



**Private Sector Development Programme (PSDP)  
Kingston, Jamaica**

**Private Sector Organizations and Support Institutions (PSOs)**

**Capacity Building**

**Grant Application Form**

**Open Call for Proposals**

**9<sup>th</sup> European Development Fund**

**Reference: PSO/CBS/06/001**

Name of PSO Applicant:	
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Ref. No	
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(for official use only)

## **NOTICE**

All personal data (such as names, addresses, CVs) mentioned in your application form will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, you may be sent personal data to be corrected or completed. For any question relating to these data, please contact the Commission department to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time (Official Journal L 8, 12.1.2001).

Please read and complete this form with all due care, in accordance with the Guidelines for Applicants.

A grant is generally non-repayable as long as the beneficiary complies with the terms and conditions relating to the use of funds as specified in the grant contract. Failure to comply with the grant contract requirements will result in the full or partial repayment by the beneficiary of sums already paid.

As the grant stems from public funds, provided by both the European Commission and the Government of Jamaica, rules and procedures are put in place to guide applicants and to ensure proper use of public funds for the purpose agreed in writing.

The basis for the grant consideration is the applicants' project proposal, outlining objectives and results of a proposed project, together with a schedule of activities and a detailed budget, as funds are limited the applications are going through a rigid process to ensure transparency and fair treatment of each application. In the end the quality of an application ensures a ranking of importance, but still does not guarantee a grant. The decision of the Project Management Unit (PMU) on this matter is final, as the process will have incorporated reviews by independent assessors, the PMU itself and its Evaluation Committee, the Planning Institute of Jamaica and the Delegation of the European Commission in Jamaica.

Therefore, due care should be taken to follow the process and in completing the forms as described herein. Due consideration must also be given to the eligibility criteria and the way goods and services are being bought, taking into account the specific rules of origin, nationality of service providers and related matters as described.

### **The full application consists of the following documents:**

1. Application form comprising of the following parts:
  - **Part I – The Action (Proposed Project)**
  - **Part II – The Applicant**
  - **Part III - Checklist**
  - **Part IV - Declaration by the Applicant**
2. Budget for the Action (Project) labelled as **Annex III**: Worksheet 1 (Budget) and Worksheet 2 (Expected Sources of Funding)
3. Model Financial Identification Form
4. All other supporting documents requested in the Guidelines To Applicants and the application form.

**NB: That all of the above is referred to as the “application” or “proposal” once all documents are completed and submitted within the stated deadline.**

## APPLICATION FORM

### PART I. THE ACTION (PROPOSED PROJECT)

#### 1. DESCRIPTION

##### 1.1 Title of Project:

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##### 1.2 Location(s) i.e. where will Project activities take place : 39 Hope Road, Kingston 10

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Country(ies), region(s), town(s)  
Jamaica, West Indies

##### 1.3 Total Costs of the proposed project and amount requested from Private Sector Development Programme (PSDP)

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Total eligible cost of the Proposed Project	Amount requested from Private Sector Development Programme (PSDP)	% of total eligible cost of Proposed Project
Jamaican dollars (J\$)2million	Jamaican dollars (J\$)1.5million	75%

NB: The % of total eligible cost of the proposed project is calculated by dividing the Amount requested from Private Sector Development Programme (PSDP) by the total eligible costs of the Proposed Project and multiplying by 100.

Please note that the cost of the proposed project and the contribution requested from Private Sector Development Programme (PSDP) must be expressed in Jamaican dollars (J\$)

##### 1.4 Summary

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Maximum one page

Brief Description of Project	
Duration of the proposed project	... months
Objectives of the proposed project	
Partner(s) – if any	
Target group(s) <sup>1</sup> – if any	

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<sup>1</sup> “Target groups” are the groups/entities who will be directly affected by the project.

Final, beneficiaries <sup>2</sup> i.e. customers, clients, employees, etc.	
Expected result(s)/ Outputs of proposed action (Project)	
Main activities planned	

## 1.5 Objectives

Maximum one page. Describe the overall objective(s) to which the proposed project aims to contribute towards and the specific objective(s) that the proposed project aims to achieve.

Project overall objectives are:

- to provide technical *support for managing membership needs and development* assistance in the form institutional development and membership development; ?
- ✓ to strengthen the Organisation's ability to advocate on behalf of our members;
- ✓ to capitalize on the benefits of the international trade agreement, through the dissemination of timely and accurate information to our members;
- ✓ to promote close and decisive co-operation between our members and interest groups whether locally, regionally or internationally;
- to promote better co-operation between the various elements in the Private Sector so that maximum<sup>2</sup> productivity can be achieved for the benefit of everyone;
- to ensure that the technical resources and facilities that are available to the country ~~reach the different levels of economic activity throughout the nation, and that they be put to optimum use; and~~ *are fully disseminated to the various business sectors*
- to serve as a means of co-ordinating the various resources within the Private Sector, through networking, with a view to alleviating the economic problems of Jamaica, with specific emphasis on economic development and unemployment, and to encourage members of the Private Sector to implement practical programmes, for example creating trade partnerships, in light of globalisation.

Project specific objective is:

- To purchase and implement an Association Membership Software in order to meet the needs and fulfill the overall objectives of the PSOJ, which is to preserve, promote, propagate and encourage the principles and production of the private sector.

<sup>2</sup> "Final beneficiaries" are those who will benefit from the project in the long term.

*to the to meet to efficiently manage data & information  
members, their needs, of the members, thereby fulfilling  
support their development of the PSOJ.*

## 1.6 Justification

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Maximum one page. Please provide the following information:

- 1.6.1 Relevance of the proposed project to the objectives and priorities of the PSDP and this call for proposal (see sections 1.1 & 1.2 of the Guidelines for Grant Applicants)

The PSOJ is committed to enhancing national and regional competitiveness in order to create a robust and sustainable economic growth, whilst improving the quality of life of Jamaicans through excellent service to our members. This will involve creating a favourable environment for conducting business, encouraging investment and upgrading human resources in order to improve the productivity and competitiveness of Jamaican firms.

In this regard, the PSOJ seeks to have an infrastructure which can enable the Organisation to best serve the needs of our members. The objectives of this project are in keeping with the PSDP objectives and priorities of enhancing the capacity of PSOs, like the PSOJ, “to respond and adapt to the needs of their membership”. The enhancement of the PSOJ’s services to its membership base through information technology is important for coping with the ever evolving business sector and the global competitive market. ✓

- 1.6.2 Identification of perceived needs and constraints in the target market,(s) concerned; Also identify the perceived problems and needs within your institution.

There is a need for operational improvement within the PSOJ, and a need to optimize our ~~limited~~ resources. This is evident in a recent PSOJ’s Membership Survey, which reveals that there is a need to improve the PSOJ’s facilitation of networking opportunities for our member. Members have also expressed the need for a forum to showcase their products/services and that more attention should be given to smaller member companies. Therefore, the target market, which is companies with small and medium size enterprises, must be able to easily identify the benefits of being a member of the PSOJ as they lack the resources to network and be able to showcase their goods/services.

- 1.6.3 Description of the target group(s) and final beneficiaries including estimated number. This section should also provide a summary of membership and client structure i.e. total number of members registered and percent that have paid membership fees; percent of members belonging to the micro, small and medium-sized enterprise (MSME) sector (see Guidelines to Applicants section 1.2 for definition of a MSME). For clients of PSOs, please state number of clients served in 2005 and percent belonging to the MSME sector.

The target groups of the project are 10 PSOJ staff members and 400 members of the PSOJ. PSOJ’s membership comprises xx companies, xx associations and xx individual. The total number of PSOJ members registered is xx with % paying their membership fees. Of the 400 members of the PSOJ, % is micro, % is small and % is medium-sized enterprise (MSME). In 2005 the PSOJ served xx members with % belonging to the MSME sector.

- 1.6.4 Reasons for the selection of the target group(s) and identification of their needs and constraints. How does the proposed project contribute to the needs of the target group(s) and final beneficiaries (i.e. members and clients of PSOs)?

The PSOJ staff and members of the Organisation will be directly benefiting from this technology as information will be more readily available and human resource time will be spent more effectively.

## 1.7 Detailed description of activities

Maximum two pages. Include the title and a detailed description of each activity to be undertaken to produce the results, justifying the choice of the activities and specifying where applicable the role of each partner (or associates, subcontractors or service providers) in the activities.

Activity	Description	Justification	Responsible
Research & Planning	This exercise will involve the reviewing of PSOJ's initiatives and long term goals. This also involves conducting a high level needs analysis.	The exercise is necessary in order to further clarify the objectives and constraints of the PSOJ, and to ensure that both internal and external stakeholders' needs are identified.	PSOJ
Identifying software requirements and requesting proposals	This involves the research and identification of potential software providers; the arrangement of demonstrations of the software; the interviewing of the suppliers; and the requesting of proposals.	It is important to make sure that the chosen software meets the needs of the Organisation and there is a comparison of prices in order to choose the most affordable and best fit software. This activity will also assist in the evaluation and the selection of a supplier.	PSOJ

Evaluating and selecting supplier of an Association Membership Software	The Onsite Demos will be evaluated and a supplier will be selected. This will be followed by the negotiation of a contract.	There is the need for evaluation in order to identify a short list of suppliers as well the need to conduct a reference check of the top two suppliers.	PSOJ
Implementing selected Software	Executing the implementation plan, outlined in the methodology below.	This is evident of accomplishment of the project.	PSOJ and software provider.

## 1.8 Methodology

Maximum two pages. Detailed description of:

### 1.8.1 Methods of implementation and reasons for the proposed methodology

Methods of Implementation	Reasons for the Proposed Methodology
Establish a Joint Project Team	There is a need to identify the responsible persons which will monitor the implementation process and be accountable to the donor agency.
Upon selection of Software, install Database and Software	This is a critical and fundamental exercise.
Conduct technical training for the internal system technical administrator	It is important that the PSOJ's technical system administrator has a good knowledge of the technical aspects of the system.
Review existing processes and establish work flow diagrams	It is necessary to look at the existing internal work flow and make the necessary adjustments for the use of the new system.
Analyze data for conversion	This is to ensure that the existing data is accurate and ready for conversion from Excel to the new software.
Create Reports	It is necessary to establish customized report



	listing and create those customized reports.
Identify possible modification	There might be a need to modify the new software in order to meet the needs of the PSOJ.
Establish a Test Plan	There has to be a test plan to ensure that the software meets the PSOJ's requirements.
Record new procedures for users	The software users will need a quick reference or guide to use the software. This is in addition to the software manual.
Establish system security	There must be limitations to users or establishment of class of users through restrictive privileges.
Train all staff members.	All PSOJ's staff member must be trained to use the software in order to carry out the mandate of the PSOJ.
Execute post implementation review	This review is necessary in order to ensure that the project has accomplished its objectives.

1.8.2 Where the proposed action is the prolongation of a previous action, explain how the action is intended to build on the results of this previous action

The proposed action is not a prolongation of a previous action.

1.8.3 Where the proposed project is part of a larger programme, explain how it fits or is coordinated with this programme. Please specify the potential synergies with other initiatives, in particular from the EC and other donors/sponsors.

The proposed project is not part of a larger programme.

1.8.4 Procedures for follow up and internal/external monitoring and evaluation

The Joint Project Team will monitor the project on a weekly basis in order to evaluate the implementation of this phase of the project. The Team will be using its established indicators to ensure that the activities have been completed.

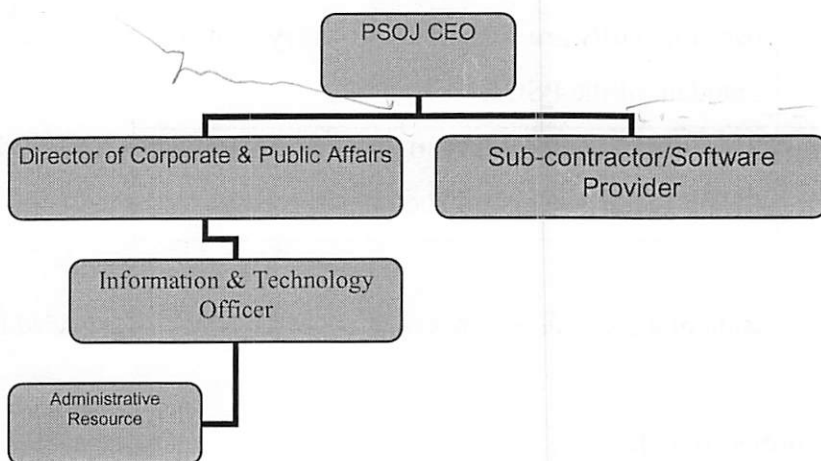
- 1.8.5 Description of the role and participation in the proposed project of the various actors (local partner, staff member involved in project implementation target groups, local authorities, other donors/sponsors etc.), and the reasons for which these roles have been assigned to them, if and where appropriate.

The main actors of this project are the staff of the PSOJ and the subcontractor (software provider), who will be jointly responsible for the implementation of the software.

- 1.8.6 Describe the team proposed for implementation of the proposed project (by function and qualifications: there is no need to include the names of individuals here)

The implementation team is the Joint Project Team which comprises of staff members of the PSOJ and the software supplier. We cannot state specially the qualifications of the subcontractor only to say that any subcontractor appointed will need to show a proven track record. The information below represents the PSOJ staff representatives and their qualifications.

#### **Implementation Team:**



- 1.8.7 Additional means proposed in support of implementation of the proposed project (equipment, tools, system)

It is important that the system Hardware is able to accommodate the new Software and therefore an evaluation of the existing Hardware will be conducted

### **1.9 Duration and proposed project/action plan**

The maximum duration of the proposed project will be 12 months. **Please note** that no activity will be eligible for PSDP support if commenced prior to the signed grant contract agreement with PSDP.

Note: The indicative action plan must not mention real dates, but must simply show "month 1", "month 2", etc. Applicants are recommended to leave a certain amount of slack in the timetable of their proposed project plan as a precaution. The proposed project plan should not include detailed descriptions of activities, but just their title (please ensure that these match the titles listed in section 1.7 and the detailed budget). Any months without activities must be included in the proposed project plan and the duration of the proposed project.

The proposed project plan for the implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity with major milestones (i.e. outputs/achievements). This is also meant to provide a guide for your internal and external monitoring systems.

The proposed project plan must be drawn up using the following format:

Action	Month						Implementing body*
	1	2	3	4	5	6	
Research & Planning – the output will be a needs analysis.							PSOJ
Identifying software requirements and requesting proposals – the output will be the receipt of proposals from software suppliers.							PSOJ
Evaluating and selecting supplier of an Association Membership Software – the output will be a contract between the PSOJ and a software supplier.							PSOJ
Implementing selected Software – the output will be the successful installation and use of the software evident by a satisfactory signed off report.							PSOJ and software provider (unknown)

\* Please specify name of partner, associates, subcontractor or service providers or state 'unknown'.

## **2. EXPECTED RESULTS**

### **2.1 Expected impact on Applicant, the target groups/beneficiaries/PSO members and clients**

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Maximum two pages. Indicate how the proposed project /action will improve:

#### **2.1.1. the situation of applicant, target groups/beneficiaries/PSO members and clients**

The PSOJ is presently heavily dependent on Microsoft Excel to maintain its membership list. The existing systems do not effectively interface with each other and we are heavily dependent on paper forms and find it difficult to review detailed information about our members.

The proposed project will assist the PSOJ in becoming far more efficient and effective in serving our members and society as a whole as the system will reduce redundancy, eliminate multiple data and have a centralized data storage of all our members, non-members, prospects, contacts, committees, events etc. The software will also assist in managing the registration, planning and billing of events. Overall, this software will reduce the administrative work load of the PSOJ staff thereby allow more focus on recruiting new members, conduct research and being able to offer a service that will meet the expectation of our members. Whilst at the same time allowing the membership of the PSOJ to become far more informed on issues that will affect their businesses.

#### **2.1.2 the technical and management capacities of applicant, target groups and/or any partners where applicable**

The technical and management capacity of the PSOJ and its members will be enhanced as the PSOJ staff will be able to dedicate their time in extensive research and afford the Organisation the expertise necessary to advice its membership.

#### **2.1.3 and enhance the competitiveness of the applicant or its members and clients in measurable terms (from starting point to end of action and beyond where possible).**

A well informed PSOJ staff will disseminate the information to its members who will be best equip to negotiate their interests, will participate in forming the right partnership, will be able to plan and make sound business decisions in order to survive in this neo-globalisation. In addition, an efficient and effective Membership Organisation will invariable lead to increase membership. The proposed project will enable the PSOJ to provide information on foreign trade policies and regulations, information on foreign trade barriers, market intelligence on international trading partners and general information on foreign tariffs, taxes, or how to export. This will enable our member to make critical business decisions about market, product sourcing, partnerships alliances, exporting etc.

### **2.2 Concrete outputs**

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Maximum one page. Be specific and quantify expected outputs, including a description of objectively verifiable indicators as per each listed activity. Objectively verifiable indicators (OVI's) is defined as measurable quantitative and qualitative indicators that will show whether or not objectives have been achieved, for example: increase of production from A to B; or improvement in productivity from A to B; or an increase of export sales as a direct result of the proposed action from A to B each over a specified period.

Indicate also any notably foreseen publications, reports and technical papers, workshop or training material.

**Visibility** - Please note that credit must be given to the grant made by PSDP and the European Union, for example, in reports and publications stemming from the action or during public events, procurement notes, press releases, press interviews and similar activities associated with the action(s) as outlined in the PSDP website.

Activity	Expected Results
Research & Planning	The development of a needs analysis of the PSOJ which will outline the system specifications.
Identifying software requirements and requesting proposals	The receipt of a least five (5) proposals from software suppliers
Evaluating and selecting a supplier of an Association Membership Software	A contract between the PSOJ and a software supplier
Implementing selected Software	<ul style="list-style-type: none"> <li>• An installed Association Management Software.</li> <li>• Training of at least 10 users</li> </ul>

## 2.3 Multiplier effects

Maximum one page. Describe the possibilities for replication and extension of the proposed project outcomes, also interactions with other programmes/projects, including those supported possibly by other donors/sponsors. Also discuss possibilities of dissemination of training material and research papers to target groups.

The purchase and installation of an Association Software is a one off exercise, and therefore a replication and extension of the proposed project is not applicable. With the centralization of data of our membership, the PSOJ will be better equipped to identify the relevant members for dissemination of trade information and research papers.

## 2.4 Sustainability

Maximum two pages. In line with PSDP's objectives to support PSOs to enhance their ability to respond and adapt to their environment, making the most effective use of their human and financial resources, please distinguish between the following three dimensions of the sustainability:

### 1.4.1 The financial aspect (how will follow-on activities be financed when the grant ends?)

The financial maintenance and support of the proposed project, for example an annual software maintenance fee, will be factored into the Organisation's annual budget. At the expiration of the grant, the maintenance of the software will come from the mainstream income of the PSOJ, which is its' membership fees

- 1.4.2 Institutional level (Will organizational structures be strengthened and allow these and similar activities to continue at the end of the proposed project? Will there be local "ownership" of proposed project outcomes? Will the range and scope of new or additional services/products offered to clients or members be widened? How will members benefit?)

At the institutional level, the PSOJ structure will be far strengthened thereby enabling it to meet the needs of its members. The trained technical administrator will be responsible for training all new users. Therefore, the knowledge of the use of the software will be transferred to new staff members. In addition, there will be a soft and hard copy of a user manual available to all users. The PSOJ members will benefit from an efficient and effective Association as more time will be spent on meeting the needs of the members.

- 1.4.3 Policy level where applicable (What structural impact will the proposed project have - e.g. will it lead to improved legislation, policies or policy recommendations, codes of conduct, methods, standards and similar.)

At the policy level, the success of Jamaica's economy will greatly depend on the ability of companies to perform at world class in the increasingly competitive global marketplace. Therefore, the ability to better serve our membership remains high on our agenda and we are committed to the development and maintenance of an effective system which will encourage market confidence, strengthen trust and enhance the companies' decision-making processes.

A company's ability to access the financial market can improve the quality of its production with better capital machinery and quality labour force, and be able to penetrate the global market with its improved competitiveness. A well informed Private Sector will be able to attract capital, perform efficiently, achieve the corporate objectives including creating jobs, increase production and export, penetrate new markets and compete globally.

The PSOJ will be focusing its energy on developing and promoting a full range of benchmarking techniques in order to strengthen the capacity of the Private Sector to participate effectively in the policy and process of wealth and employment creation in Jamaica. The PSOJ is committed to assisting its members to identify their needs, provide its members with requisite information and knowledge as well as enabling the PSOJ to formulate and develop policy proposals which would contribute to national competitiveness.

### **3. BUDGET FOR THE PROPOSED PROJECT**

Fill in **Annex III – Budget for the Action (Worksheet No. 1)** to this application form for the total duration of the proposed project. For further information, please refer also to the Guidelines to applicants (Section 2.1.4).

### **4. EXPECTED SOURCES OF FUNDING**

Fill in **Annex III – Expected Sources of Funding (Worksheet No. 2)** to this application form to provide information on the expected sources of funding for the entire proposed project (from start-up, implementation to completion)

Please note that there are two different sheets to be completed.

## PART II. THE APPLICANT

### 1. IDENTITY

<b>Full legal name of PSO</b>	The Private Sector Organisation of Jamaica
<b>Acronym:</b>	PSOJ
<b>Registered (Head Office) address:</b>	39 Hope Road, Kingston 10
<b>Postal address:</b>	39 Hope Road, Kingston 10
<b>Telephone number:</b>	876-927-6238
<b>Fax number:</b>	876-927-5137
<b>E-mail of the Organisation if available</b>	<a href="mailto:psojinfo@psoj.org">psojinfo@psoj.org</a>
<b>Website of the Organisation, if available</b>	<a href="http://www.psoj.org">www.psoj.org</a>
<b>Name &amp; job title of Authorised person for this proposed project:</b>	Mrs. Lola Fong-Wright, Chief Executive Officer
<b>Authorised person's email address:</b>	<a href="mailto:lolaf@psoj.org">lolaf@psoj.org</a>

<b>Tax Registration Number (TRN)</b>	000-199-737	
<b>General Consumption Tax (GCT)</b>	xxxx	
<b>Composition of ownership structure (per cent of shares issued) where applicable.</b>	%Local	%Foreign
	NOT APPLICABLE	
Type of entity: <input type="checkbox"/> Certifying body <input type="checkbox"/> Regulatory institution <input type="checkbox"/> Trade association <input type="checkbox"/> Certifying body <input type="checkbox"/> <b>Representative</b> organisation <input type="checkbox"/> Training institution <input type="checkbox"/> Financing institution <sup>3</sup> <input type="checkbox"/> Other, specify.....		
Does the organisation have a strategic business plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, state the period covered by the plan:___

<sup>3</sup> Refers to financing for micro and SME enterprises, specifically.

Any changes in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing within 5 working days (of such a change) to Private Sector Development Programme (PSDP). PSDP will not be held responsible for delays in the event that it cannot contact an applicant.

## 2. BANK DETAILS

Before the grant contract is signed, the applicants selected will have to supply a financial identification form, using the model Financial Identification Form attached to the application form. The form is an integral part of the contract. **No contract can be signed without it.**

## 3. DESCRIPTION OF APPLICANT

### 3.1 When was your organisation founded and when did it start its activities?

The PSOJ was founded in November 1975 and started its activities March 11, 1976.

### 3.2 What are the main activities of your organisation at present?

### 3.3 List of the management board/committee of your organisation

Name	Profession	Nationality	Position	Years on the board

\*Add more lines where appropriate.

## 4. CAPACITY TO MANAGE AND IMPLEMENT PROPOSED PROJECTS

### 4.1. Experience of similar projects

Maximum one page per proposed project or major activity. Please provide a detailed description of proposed projects managed by your organisation over the past five years in the fields covered by this programme, taking care to identify for each proposed project:

- 4.1.1 the objectives and location of the previous project(s)
- 4.1.2 the results of the previous project(s)
- 4.1.3 your organisation's role (lead manager or partner) and its degree of involvement in the previous project(s)
- 4.1.4 the costs of the previous project(s)



4.1.5 donors to the previous project(s) (name, amount contributed)

This information will be used to assess whether you have sufficient and stable experience of managing proposed projects in the same sector and of a comparable scale to the one for which you are requesting a grant.

## 4.2. Resources

Maximum two pages. Please provide a detailed description of the various resources which your organisation has access to, and in particular, of the following:

- 4.2.1 Annual income over the last three years, mentioning where applicable for each year, the names of the main financial backers and the proportion of annual income each has contributed
- 4.2.2 Financial data. Please provide the following summary information (in Jamaican Dollar) on the basis of the profit and loss account and balance sheet of your organisation.

Year Ending	Turnover or equivalent (Ja Dollar)	Net earnings or equivalent	Net Asset value	Total balance sheet or budget	Shareholders' equity or equivalent	Medium and long-term debt	Short-term debt (< 1 year)
2006 (y-t-d)							
2005							
2004							
2003							

4.2.2.1 (a) Please state any guarantees granted by third parties:

(b) Please state the period for which the last set of audited financial statements exist for your organisation:

4.2.2.2 Please state any other factors demonstrating financial viability and any risks or uncertainties about implementation:

**Please note that PSDP reserves the right to request the following supporting documents to verify ability of applicant to co-finance the action (project):**

- Audited financial statements or management accounts for last financial year
- Year-to-date (Y-T-D) management accounts for current financial year
- Public Sector PSOs ONLY – Income and expenditure statements and budget estimates
- Any other supporting documentation of relevance

- 4.2.3 State the number of full-time and part-time staff by category (i.e. number of managerial and executive staff, administrative and technical, and others), indicating their places of employment (i.e. location if different from Applicant's main office).
- 4.2.4 Outline current facilities relating to offices and equipment, training/seminar, research etc.,
- 4.2.5 Other relevant resources (e.g. volunteers, associated organisations, networks that might also contribute to implementation).
- 4.2.6 How will the Applicant meet its financial obligations for total cost of the proposed project? Give proof of this.

This information will be used to assess whether you have sufficient resources to implement the proposed project of the scale of the one for which you are requesting a grant.

## **5. OTHER APPLICATIONS MADE TO EUROPEAN INSTITUTIONS, THE EUROPEAN DEVELOPMENT FUND (EDF) AND EU MEMBER STATES, AND OTHER DONORS**

### **5.1 Grants, contracts and loans obtained over the last three years from European Institutions, the EDF and EU Member States and other donors. The applicant may list only projects in the same field as this proposal**

Country of intervention	EC budget line, EDF or EU Member States, and other donors	Amount (J\$)Granted	Year obtained

### **5.2 Grant applications submitted (or about to be submitted) to European Institutions, the EDF and EU Member States in the current year. The applicant may list only proposed projects in the same field as this proposal**

Country of intervention	EC budget line, EDF or EU Member States, and other donors	Amount requested (J\$)

**Please Note:** Without delay, the applicant is required to inform the Private Sector Development Programme, Project Management Unit, to which this application is submitted if the same application for funding was made to other Commission departments or Community institutions and/or projects have been approved by them AFTER submission of this grant application

### **PART III. CHECKLIST**

**PSO/CBS/06/001 PSO CAPACITY BUILDING**

**9<sup>TH</sup> EUROPEAN DEVELOPMENT FUND**

<b>ADMINISTRATIVE DATA</b>	To be filled in by the applicant			
<b>Full legal name of PSO</b>				
<b>Legal status (registered as..)<sup>4</sup></b>				
<b>Date operations started</b>				
<b>Title of the Project</b>				
<b>BEFORE SUBMITTING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA:</b>				
	<b>To be filled in by the Applicant</b>		<b>To be filled in by the Private Sector Development Programme (PSDP)</b>	
	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
1. The correct grant application form, published for this call for proposals, has been used				
2. The proposal is typed in English				
3. One (1) original and two (2) copies of each and every document (i.e. application form, annexes and supporting documents) are included				
4. The budget is presented in the format requested, is expressed in Jamaican dollars (J\$) and is enclosed				
5. The duration of the proposed project is equal to or lower than 12months (the maximum allowed)				
6. The requested contribution is equal to or lower than J\$6.4 million or 80,000 EURO (the maximum grant per PSO over the lifetime of PSDP)				
7. The requested contribution is equal to or lower than 75% of the total eligible costs(maximum percentage allowed)				
8. The tax registration number (TRN) and general consumption tax (GCT) are provided				
9. The applicant meets the eligibility criteria as specified in section 2.1.1 guidelines for applicants.				
10. The Declaration by the applicant has been filled in and has been signed by the authorized person.				

<sup>4</sup> E.g. non profit making, governmental body, international organisation...

#### **PART IV. DECLARATION BY THE APPLICANT**

##### **A. The applicant declares that:**

- It has the sources of financing and professional competence and qualifications specified in section 2.3 of the Guidelines for Applicants.
- It is directly responsible for the preparation and management of the proposed project.
- It is eligible in accordance with the criteria set out under section 2.1.1 (1) of the Guidelines to Applicants.
- It does not fall in any of the categories (a) to (f) listed in section 2.1.1(2) of the Guidelines for Applicants.
- If selected, it is in a position to deliver immediately, upon request, the supporting documents stipulated under point 2.6 of the Guidelines for Applicants.
- The applicant to the best of their knowledge, is not affiliated in anyway to any member of the PSDP Steering Committee evaluating this proposal. For information on the Steering Committee see [www/psdpjamaica.com](http://www/psdpjamaica.com). If the applicant is affiliated with any member of the PSDP Steering Committee, please state association.

##### **B. SIGNATURE:**

I, the undersigned, being the authorised person responsible in the applicant organisation for the proposal, certify that the information given in this Declaration is correct.

Date:

Name:

Signature:

Position:

## **MODEL FINANCIAL IDENTIFICATION FORM**

A electronic copy of the Financial Identification Form can be retrieved from the PSDP website at [www.psdpjamaica.com](http://www.psdpjamaica.com), under the heading “what Beneficiaries Need to Know”, Contracts and Procedures;

OR

from the European Commission website at

[http://ec.europa.eu/comm/europeaid/tender/practical\\_guide\\_2006/documents/annexes\\_grants/en/e3ffif\\_en.xls](http://ec.europa.eu/comm/europeaid/tender/practical_guide_2006/documents/annexes_grants/en/e3ffif_en.xls)