade Payables</i>					
<i>Other Long Term Liabilities</i>					
Shareholder's Equity					
<i>Paid up Capital</i>					
<i>Reserves</i>					
<i>Profit of Previous Years</i>					
<i>Losses of Previous Years</i>					
<i>Net Income/Losses For The Period</i>					
TOTAL LIABILITIES					

(*) Please show the budget items clearly

(**) Total of Assets and Liabilities must be equal

Please provide detailed information on the assumptions considered in preparation of the balance-sheet (e.g percentage of the liabilities considered, debts with suppliers, taxes, deadlines)

- **Guidelines for Fulfilment of Financial Plan (Cash Flow, Income Forecasts and Balance Sheet)**

Cash flow is a forecast of how money will move through the business. Being a significant document for the evaluation process you should fill it in as honestly and precisely as possible. These guidelines provide you with an explanation of each line of the cash-flow form. It also raises various aspects you should have in view while creating the projection. The starting point for the forecasting is the historic information, considering the previous amounts, in different categories.

- Apart from the balance sheet that refers to the historic information, the cash-flow you are asked to create is a forecast of the future performance.
- Cash-flow refers only to how **money** will move **in** and **out** of your business. For example you should not take into consideration the depreciation, because when an asset depreciates it does not mean cash out.
- You should consider **all the sources of cash** for the business. For the beginning it will comprise the balances of all your **banking accounts**, as well as **cash accounts**. This figure is computed by you at the beginning of the forecasted period. The value of the cash at the end of one period becomes the starting value of the following period. Opening Cash Item is the remaining cash at the end of the previous period. It can be calculated simply as the sum of the bank account and the cash account in the balance sheet.
- As a separate part of these cash-flow forecasts, please include in the business plan a list of the assumptions you made in order to obtain e.g. the rate of sales increase / decrease, seasonal trends, the interest rate, the currency used.
- While forecasting, you should **not** take into account the inflation or the exchange rate evaluation.
- All cash-flow items will exclude VAT.
- New loans refer to already approved loans.
- Total cash that enter into your business from the main financing sources:
 - realized sales, without considering the effect of the new investment
 - estimated sales as a direct consequence of the new sub-project and other planned investment or other projects

10. DECLARATION BY THE APPLICANT FIRM

I, the undersigned, being the person responsible in the applicant organization for the sub-project, certify that:

- a) The information given in this application is correct; and
- b) We are fully informed about the legislation regarding the Sub-Grant Program for which we applied for the sub-project and we will act in accordance with the legislation.
- c) We have fully read and understood the Application Guideline for Sub-Grant Program for Formal Employment Creation Project prepared by TKYB, we have prepared the sub-project application within the framework of the rules specified in this Guideline, that we will submit all kinds of information and documents for TKYB to carry out the necessary audits and monitoring, and that we will provide the necessary environment and facilities.
- d) The originals of all the documents uploaded to the online platform will be submitted immediately if requested by TKYB.
- e) We will accept the results of the evaluation to be made by TKYB regarding the sub-project.
- f) It is known that in case of conflict in all the information and documents given regarding the sub-project for which we have applied to TKYB electronically, TKYB's electronic data records will be taken as basis.
- g) We are aware that the announced Call for Proposals can be cancelled until the list of sub-projects to be awarded is announced, and in this case, no right or compensation can be claimed from TKYB.
- h) The sub-project as a whole or the expenditure items within the scope of the sub-project are not financed or supported by other institutions and organizations, no application has been made in this regard. If it is decided that the sub-project will be awarded by TKYB, no support will be requested from other institutions and organizations for the project as a whole or for the expenditure items within the scope of the sub-project. If this situation is encountered, the sub-project may be deemed ineligible; if the sub-grant contract has been signed, the contract may be terminated or the expenditures within the scope of the sub-grant will not be considered as eligible costs.
- i) We acknowledge, declare and undertake that we have read the guide "The World Bank, Procurement Regulations for IPF Borrowers - Procurement in Investment Project Financing: Goods, Works, Non-Consulting And Consulting Services, Fourth Edition, November 2020"⁸ published by the World Bank and that we comply with the provisions of this guide.
- j) Pursuant to the "Law No. 5549 on the Prevention of Laundering Proceeds of Crime" and the "Regulation on Measures for the Prevention of Laundering Proceeds of Crime and the Financing of Terrorism" published for the implementation of this Law, and other relevant legislation, in the establishment of a continuous business relationship with your Bank and on our behalf in our transactions; we agree, declare and undertake to notify your Bank in writing that we act on our own account, that we do not act on behalf of someone else, if we act on our own behalf but on

⁸ Please see <https://thedocs.worldbank.org/en/doc/178331533065871195-0290022020/original/ProcurementRegulations.pdf>

account of someone else, we agree, declare and undertake to notify your Bank whose account we act, our authorization status and the identity of the person on whose account we act.

- k) The applicant has the sources of financing and professional competence and qualifications specified in the Sub-Grant Program.
- l) The applicant cannot receive any loan within the scope of the loan component of the Formal Employment Creation Project.

Name (Responsible Authority of the Applicant)	
Position	
Signature	
Stamp	
Date and Place	

11. DECLARATION CONSENT TO INFORMATION SHARING

TO DEVELOPMENT AND INVESTMENT BANK OF TURKEY

.../.../2021

We would like to use a sub-grant from Development and Investment Bank of Turkey (TKYB), within the scope of the sub-project. For this reason, we request your Bank to initiate Know Your Customer (KYC) procedures and financial situation investigations by your TKYB.

We declare that we consent to Development and Investment Bank of Turkey for obtaining information and making examinations, researches and studies about our firm, real and legal person partners / shareholders, members of the board of directors and group companies from the tax offices, Social Security Institution, Regional and Provincial Directorates, land registry offices, enforcement offices, domestic and foreign resident banks, financial institutions and individuals and institutions, persons and organizations with which you have business relations; and for sharing information about us with both the World Bank and other third parties to the extent permitted by the legislation.

We will not entrust responsibility to TKYB, the World Bank, institutions, individuals and organizations that will conduct inquiry about our firm in the context of the investigations and inquiries made. We irrevocably declare, accept and undertake that we will not make any objections, claims or demands against TKYB, the World Bank, institutions, individuals and organizations.

Common Seal and Authorized Signatures on the Stamp

Applicant's:

Trade Registry Number :

Tax ID Number and Tax Office :

Title :

Date of

Turkish Trade Registry Gazette Relating to the Firm Registration :

12. EXCLUSION LIST STATEMENT

We declare that the product/technology subject to our Sub-project Application is not listed on the World Bank's Exclusion List and present the required supporting documents in the Environmental and Social Assessment (Please find more information in the Application Guideline).

Name (Responsible Authority of the Applicant)	
Position	
Signature	
Stamp	
Date and Place	

The activities of the applicant must be outside the scope of the TKYB environmental and social exclusion list. Accordingly, the applicant must declare in the next section about awareness of the exclusion list of TKYB and World Bank (<http://www.ifc.org/exclusionlist>).

TKYB will not knowingly finance projects/activities involving the following:

1. *Forced labor or harmful or exploitative forms of child labor ;*
2. *The production of, or trade in, any product or activity deemed illegal under national laws or regulations of the country in which the Project is located, or international conventions and agreements, or subject to international phase out or bans, such as:*
 - a. *Production of, or trade in, products containing polychlorinated biphenyl (PCBs) .*
 - b. *Production of, or trade in, pharmaceuticals, pesticides/herbicides and other hazardous substances subject to international phase-outs or bans (Rotterdam Convention, Stockholm Convention) .*
 - c. *Production of, or trade in, ozone depleting substances subject to international phase out (Montreal Protocol).*
3. *Trade in wildlife or production of, or trade in, wildlife products regulated under the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) .*
4. *Trans-boundary movements of waste prohibited under international law (Basel Convention).*
5. *Production of, or trade in, weapons and munitions, including paramilitary materials.*
6. *Production of, or trade in, alcoholic beverages, excluding beer and wine.*
7. *Production of, or trade in, tobacco.*
8. *Gambling, casinos and equivalent enterprises.*
9. *Production of, trade in, or use of unbounded asbestos fibres.*
10. *Activities prohibited by legislation of the country in which the Project is located or by international conventions relating to the protection of biodiversity resources or cultural resources, such as, Bonn Convention, Ramsar Convention, World Heritage Convention and Convention on Biological Diversity.*
11. *Commercial logging operations or the purchase of logging equipment for use in primary tropical moist forests or old-growth forests.*
12. *Production or trade in wood or other forestry products other than from sustainably managed forests.*
13. *Marine and coastal fishing practices, such as large-scale pelagic drift net fishing and fine mesh net fishing, harmful to vulnerable and protected species in large numbers and damaging to marine biodiversity and habitats.*
14. *Shipment of oil or other hazardous substances in tankers that do not comply with IMO requirements (IMO, MARPOL, SOLAS and Paris MOU) .*

13. STATEMENT OF NO FINALIZED SEIZURE TRANSACTIONS

TO DEVELOPMENT AND INVESTMENT BANK OF TURKEY

I hereby declare that within the scope of the Formal Employment Creation Project implemented by your Bank, there is no finalized seized transactions against us over 3% (three percent) of the total support amount of the EU under this Grant Program, as the applicant of the sub-grant.

Name (Responsible Authority of the Applicant)	
Position	
Signature	
Stamp	
Date and Place	

14. COMMITMENT LETTER OF THE APPLICANT

- to Provide Environmental and Social Risk Assessment Documents
- to Fill out Environmental and Social Assessment Questionnaire

TO DEVELOPMENT AND INVESTMENT BANK OF TURKEY

We hereby declare within the scope of the Formal Employment Creation Project implemented by TKYB that we will provide and submit the Environmental and Social (E&S) Assessment information and documents as stated in the List of Supporting Documents when requested by TKYB for Environmental and Social Assessment (ESA) purposes.

We, _____, confirm and sign under the legal and material responsibility that information provided above is accurate and valid.

QUESTION	ANSWER AND SUPPORTING DOCUMENTS (if possible)
1. Is the business activity on the TKYB / World Bank Exclusion list?*	
2. Does the firm have required environmental license and permits (EIA, environmental permit etc.) according to national legislations?	
3. Number of Employees –before and after the sub-project	
4. Number of Women Employees-before and after the sub-project	
5. Does the firm have E&S unit / external E&S consultants?	
6. Does the firm have environmental / social management system?	
7. Is hazardous/nonhazardous waste being generated by business activity / the project and/or does firm activity produce exceptional amounts and types of waste?	
8. Does the firm have waste management plan?	
9. Does business activity / the project lead to an exceptional amount of waste water? (presence of wastewater treatment plant)	
10. Will / might business activity / the project cause pollution to air or create other nuisances such as dust, traffic, noise or odor?	

11. Is business activity / the project leading to significant increases of greenhouse gas emissions?	
12. Is business activity / the project resulting to loss of habitat?	
13. Is business activity / the project leading to cumulative environmental and social impacts on the nearby communities / biodiversity?	
14. Is business activity / the project interacting negatively with the vulnerable groups near the business activity/project location?	
15. Number of occupational accidents (including the details of death-injury statistics) in the year 2018-2019-2020?	
16. Does the firm have occupational health and safety plan?	
17. Does the firm provide its workers with a safe and healthy work environment?	
18. Does the firm ensure child or forced labor, including trafficked persons, is not used in its operations, including through contractors or in the primary supply chain?	
19. Does the firm ensure that young workers (under the age of 18) are not employed in dangerous work and regularly monitor their health, working conditions and hours of work?	
20. Does the firm have a worker's grievance mechanism?	
21. Does the firm have a mechanism for identifying its external stakeholders (affected communities and other interested stakeholders in the firm's activities, availability of stakeholder engagement plan)	
22. Number of grievances recorded (for items 20 and 21) in the last 2 years?	
23. Does the firm provide any socioeconomic support to nearby communities including employment, scholarship etc.?	
24. Have there been any non-compliances with the Labor Law and employment regulations in the past two years? If yes,	

please, explain how these were addressed.	
25. Did any penalties/lawsuits occur regarding labour and working conditions in the last two years? If yes, please explain and provide any relevant documents.	
26. Does the firm support the workers' rights to freedom of association?	
27. Does the firm employ informal migrant and temporary workers?	
28. Does the firm provide at least one rest day per week (24 hours of rest after six consecutive days of work)?	
29. Does the firm provide appropriate welfare facilities (e.g. potable drinking water, toilets, washing facilities, canteens, and separate facilities for men and women, changing room, rest areas)?	
30. Is the firm compliant with the legal ceiling of 270 hours of overtime work per year?	
31. Environmental and social risk category of the Project	

Name (Responsible Authority of the Applicant)	
Position	
Signature	
Stamp	
Date and Place	

15. CV FORMAT FOR MANAGEMENT TEAM AND KEY PROJECT STAFF

▪ Curriculum Vitae of Board of Directors (recommended template)

1. Family name:
2. First names:
3. Date of birth:
4. Nationality:
5. Education:

Institution	
Date: from (month/year) to (month/year)	
Degree(s) or Diploma(s) gained	

6. Language skills (Mark 1 for the highest to 5 for the lowest competence):

Language	Reading	Speaking	Writing

7. Membership of professional bodies:
8. Other skills (e.g. computer literacy, familiar with internet, etc.):
9. Present position:
10. Years within the firm:
11. Specific experience in countries other than Turkey
(Country, date: from (month/year) to (month/year), description)

12. Professional experience record:

Date from <i>(month/year) to (month/year)</i>	
Location	
Firm	
Position	
Description of function and main activities carried out	

Date from <i>(month/year) to (month/year)</i>	
Location	
Firm	
Position	
Description of function and main activities carried out	

Other Relevant Information (e.g. publications, participation in seminars / conferences)

16. LIST OF SUPPORTING DOCUMENTS⁹

1. **Declaration by the Applicant with wet signature** (*The template is available on www.kayist.org and Kayist Platform*)
2. **Declaration of Consent to Information Sharing** (*The template is available on www.kayist.org and Kayist Platform*)
3. **Declaration about the statement of no finalized seized transactions** (*The template is available on www.kayist.org and Kayist Platform*)
4. **The document regarding the result of the inquiry made through the link <https://www.turkiye.gov.tr/kik-yasakli-sorgula>**
5. **Certificate of Activity** provided at least three months before the application date / NACE Code (signed, stamped)
6. **Capacity Report obtained from TOBB**
7. **Up-to-date Trade Registry Gazette** showing company address and trade registry information (signed, stamped)
8. **Share Ledger showing the ownership structure** (signed, stamped, notarized)
9. **Copy of identity card / passport** (if not Turkish citizen) and certificate of residence (signed, stamped) belonging to partners holding 25% or more shares
10. **Tax Signboard by Revenue Administration** (signed, stamped)
11. **Latest Withholding Tax and Monthly Premium Service Statement** showing the number of employees of the applicant and latest **SSI Statement** submitted to Revenue Administration
12. - **The Applicant's Corporate Income Tax Return** of the end of 2019 and 2020 Fiscal Year approved by the tax office or certified public accountant
 - **Provisional tax return with the latest date of 2021**, in comparison with the same period of the previous year approved by the tax office or certified public accountant
 - **Audit reports** of the End of 2019, 2020 and the latest date of 2021
Audit report produced by an approved external auditor where it is available, and always in cases where a statutory audit is required by EU or national law. That report shall include and certify the accounts for the last 2 financial years available.
 - In all other cases, the applicant shall provide a self-declaration signed by its authorised representative (YMM (Certified Public Accountant), SMMM (Independent Accountant and Financial Advisor)) including and certifying the validity of its accounts for the last 2 financial years.
13. **A copy of notarized document and certified signature(s) for the authorized representative(s)** of the applicant showing that it has been decided to apply to the sub-grant and the sub-project will be implemented when the firm is found eligible to receive sub-grant (e.g. Board decision with Signature Circular)
14. **Authorization or other licenses** necessary for the implementation of the sub-project (trademark, patent, quality certificate, etc. if required by law) (if any)
15. **Document on debt status of the applicant issued by tax authorities and Social Security Institution** received no more than 15 days before the application date (electronic letter with barcode or Inquiry number is applicable) (Document showing that the debt has been structured should be submitted.)
16. **Market research documents taken** no more than two months before the date of application (For each budget item including planned procurements of goods, works and services) (except for

⁹ "If applicable" in supporting documents: The applicable documents listed here may be different according to status of the applicant, time-period, firm type, sector type, etc.

Human Resources, Administrative Costs, Incidental Costs main budget items and utilities sub-budget item at Working Capital Costs main budget item) (*Preferably proforma invoices, web search print-outs showing the dates, e-mails, minutes, etc.*). (*For each budget item should be grouped and associated with the relevant budget items clearly.*)

17. CVs of Project key staff in the format available on the www.kayist.org and Kayist Platform

E &S Preliminary Compliance Documents

The applicant has to submit the documents below for E&S Preliminary Compliance Checklist. Items of A-18, A-19, A-20, A-21 and A-22 are required for the administrative and eligibility check stage.

18. Exclusion List Statement (*The template is available on www.kayist.org and Kayist Platform*)

19. Commercial Opening and Operating License

20. Environmental Impact Assessment (EIA) Decision (EIA Positive / Out of Scope of EIA / EIA is not required) (if applicable)

- EIA Report (For EIA Positive projects, full EIA Report should be submitted.)
- Project Introductory File (PIF) (For EIA is not required projects, PIF Report should be submitted.)

Sanitary Business License (Sihhi Müessesese Ruhsatı) (If the applicant facilities are not subject to the EIA Regulation, submission of Sanitary Business License is a must)

21. Environmental License and Permit; or Environmental License and Permit is not required letter from Provincial Directorate of MoEU (If applicable)

22. Commitment Letter of the Applicant;

- to Provide Environmental and Social Risk Assessment Documents
- to fill out Environmental and Social Assessment Questionnaire

(*The templates are available on www.kayist.org and Kayist Platform.*)

Please note that below E&S Documents will be requested from applicants for the E&S Assessment at Step 3.

23. Waste Management Plan

24. Waste Declaration Form

25. Wastewater Discharge Permits / Channel Connection Permission

26. Wastewater Analysis Results

27. Air Emission Report

28. Noise Measurement Results

29. Noise Permit Exemption Letter

30. Odor Emission Measurement Results (H2S Measurement)

31. Occupational Accident Records

32. SGK Occupational Accident Notification Form

33. OHS Management Plan / Procedures

34. OHS Risk Assessment

35. Emergency Response Plan

36. Grievance Redress Mechanism Policy/Procedure

37. Company's website information

38. ISO 14001 – ISO 45001 / OHSAS 18001 Certificates

39. Human resources policy and procedures

40. Litigation Records

Annex C - Sub-Grant Employment Plan and Performance Indicators

Indicators ¹⁰	Baseline					Planned <u>Additional</u> ¹¹ Employees in the Sub-Project						
	1. Number of <u>formal</u> employees of the firm					Number of additional formal employment created by sub-project						
1.1. By gender, employment status and refugee status	Women				Women Total	Women				Women Total		
	Employment Status		Status				Employment Status		Status			
			Turkish	SuTP (ESSN Beneficiary)	SuTP (Not ESSN Beneficiary)				Refugees other than SuTP	Turkish	SuTP (Former ESSN Beneficiary ¹²)	
	C-Level Manager						C-Level Manager					
	Mid-Level Manager						Mid-Level Manager					
	Other Staff (if applicable)	Technical					Other Staff (if applicable)	Technical				
		Administrative						Administrative				
	Women Refugees Total						Women Refugees Total					
	Men				Men Total	Men				Men Total		
	Employment Status		Status				Employment Status		Status			
Turkish			SuTP (ESSN Beneficiary)	SuTP (Not ESSN Beneficiary)	Refugees other than SuTP				Turkish	SuTP (Former ESSN Beneficiary)	SuTP (Not ESSN Beneficiary)	

¹⁰ For data that is not available in the Employment Plan, the number zero should be entered.

¹¹ Please indicate the number of additional employment that will be realized, not the total number of employees after new employment.

¹² Named as a former ESSN Beneficiary is because once an ESSN Beneficiary is employed formally, he/she will not be ESSN beneficiary anymore.

Annex D - The Procurement Plan

Applicant/Beneficiary Name	Description <i>(Describe the procurement briefly. Cannot exceed 250 characters)</i>	Related Budget Item	Procurement Category <i>(W= Works GO= Goods NCS= Non-Consulting Services CS= Consulting Services)</i>	Procurement Method <i>(Commercial Practice)</i>	Estimated Amount <i>(Budget - EURO)</i>	Planned Start Date <i>(Must be in YYYY/MM/DD format)</i>

The Procurement Plan of the Sub-grant application for proposed Goods, Works, Non-consulting and Consulting Services to be procured under the Sub-project shall be assessed to identify their consistency with the Sub-project application and shall be accompanied with an assessment of the appropriateness of estimated prices relative to the market prices.

Please fill out the Annex-D Procurement Plan in accordance with the sub-project Action Plan. Human Resources, Administrative Costs, Incidental Costs Main Budget Items and utilities at Working Capital Costs will not be included in this table. Any changes to the Procurement Plan shall require TYKB's approval.

Annex E - Logical Framework Matrix

The definitions and directions contained in the Logical Framework Matrix are provided for information purpose. The relevant sections must be deleted while the Logical Framework Matrix is being edited by the Applicant.

	Results chain	Indicator	Baseline (value & reference year)	Target (value & reference year)	Current value* (reference year) (* to be included in interim and final reports)	Source and mean of verification	Assumptions
Impact (Overall objective)	<i>The broader, long-term change to which the action contributes at country, regional or sector level, in the political, social, economic and environmental global context which will stem from interventions of all relevant actors and stakeholders.</i>	<i>Quantitative and/or qualitative variable that provides a simple and reliable mean to measure the achievement of the corresponding result To be presented, when relevant, disaggregated by sex, age, urban/rural, disability, etc.</i>	<i>The value of the indicator(s) prior to the intervention against which progress can be assessed or comparisons made. (Ideally, to be drawn from the partner's strategy)</i>	<i>The intended final value of the indicator(s). (Ideally, to be drawn from the partner's strategy)</i>	<i>The latest available value of the indicator(s) at the time of reporting (* to be updated in interim and final reports)</i>	<i>Ideally to be drawn from the partner's strategy.</i>	<i>Not applicable</i>
Outcome (s) (Specific objective(s))	<i>The main medium-term effect of the intervention focusing on behavioural and institutional changes resulting <u>from the intervention</u> (It is good practice to have one specific objective only, however for large Actions, other short term outcomes can be included here)</i>	<i>(see definition above)</i>	<i>The value of the indicator(s) prior to the intervention against which progress can be assessed or comparisons made.</i>	<i>The intended final value of the indicator(s).</i>	<i>(same as above)</i>	<i>Sources of information and methods used to collect and report (including who and when/how frequently).</i>	<i>Factors outside project management's control that may influence on the impact-outcome(s).</i>

*Other Outcomes	Where relevant other short-term effect(s) of the intervention focusing on behavioural and institutional changes resulting from the intervention (e.g. intermediate outcomes can be accommodated here)	(same as above)	(same as above)	(same as above)	(same as above)	(same as above)	Factors outside project management's control that may impact on the SO/other outcomes linkage.
Outputs	The direct/tangible products (infrastructure, goods and services) delivered/generated by the intervention (*Outputs should in principle be linked to corresponding outcomes through clear numbering)	(same as above)	(same as above)	(same as above)	(same as above)	(same as above)	Factors outside project management's control that may influence on the other outcome(s)/output linkage.

Activity Matrix

<p>What are the key activities to be carried out to produce the intended outputs?</p> <p>(*activities should in principle be linked to corresponding output(s) through clear numbering)</p>	<p>Means What are the political, technical, financial, human and material resources required to implement these activities, e. g. staff, equipment, supplies, operational facilities, etc.</p> <p>Costs What are the action costs? How are they classified? (Breakdown in the Budget for the Action)</p>	<p>Assumptions Factors outside project management's control that may impact on the activities-outputs linkage.</p>
---	--	---