

ANNEX IV: GRANT APPLICATION FORM

**Call for Low-value Grant Proposals**  
**“Supporting the Access to Finance to MSMEs working in the Wheat Value Chain”**  
**Provision of Grants to Micro, Small and medium Sized Businesses for Business Sustainability**

Ref.: 5-2025-GRANTS-UNDP-LBN

To: **UN Development Program - Lebanon Country Office**

Dear Sir/Madam,

After reviewing the specifications and relevant documents related to this call, I, the undersigned, hereby commit to utilizing the grant provided under the project to support the continuity and sustainability of my business. The grant will be used to upgrade and improve production and operations, safeguard jobs, and contribute to local economic stability .

I confirm my understanding of the grant conditions and agree to adhere to all stipulations outlined in the agreement. If my application is approved, I undertake to implement the activities specified in the proposal and complete them within the agreed-upon timeframe.

We affirm our commitment to this proposal for the specified duration starting from the date of proposal submission, during which it shall remain binding and may be accepted at any time prior to its expiration.

By the present application, the business \_\_\_\_\_ on behalf of the director \_\_\_\_\_ confirms that the information provided is accurate and participates in the call for grant. Business is aware that committee will be grading according to the details submitted in the application. Any misleading and accurate details in the application might lead to disqualification or loss of points.

**1. General Information**

- 1.1. Business Legal name: \_\_\_\_\_
- 1.2. Business Brand Name: \_\_\_\_\_
- 1.3. Legal Status structure: \_\_\_\_\_
- 1.4. Commercial Registration Number; \_\_\_\_\_
- 1.5. MoF registration number: \_\_\_\_\_
- 1.6. Legal address of the business: \_\_\_\_\_
- 1.7. Date of registration: \_\_\_\_\_
- 1.8. Year of Operation (if different from registration date): \_\_\_\_\_
- 1.9. Sector: \_\_\_\_\_
- 1.10. Subsector: -----
- 1.11. Short description of the business: \_\_\_\_\_
- 1.12. Is your business directly involved in the production of the products? Yes, we handle production, Nowe outsource production, No we don't have production
- 1.13. What best describes your production facility: From home, Own production facility, Chambers of Commerce, Industry and Agriculture, outsource or no production-----
- 1.14. Select your selling points (e-commerce, social media, online marketplace, physical store, retail, other(specify).....

- 1.15. Production facility address (if different from the legal address of the business)
- 1.16. Website if available
- 1.17. Instagram if available
- 1.18. List any certifications you have .....
- 1.19. Do you have industrial permit (yes, no, in process)
- 1.20.

**2. Business Focal Point**

- 2.1. Focal Point full name\_\_\_\_\_
- 2.2. Focal point title at the business\_\_\_\_\_
- 2.3. Email Address\_\_\_\_\_
- 2.4. Phone number\_\_\_\_\_
- 2.5. Alternative phone number\_\_\_\_\_

**3. Bank Information (Bank account should be in the official registration name of the company. If awarded the grant, the company should provide UNDP with proof of bank account signed and stamped from the issuing bank. In case there is no bank account in the name of the company, the awarded company should create bank account as soon as they are informed of being awarded the grant. UNDP is not responsible to compensate bank transfers Fees)**

- 3.1. Bank account holder name\_\_\_\_\_
- 3.2. Name of the Bank\_\_\_\_\_
- 3.3. Branch\_\_\_\_\_
- 3.4. Account Number/iBan\_\_\_\_\_
- 3.5. Country\_\_\_\_\_

**4. Financial Performance**

4.1. Please fill the table below as a summary of financial performance

Indicator	Last completed: 2024	Previous year: 2023
Turnover from Sales (USD)		
Turnover from Grants and Awards (USD)		
Total Expenses (USD)		
Export volume (USD)		

**5. Personnel Breakdown**

Employees Breakdown summary table

Add as many rows as needed

Full Name	Year of birth	Nationality	Full-time/part-time/Seasonal/Freelancer	Role	Gender


Any additional comments on the personnel breakdown?

**6. Ownership Breakdown Summary Table**

Shareholder full name	Gender	Nationality	Percentage

Any additional comments on the ownership summary breakdown? -----

Does any of your employees have a disability/special need? If yes, please elaborate. -----

--

Does your business support women indirectly through the value chain? (other than employment) Elaborate how and the level of involvement-----

**7. List of Required Documents**

- **All required documents mentioned in Annex III.**
- **Grant Application Form:** Complete the grant application form (Annex IV).
- **Grant Proposal:** Include a high-level proposal outlining the proposed activities, work plan, performance targets, risk analysis, budget, and impact (Annex V).

By the present application, the director \_\_\_\_\_ on behalf of the business \_\_\_\_\_ confirms that the information provided is accurate and participates in the call for a grant.

Full name of Director	
Director Signature	
Organization Stamp	

Date	