

Tunisia JOBS Jobs, Opportunities & Business Success



User's Manual For the Partner Grant Application





PARTNER GRANTS

Only available for current JOBS partners (companies with a signed partnership agreement or an ongoing pre-feasibility assessment). These companies will receive a designated login to access the application form.

Awards up to TND 125,000

Applications will be reviewed in the order in which they are received until December 31,2020 or when funds are no longer available (whichever is sooner). Applicants are encouraged to apply early.

The details and information in the following example have been included for information purposes only.

General Company Information

In this section, you will be asked to fill in general information relating to the company applying for the grant.

Please enter the information, review it carefully, and click submit when this section is complete.

Company Name: *	Société Lys		
National Business Registry Number: *	01234567A		
Year of Establishment of	2014		
the Company: *			
Phone: *	70123456		
Email: *	smallfoulenab44@gmail.com		
Street line 1:	Rue les Ecoliers		
Street line 2:	Cité Nakhil		
City or Governorate: *	Jendouba	~	
Zip Code:	2345		
Country: *	Tunisia	~	
Longitude:			
Latitude:			
Website:			
Sector:	Human health and social work activitie	\$	
Sub-Sector:	Sub Sector	\$	
Company Owner	r		
Name: *	Foulena Ben Foulen		
Gender: *	Female V		
Position: *	General Manager		
Mobile: *	23145678		
Email: *	partnerfoulenab44@gmail.com		
Company Capita	l Structure		
Legal Status: *	SARL V		
Ownership: *	Sole Ownership		
Is ownership and capita	l of the company 100% Tunisian?	Yes	/
Taxation Scheme: *	Flat-rate Tax		
Legal Entity: *	Company 🗸		
Business Compa	ny Group		_
Is the company part of	a company group?	No	
Name of Group:			
List all Companies in Group:			
Legal Documer	nts		
Patent or Register of Commerce *	Choose File download (1).jpg		
Procurement and Purchasing Policy (If available)	Choose File ssss.jpg		

Company Contact Person

In this section, you will be asked to fill in information about the person completing the application (an authorized representative of the company).

Please enter the information, review it carefully, and click submit when this section is complete.

Company Conta	×	
Company Conta	act	
Name: *	Foulena Ben Foulen	
Gender: *	Female V	
Position: *	Executive Director	
Mobile: *	23145678	
Email: *	partnerfoulenab44@gmail.com	
	_	
	~ ≥	Submit Cancel



General Questions

In this section, you will be asked to respond to general questions about the company and grant proposal.

Please enter the information, review it carefully, and click submit when this section is complete.

CAUTION: You will not be able to go back and change this information, so please review it carefully before submitting.

Questions 4 and 7 are presented in the negative form. Please answer «True» to confirm and «False» to disprove.

General Questions	>
Business is registered by Government of Tunisia	Yes
Business is in compliance with Tunisian civil and fiscal regulations	Yes
The company's balance sheet is free of excessive debt (Total Debts/Total Assets (%) is 75% or lower)	Yes
Business has not received a grant from an international donor in the past six months	True
The company is free from involvement in criminal activity, corruption, etc.	Yes
The company is free from negative environmental, labor, and social issues	Yes
The proposed grant will not result in negative impacts to the environment	True
The company is committed to sharing data on sales and jobs	Yes
Does the grant request include support for any c restricted and/or ineligible goods?	of the following
Salaries	No
Construction or infrastructure activities	No
Purchases made prior to the grant	No
Prior debts	No
Military equipment	No
Surveillance equipment	No
Commodities and services for support of police and other law enforcement activities	No
Abortion equipment and services	No
Luxury goods and gambling equipment	No
Weather modification equipment	No
Motor vehicles	No
Pesticides	No
Fertilizers	No
Pharmaceuticals	No
Contraceptives	No
Medical equipment	No
Items purchased in China, Cuba, Iran, North Korea, or Syria	No
Phones - Mobile phone, mobile phone service providers, VoIP phones (desk lines), audio conferencing service accounts	No
Internet service provider	No
Cloud servers	No
Amazon cloud-based service	No
Computers – desktops and laptops, computer monitors, tablets	No
Printers, scanners, fax machines	No
Infrastructure equipment – (router, switch, hub, server, firewall, encrypter), RSA tokens (SecurID)	No
Portable electronic storage devices	No

✓Submit Cancel

Management Background

In this section, you will be asked to describe the company's management.

Please enter the information, review it carefully, and click submit when this section is complete.

CAUTION: You will not be able to go back and change this information, so please review it carefully before submitting.

★ Management Background ★ Introduce the company's management and/or owner, including educational background, professional and industry experience, and vision. * Ms. Foulena Ben Foulen, Executive Director of ______ graduated in ______ and has over _____years of experience in ______ Aware of the importance of educating civil society about human health, Ms. Foulena has devoted herself all around this cause in order to raise awareness in civil society through workshops and events in various establishments and associations. Memeber of ______ for ____ years, Mrs. Foulena Ben Foulen acted as _______. Over the course of many years of hard work, this trajectory has taken shape, which is now being realized.

Professional References

In this section, you will be asked to provide information for professional references. These could include current or former clients, chamber of commerce, and/or local officials. JOBS may contact these references as part of the application review process.

Please enter a minimum of three references. Please enter the information, review it carefully, and click submit when this section is complete.

ference :				
Name & Organizatior	Souheil C	hemmi	Ste Age+	
Relationship to the Co	ompany Su	pplier		Ĩ
Telephone & Email	71234567	3	steage+@gmail.com	Ĩ.
ference : Name & Organizatior	Omezzine	2 Chikh	Sehhati	×
Relationship to the Co	ompany Co	insultant		
Telephone & Email	70123456		Sehhati@yahoo.fr	
		Add Reference		

Activity & Market Information

In this section, you will be asked to describe the company's products and services, main competitors, and current and potential buyers.

Please enter the information, review it carefully, and click submit when this section is complete.

CAUTION: You will not be able to go back and change this information, so please review it carefully before submitting.

Activity & Market Information

Products / Services

Principal Products /Services *

Does the husiness produce essential goods and services to combat	Select an answer 🗸
Medical accommodation	11
Home help	
Hospitalization	-
Reception of young and old people with reduced mobility	

Does the business produce essential goods and services to combat the COVID-19 pandemic?

If yes, please explain the goods or services to be produced and how this will support Tunisia's efforts to combat the pandemic

Provision of two of our ambulances at the service of the Ministry of Health in Tunisia for the transport of people with <u>Covid</u>-19 to hospitals / <u>Covid</u>-19 centers

Competitors

Main Competitors *

<u>Sté Kbarna</u> Center Y for old people

Domestic Buyers

Main Buyers *

Tunisian families who wish to offer comfort, hospitalization and assistance to their children and seniors with reduced mobility

Identified Potential Buyers *

families with financial ease in Greater Tunis

International Buyers

Main Buyers	*
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None

Identified Potential Buyers *

None	
	//
	✓Submit Cancel

×

Certifications, Grades & Standards

In this section, you will be asked to describe the certifications, grades and standards the company holds.

Please enter the information, review it carefully, and click submit when this section is complete.

Certifications, Grades & Standards ×	
Environmental Compliance Attach signed document on compliance with standard specifications for environmental management by the National Agency of Environmental Protection (ANPE/Agence Nationale de Protection de L'Environnement)	
ANPE Certification * Choose File download (1).jpg Certification, Grades & Standards :	
Certifications, Grades & Standards OTAN	
Description Certification Test	
Choose File No file chosen	
Add Certification	
✓ Submit Cancel	



Financial Information

In this section, you will be asked to enter financial information about the company.

Please enter the information, review it carefully, and click submit when this section is complete.

CAUTION: You will not be able to go back and change this information, so please review it carefully before submitting.

Financial Information

	1	fotal		Export	
2019	16000		4500		
2020 (Current	3000		987		
2021 (Expected	i) [40000		132456		
apital					
	Expenditures	Liabilitie	s	Asset	
2019	4564000	24537		98765	
2020 (Current)	543671	456778		736378	
2021 (Expected)	7089766	345231		736378	
Capacity Utili	zation				
		% 0	apacity	Utilization	
2	019	67			
2020 (Current)		40			
2021 (Expected)		87	87		
Vorking Capita	l Needs				
		Wo	rking Caj	pital Needs	
2021 (Expected)		8700	8700		
ocuments to I	be Attached for	2019			
Balance sheet (Required): *	Choose File bilan	i-comptable-1.jpg			
Income statement (Required): *	Choose File bilan-comptable-1.jpg				
Cash flow statement (Optional):	Choose File flux de trésorerie.jpg				
Notes to financial statements (Optional):	Choose File ssss.jpg				
Depreciation table (Optional):	Choose File table	eau d'amortisseme	nt.jpg		
(

×

Fiscal Documentation

In this section, you will be asked to attach fiscal documentation.

Once the documents are attached, review them carefully and click submit when this section is complete.

CAUTION: You will not be able to go back and change this information, so please review it carefully before submitting.

Fiscal Documentation		×
Please select all three files at one time.	Monthly income tax declaration (three most recent months) *	
Choose Files bilan-comptable-1.		
declaration *	ile flux de trésorerie.jpg	
	1	✓Submit Cancel

Employment Information

In this section, you will be asked to enter employment information about the company.

Please enter the information, review it carefully, and click submit when this section is complete.

Employment Information					
General Information					
Working ho	40 hr 🗸				
Does the co	mpany emp	oloy primarily women and you	uth (ages 18-25)?	Yes 🗸	
Does the co	mpany emp	loy persons with disabilities?		Yes 🗸	
Professio	onal Em	ployees			
Period	Male		Female		
2019	2		4		
2020	3		5	\$	
Non-Pro	ofession	al Employees			
Period	Male		Female		
2019	2		3		
2020	3		6		
Social Security Declaration (most recent quarter) *					
Social Security Declaration (second most recent quarter) *					
				✓Submit Cancel	

Grant Proposal

In this section, you will be asked to enter details about your grant proposal, including a synopsis of the company and plans for growth, a summary of COVID19- impact on the company, what support is requested through the grant, and the impact the grant is expected to achieve.

Please enter the information, review it carefully, and click submit when this section is complete.

- Incremental Sales in 2021 this should be the expected sales generated by the company as a result of the grant
- Employees Recovered or Sustained in 2021 – this should be the current number of jobs within the company that are threatened, but can be sustained as a result of the grant
- New employees in 2021 this should be the expected number of new employees that will be hired by the company as a result of the grant

company worpsite. Describe the company, main activities, and plass for growth. Uby to 200 Company Services Recipion centers allow didety people living at home to benefit from assistance, care and adhede addeted by a say lower. COMD- 91 cells inspace. These describe how COWD- 19 has impaced approximate the well-belog and development of older people. COMD- 91 cells inspace. These describe how COWD- 19 has impaced approximate the well-belog and development of older people. COMD- 91 cells inspace. These describe how COWD- 19 has impaced approximate the well-belog activity care materials. Company involve, thy attem, and atta antihots, balanced detter company. A company involves the same and the company involves the same and the company. A company the same and the company involves. Company involves. The same advecting the same and the s	General Questions Company Synopsis. Describe the company, main activities, and plans for gro words) *	
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Estimated Grant Budget

In this section, you will be asked to enter details on the estimated costs associated with the company's grant proposal.

Please enter the information, review it carefully, and click submit when this section is complete.

CAUTION: You will not be able to go back and change this information, so please review it carefully before submitting.

Signing & Certification

In this section, you will be asked to certify that the information submitted in the application is true and correct. You will be asked to digitally sign the application.

Please enter the information, review it carefully, and click submit when this section is complete.

Expense Category Equipment			Equipment					8
Name	pair	of rai	amps					
Descrip	tion & T	echn	ical Specification	IS	TÉLESCOP	IQUES ERG	O 152 CM	
Unit and Rate 3					890			
Total Co	ost 2	670.0	00					
Jobs an	d Grante	ee Co	ontribution (%)	50			50	
Potentia	al Vendo	ors (N	lame & Address)		Serphadom	, rue ibn j	azar 1006 Tunis	
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Signing & Certif	cation	×
Prior to submitting your a	ng all the application sections. application for review, please sign the following certification stateme information provided in this application is true and correct."	nt: "I
Signature (Please type full name): *	Foulena Ben Foulen	
Position: *	Executive Director	
	✓ Submit Ca	incel

If you have any questions, please submit to grants@tunisiajobs.org



