**Annex 2**: Application form for participation in the Local Subsidy

Local Subsidy for the clusters and associations, to support the digitalization of small and medium size enterprises in Georgia

(Please, read the Invitation for Competition Guidance prior to filling in the below Application Form)

* 1. **Administrative and organisational information**

|  |
| --- |
| Name of organisation/cluster: |
|  |
| Address, contact info: |
|  |
| Legal form: |
|  |
| Month/Year of registration as a legal entity: |
|  |
| Registration Number: |
|  |
| Website/Facebook page: |
|  |
| Brief description of the organisation/cluster’s activity (max. 150 words) |
|  |
| Experience of the organization/cluster in similar (digitalization) projects (incl. years of experience, project title): |
|  |
| Describe any existing collaborations or partnership the Cluster / Organization has formed with other organizations (max. 150 words) |
|  |
| Resources of organization (premises, technical equipment, furniture, communication (Internet, telephone communication) |
|  |
| Contact person responsible for the coordination during the whole period of the project implementation, related activities and working level communication with GIZ project team (Name, Position, Tel, E-mail address) |
|  |

* 1. **Project proposal / Technical description**
		1. **General information on suggested project**

|  |
| --- |
| Title of the project: |
| Project Name |
| Project summary: |
| Brief overview of the project (max. 150 words) |
| *Beneficiaries (indicate estimated number of SMEs to be reached, highlight number of SMEs with women in management positions[[1]](#footnote-2)):* |
| *Please describe the beneficiaries.* |
| Total budget of digitalization solution in GEL |
| Total budget |
| Own contribution (Yes/No) |
| If yes, please explain |
| Possible contribution from the third party (Yes/No) |
| If yes, please explain |

* + 1. **Project outline**

|  |
| --- |
| Project detailed description  |
| Project scope, milestones, highlighting its main objectives (max 1000 words) |
| Project relevance for SMEs |
| Describe how proposed digitalization solution directly address to SMEs, their needs and challenges. (max. 150 words) |
| Impact and benefits of the project on the cluster, cluster members and SMEs |
| Describe potential impact and benefits that the proposed digitalization solution will have on the on the cluster, cluster members and SMEs (max. 150 words) |
| Methodology and key activities: |
| Provide a detailed action plan that outlines the specific activities, tasks, and milestones for implementing the project |
| Project execution timeline (Roadmap) |
| Present a timetable or timeline indicating the proposed schedule for each key activity within the action plan |
| Risk & mitigation: |
| Describe what are the potential risks in the implementation and how you will deal with risks (max 150 words) |
| Monitoring and evaluation/project’s results/outcomes’ indicators: |
| Describe how project progress will be monitored and how project/milestone results will be measured |
| Sustainability: |
| Describe how the results will be ensured and maintained after the project has ended. |
| Efficiency: |
| Describe how projects efficiency will be monitored and measured |

2.4. Project staff

|  |  |  |  |
| --- | --- | --- | --- |
| Position (\* are mandatory) | First name, last name | Responsibilities under the Project | % of employment under the Project |
| \* Team lead |  |  |  |
| \* Accountant |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Please add/delete the lines, if required*

**ANNEXES**

**Application checklist:**

Herewith we confirm that the below documents are submitted as Annexes to this Application.

|  |  |  |
| --- | --- | --- |
| **Annex Nor** | **Name of the Annex** | **Attached** (Please, mark as yes or no) |
| **Annex 1** | Short profile of the proposed project Team Leader |  |
| **Annex 2** | Short profiles of the team members involved in the project |  |
| **Annex 3** | Budget (according to the template) |  |

1. The woman owner or another such woman must hold the highest defined officer position in the company (i.e. Chief Executive Officer, President, Managing Member or Managing Partner, in each case by whatever title); The woman or women owner(s) must produce documents that clearly indicate her control of basic business functions, e.g., authority to sign payroll checks and letters of credit, signature responsibility for insurance and/or bonds, authority to negotiate contracts and financial services (WBENC Standards Procedures Aprl.2016) [↑](#footnote-ref-2)