

JSMP

LAUNCHING THE 5 GRANT SCHEMES

TIPs

**EU-Funded Jordan Services Modernisation Programme
to support the Services sector**



European Commission



JEDCO

Jordan Enterprise
Development Corporation

The Application form

Contracting Authority: Jordan Enterprise Development Corporation

Jordan Services Modernisation Programme – JSMP

Grant Application Form

Call for Proposal Number

Reference: JE/JSMP/Sch2/1-2010/JO

Scheme 2

Support to export development for Jordanian Services companies

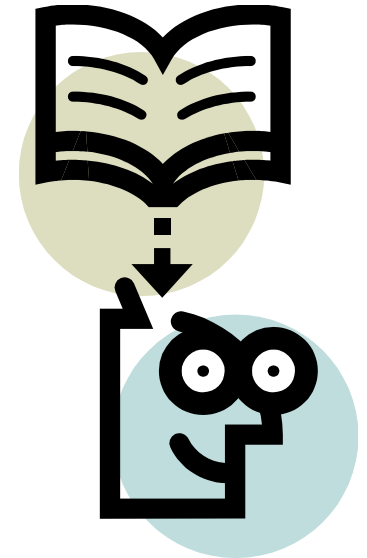
Deadline for submission: 11/04/2010

For economical and ecological reasons, we strongly recommend that you submit your files on paper-based materials (no plastic folder or divider). We also suggest you use double-sided print-outs as much as possible

Title of the action:	
Location of the action	<specify area(s) or town(s) that will benefit from the Action>
Name of the applicant	

Dossier No

(for official use only)



Carefully read the Guidelines and the annexes before filling your application



The screenshot shows the website for Jordan Enterprise Development Corporation. The header includes the company logo and a 'Join Our Mailing List' link. A green navigation menu on the left lists various sections: About, Services, Publication, Events, Directories, Downloads, Links, JSMP, Venture Capital, SRTD Project, Job Vacancies, and Contact. The main content area is titled 'JSMP - Grant Scheme 1' and features a central section for 'Guidelines For Grant Application' with links for 'Guidelines in Arabic' and 'Application in Arabic'. Below this is a 'Call For Proposal' section for 'Grant Scheme 1 : Participation to trade missions and trade events' with a reference number 'JE/ JSMP /Sch1/1-2010/JO'. At the bottom, there is a list of links for 'Annex A Application', 'Annex B Budget Form', 'ANNEX C legal Entity Form', and 'ANNEX D Financial Identification Form'.



English name of the company Must be the CCD name

Grant Application Form

Call for Proposal Number

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Dossier No	
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Utilize the maximum duration for implementing the project

1.7. Sustainability of the action (max 4 pages)

Costs/effectiveness of proposed budget

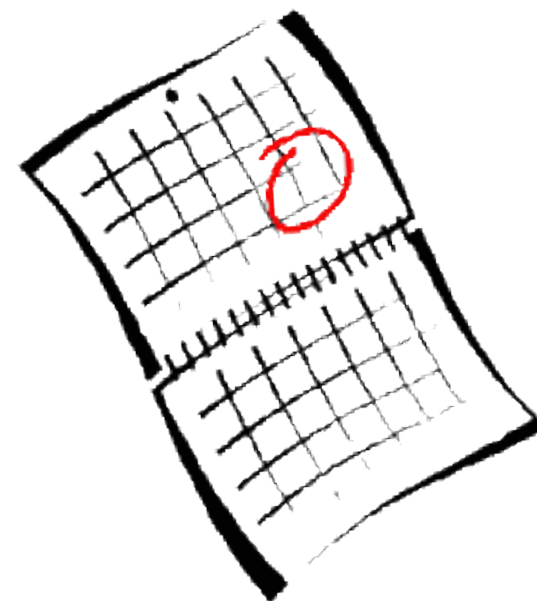
Action Plan and Time schedule.

1.8. Duration and indicative action plan for implementing the action

The duration of the action will be <X> months.

The action plan will be drawn up using the following format:

Activity	Semester 1						Semester 2						Implementing body
	Month 1	2	3	4	5	6	7	8	9	10	11	12	
Example	example												Example
Preparation Activity 1 (title)													Local partner 1
Execution Activity 1 (title)													Local partner 1
Preparation Activity 2 (title)													Local partner 2
Etc.													



Total number of employees must be consistent with the one supplied by SSC

1.2. Location(s)

Country(ies) where the action will be implemented

1.3. Cost of the action and amount requested from the Contracting Authority

Total cost of the action (A)	Amount requested from the Contracting Authority (B)	% of total eligible cost of action (B/Ax100)
[EUR]	[EUR]	%

1.4. Summary (max 1 page)

Total duration of the action	<... months>
Objectives of the action	<Overall objective(s)> <Specific objective>
Co-financing for activities related to exhibitions participation	Export ratio: <Exp. I/TT> Requested co-financing: <80% - 75% - 60%>
Co-financing for activities related to promotional materials and tools	Requested co-financing: <50% - 75% - 90%>
Co-financing for activities related to export development	Requested co-financing:
Nr of employees	



Legal Entity sheet should be completed signed and stamped

LEGAL ENTITIES	
PRIVATE COMPANIES	
TYPE OF COMPANY	<input type="text"/>
NGO	YES <input type="checkbox"/> NO <input type="checkbox"/> (Non Governmental Organisation)
NAME(S)	<input type="text"/> <input type="text"/> <input type="text"/>
ABBREVIATION	<input type="text"/>
ADDRESS OF THE HEAD OFFICE	<input type="text"/> <input type="text"/> <input type="text"/>
POSTAL CODE	<input type="text"/> P.O. BOX <input type="text"/>
CITY	<input type="text"/>
COUNTRY	<input type="text"/>
VAT	<input type="text"/>
PLACE OF REGISTRATION	<input type="text"/>
DATE OF REGISTRATION	<input type="text"/> D D M M Y Y Y Y
REGISTRATION NR	<input type="text"/>
PHONE	<input type="text"/> FAX <input type="text"/>
E-MAIL	<input type="text"/>
CONTACT PERSON	<input type="text"/>

This "legal entity" sheet must be completed in the language of the contract (English, French, Portuguese or Spanish) even if the supporting documents are in another language. This sheet must be accompanied by:

- * a copy of any official document (e.g. official gazette, official journal, trade register, ...) showing the contractor's name, the address of the head office and the registration number given to it by the national authorities;*
- * copy of the VAT registration document where applicable if the VAT number does not appear on one of the official documents referred to above.*



DATE AND SIGNATURE



European Commission



JEDCO
Jordan Enterprise
Development Corporation

Financial identification form should be completed signed and stamped by you and the bank



FINANCIAL IDENTIFICATION

PRIVACY STATEMENT http://ec.europa.eu/budget/execution/fliers_fr.htm

ACCOUNT NAME	
ACCOUNT NAME ⁽¹⁾	<input type="text"/>
ADDRESS	<input type="text"/>
TOWN/CITY	<input type="text"/>
COUNTRY	<input type="text"/>
POSTCODE	<input type="text"/>

CONTACT	<input type="text"/>
TELEPHONE	<input type="text"/>
E - MAIL	<input type="text"/>
FAX	<input type="text"/>

BANK	
BANK NAME	<input type="text"/>
BRANCH ADDRESS	<input type="text"/>
TOWN/CITY	<input type="text"/>
COUNTRY	<input type="text"/>
ACCOUNT NUMBER	<input type="text"/>
IBAN ⁽²⁾	<input type="text"/>
POSTCODE	<input type="text"/>

REMARKS:

<input type="text"/>

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE (Both Obligatory) ⁽³⁾	DATE + SIGNATURE ACCOUNT HOLDER : (Obligatory)
	DATE <input type="text"/>



(1) The name or title under which the account has been opened and not the name of the authorized agent
(2) If the IBAN Code (International Bank account number) is applied in the country where your bank is situated
(3) It is preferable to attach a copy of recent bank statement, in which event the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder is obligatory in all cases.

Fill in the check-list and provide all the documents

II. CHECKLIST

JORDAN SERVICES MODERNISATION PROGRAMME – SCHEME 2 DEADLINE

ADMINISTRATIVE DATA		To be filled in by the applicant	
Name of the Applicant			
CCD number and date of registration			
Legal status			
BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA:		To be filled in by the applicant	
Title of the Proposal: <indicate the title>		Yes	No
PART 1 (ADMINISTRATIVE)			
1. The correct grant application form, published for this call for proposals, has been used			
2. The Declaration by the applicant has been filled in and has been signed			
3. The proposal is typed and is in English			
4. One original and 3copies are included			
5. An electronic version of the proposal (CD-Rom) is enclosed			
6. The budget is presented in the format requested, is expressed in € and is enclosed			
PART 2 (ELIGIBILITY)			
7. The action will be implemented in an eligible country(ies)			
8. The duration of the action is equal to or lower than 12 months (the maximum allowed)			
9. The duration of the action is equal to or higher than 1 month (the minimum allowed)			
10. The requested contribution is equal to or lower than 100.000 EURO (the maximum allowed)			
For activities related to exhibitions participation:			
11a. The requested contribution is equal to or lower than 80% of the total eligible costs (maximum percentage allowed based on export ratio)			
11b. The requested contribution is equal to or lower than 75% of the total eligible costs (maximum percentage allowed based on export ratio)			
11c. The requested contribution is equal to or lower than 60% of the total eligible costs (maximum percentage allowed based on export ratio)			
For activities related to promotional materials and tools:			
12a. The requested contribution is equal to or lower than 50% of the total eligible costs if one language only is used			
12b. The requested contribution is equal to or lower than 75% of the total eligible costs if two languages are used			
12c. The requested contribution is equal to or lower than 90% of the total eligible costs if three or more languages are used			
13. For activities related to export development, the Financial Eligibility Ratio is respected (equal to or lower than 90%)			



Support your application with

✓ Audited financial statements to prove the paid-up capital in addition to CCD.



✓ Include a brief about the company and its products/services



Your Budget (annex B)



Annex B. Budget for the Action ¹	Duration : maximum 12 months				
	Costs	Unit	# of units	Unit rate (In EUR)	Total Project Costs (In Eur)
1. Human Resources					
1.1 Salaries for the new staff (gross salaries including social security charges and other related costs)(2)					
1.1.1 staff / position	Per month				
1.1.2 staff / position	Per month				
1.2 Per diems for missions/travel(3)					
1.2.1 Abroad of entity staff assigned to the Action	Per diem				
1.2.2 Abroad of JEDCO business developer staff assigned to the Action	Per diem				
1.2.3 Other (please specify)	Per diem				
Subtotal Human Resources					
2. Travel (4)					
2.1 International travel	Per flight				
2.2 Local transportation (in the country of implementation, if any)	Provision				
Subtotal Travel					
3. Equipment and supplies(5)					
3.1 Furniture					
3.2 Electronic equipments (computers, dashboards, ...)					
3.3 Other (please specify)					
Subtotal Equipment and supplies					
4. Events costs (6)					
4.1 Subscription to the event	Provision				
4.2 Rental of space and all needed facilities (i.e. electricity, water, phone, fax, internet connection, etc)	Provision				
4.3 Stand preparation (incl. material rental or purchase and all related costs to the preparation of the stand incl. transportation costs)	Provision				
4.4 Translation and interpretation costs in the place of the action	Provision				
4.5 Other (please specify)	Provision				
Subtotal Events costs					
5. Export Development Costs, Other costs, services (6)					
5.1 Publications, design and production of marketing material, and its transportation, as well as promotional tools (website, short films, etc)					
5.2 Studies, research					
5.3 Translation, interpreters					
5.4 Trainings, human resources development					
5.5 Costs of conferences/seminars					
5.6. Visibility actions(7)					
5.7 Other (please specify)					
Subtotal Other costs, services					
6. Other costs, services (7)					
6.1 Other (please specify)					
Subtotal Other					
7. Subtotal direct eligible costs of the Action (1-6)					



Your Budget (annex B)



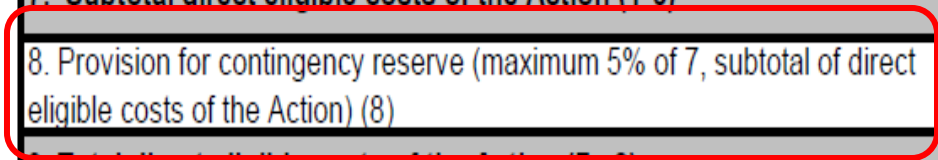
- ✓ Annex B should be used as a template for your budget
- ✓ The budget should reflect all your activities and related costs
- ✓ The budget amounts should be in EURO without decimals.
- ✓ Budget amounts should be tax free



Include in your budget the Provision for contingency reserve of Max 5%

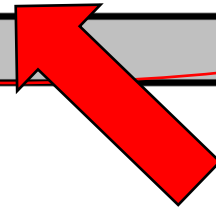


<i>Subtotal Other costs, services</i>			
6. Other costs, services (7)			
6.1 Other (please specify)			
<i>Subtotal Other</i>			
7. Subtotal direct eligible costs of the Action (1-6)			
8. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action) (8)			
9. Total direct eligible costs of the Action (7+ 8)			
10. Administrative costs (maximum 7% of 9, total direct eligible costs of the Action)			
11. Total eligible costs (9+10)			



Include in your budget the 7% Administrative costs

<i>Subtotal Other costs, services</i>		
6. Other costs, services (7)		
6.1 Other (please specify)		
<i>Subtotal Other</i>		
7. Subtotal direct eligible costs of the Action (1-6)		
8. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action) (8)		
9. Total direct eligible costs of the Action (7+ 8)		
10. Administrative costs (maximum 7% of 9, total direct eligible costs of the Action)		
11. Total eligible costs (9+10)		



Note that per diem rates are from EU site

The screenshot shows a Windows Internet Explorer browser window displaying the European Commission website. The address bar shows the URL: http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm. The page title is "Per Diems". The main content area is titled "Per Diems" and features a section for "Current per diems rates - last update 01/01/2010". Below this, there is a list of updates with dates and file sizes:

Update Date	File Size
*** 01/01/2010	[18 KB]
Update 07/07/2009	[18 KB]
Update 08/12/2008	[18 KB]
Update 05/07/2008	[18 KB]
Update 12/12/2007	[17 KB]
Update 21/06/2007	[17 KB]
Update 18/12/2006	[22 KB]
Update 11/07/2006	[22 KB]
Update 12/12/2005	[15 KB]
Update 07/07/2005	[16 KB]
Update 07/12/2004	[16 KB]
Update 07/07/2004	[17 KB]
Update 15/12/2003	[15 KB]
Update 07/07/2003	[13 KB]
Update 25/06/2001	[12 KB]

The left sidebar contains a navigation menu with categories such as "Homepage", "Who we are", "What we do", "Where we work", "How we work", "Work with us", "Funding", "Annual Programmes", "Online services", "Procedures & documents", "Communication manual", "Job opportunities", and "Multimedia library". The right sidebar is titled "Implementation" and lists various sub-topics like "Practical Guide", "Eligibility", "Per Diems", "Services", "Supplies", "Works", "Grants", and "International Organisations, National Agencies and other donors".



per diem rates are different for country to country

Current per diem rates

Last update / Dernière mise à jour: 9/12/2009

In the framework of EC-funded external aid contracts and in case of missions requiring an overnight stay away from the base of operations, the applicable rates to the per diems must not exceed the scales detailed hereunder. These rates are applicable from 01/01/2010

Per diems cover accommodation, meals, local travel within the place of mission and sundry expenses

Dans le cadre des contrats d'aide extérieure financés par la Commission et lors de missions impliquant des nuitées en dehors du lieu d'affectation, les taux de per diems applicables ne doivent pas excéder les barèmes détaillés ci-dessous. Ces taux sont d'application à partir du 01/01/2010

Les per diems couvrent le logement, les repas, les frais de transport à l'intérieur du lieu de mission et les menues dépenses.

EU Member States	€	Other countries (continued)	€
Austria	225	Anguilla	268
Belgium	232	Antigua and Barbuda	172
Bulgaria	227	Argentina	212
Czech Republic	230	Armenia	109
Cyprus	238	Aruba	209
Denmark	270	Australia	212
Estonia	181	Azerbaijan	245
Finland	244	Bahamas	184
France	245	Bahrain	215
Germany	208	Bangladesh	181
Greece	222	Barbados	215
Hungary	222	Belarus	171
Ireland	254	Belize	194

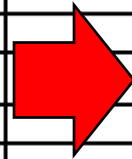


Note that per diem include transportation, meals and hotel fees (from EU site)

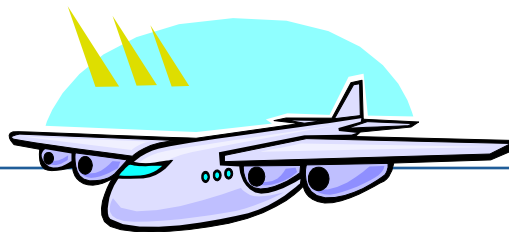
Costs	Unit	# of units	Unit rate (in EUR)	Total Project Costs (in Eur)
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1.1.1 staff / position	Per month			
1.1.2 staff / position	Per month			
1.2 Per diems for missions/travel(3)				
1.2.1 Abroad of entity staff assigned to the Action	Per diem			
1.2.2 Abroad of JEDCO business developer staff assigned to the Action	Per diem			
1.2.3 Other (please specify)	Per diem			
Subtotal Human Resources				
2. Travel (4)				
2.1 International travel	Per flight			
2.2 Local transportation (in the country of implementation, if any)	Provision			
Subtotal Travel				

Includes:

- ✓ Hotel
- ✓ Meals
- ✓ Transport



Only ticket cost



only 60% of the supplies cost to be put in the budget

<i>Subtotal Travel</i>			
3. Equipment and supplies (6)			
3.1 supplies & lab equipment, IT, software, etc. (please specify)	Provi		
3.2 Other (please specify)			
<i>Subtotal Equipment and supplies</i>			
4. Training and other sub-contracted Services (7)			
4.1 Sub-contracted trainings, market research, analysis etc.(please	Provision		

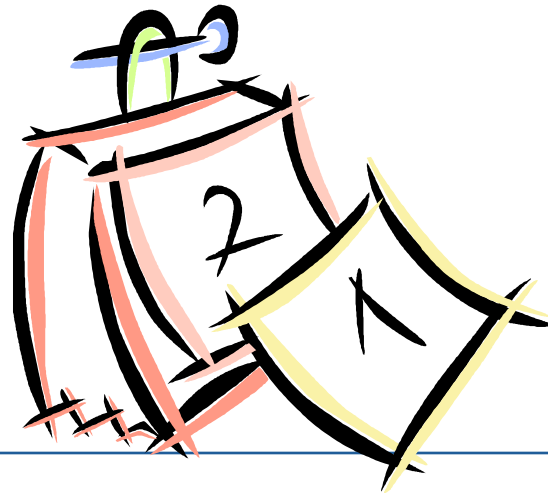
Only 60% of the cost

No brand mentioned

Rules of origin should be considered prior to procurement budgeting

Deadlines

- ✓ Start working on your application as early as possible
- ✓ Do not wait for the last day to bring your application
- ✓ Questions are not allowed 20 days prior the submission date



Your application submission

- ✓ **1 original +3 copies + CD or USB**
- ✓ **In one properly sealed envelop**
- ✓ **With Reference number and the title of the call for proposals**
- ✓ **Outer envelope should state "Not to be opened before the opening session" in both English and Arabic.**
- ✓ **Before the deadline**



JSMP team is here to help



Thank you



European Commission



JEDCO
Jordan Enterprise
Development Corporation