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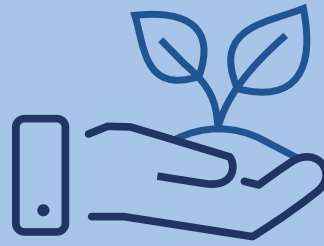
Tunisia JOBS

Jobs, Opportunities & Business Success



User's Manual For the Small Grant Application

COVID-19 ENTERPRISE RECOVERY GRANT FUND



SMALL GRANTS

Only available for non-partners and companies with less than 20 employees and at least one year of operation

Awards up to TND 25,000

Completed applications are due by midnight on May 31, 2021.

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.

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

General Company Information



Company Name: *	<input type="text" value="Société Lys"/>
National Business Registry Number: *	<input type="text" value="01234567A"/>
Year of Establishment of the Company: *	<input type="text" value="2014"/>
Phone: *	<input type="text" value="70123456"/>
Email: *	<input type="text" value="smallfoulenab44@gmail.com"/>
Street line 1:	<input type="text" value="Rue les Ecoliers"/>
Street line 2:	<input type="text" value="Cité Nakhil"/>
City or Governorate: *	<input type="text" value="Jendouba"/>
Zip Code:	<input type="text" value="2345"/>
Country: *	<input type="text" value="Tunisia"/>
Longitude:	<input type="text"/>
Latitude:	<input type="text"/>
Website:	<input type="text"/>
Sector:	<input type="text" value="Human health and social work activities"/>
Sub-Sector:	<input type="text" value="Sub Sector..."/>

Company Owner

Name: *	<input type="text" value="Foulena Ben Foulen"/>
Gender: *	<input type="text" value="Female"/>
Position: *	<input type="text" value="General Manager"/>
Mobile: *	<input type="text" value="23145678"/>
Email: *	<input type="text" value="smallfoulenab44@gmail.com"/>

Company Capital Structure

Legal Status: *	<input type="text" value="SARL"/>
Ownership: *	<input type="text" value="Sole Ownership"/>
Is ownership and capital of the company 100% Tunisian?	<input type="text" value="Yes"/>
Taxation Scheme: *	<input type="text" value="Flat-rate Tax"/>
Legal Entity: *	<input type="text" value="Individual"/>

Business Company Group

Is the company part of a company group?	<input type="text" value="No"/>
Name of Group:	<input type="text"/>
List all Companies in Group:	<input type="text"/>

Legal Documents

Patent *	<input type="text" value="Choose File 099746ce6d2e3c7...80f323256e4.jpg"/>
Register of Commerce *	<input type="text" value="Choose File 099746ce6d2e3c7...80f323256e4.jpg"/>

✓Submit

Cancel

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.

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

Company Contact Person

Company Contact

Name: *

Foulana Ben Foulén

Gender: *

Female

Position: *

Executive Director

Mobile: *

23145678

Email: *

smallfoulénab44@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 5 and 8 are presented in the negative form. Please answer «True» to confirm and «False» to disprove.

General Questions

How did you hear about this grant opportunity? (select all that apply) *

Facebook

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

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. Foulana Ben Foulou, Executive Director of Société Lys holds a degree in Human Health and has more than 7 years of experience in this field. Aware of the importance of educating civil society in human health, Ms. Foulana has devoted herself all around this cause in order to raise awareness among civil society through workshops, events in the various establishments as well as associations.

Our field is more and more competitive in Tunisia as well as abroad.

Today, Société Lys offers home help for children and the elderly. We provide medical accommodation as well as personalized assistance.

We plan to welcome more people to our premises, grow the work team and plan other activities to make our customers' stay more enjoyable.

✔ Submit

Cancel

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. **JOB**s 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.

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

Professional References

Reference :

Name & Organization	Souheil Chemmi	Ste Age+
Relationship to the Company	Supplier	
Telephone & Email	71234567	steage+@gmail.com

Reference :

Name & Organization	Omezzine Chikh	Sehhati
Relationship to the Company	Consultant	
Telephone & Email	70123456	Sehhati@yahoo.fr

Add Reference

✔ Submit

Cancel

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 *

Reception of young and old people with reduced mobility
Hospitalization
Home help
Medical accommodation



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

Select an answer ▼

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 Covid-19 to hospitals / Covid-19 centers



Competitors

Main Competitors *

Sté Kbarna
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 *

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.

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

Certifications, Grades & Standards

Certification, Grades & Standards :

Certifications, Grades & Standards

OTAN

Description

Certification Test

Choose File

Choose File

download (1).jpg

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



Revenues

	Total	Export
2019	<input type="text" value="16000"/>	<input type="text" value="4500"/>
2020 (Current)	<input type="text" value="3000"/>	<input type="text" value="987"/>
2021 (Expected)	<input type="text" value="40000"/>	<input type="text" value="132456"/>

Capital

	Expenditures	Liabilities	Assets
2019	<input type="text" value="4564000"/>	<input type="text" value="24537"/>	<input type="text" value="98765"/>
2020 (Current)	<input type="text" value="543671"/>	<input type="text" value="456778"/>	<input type="text" value="736378"/>
2021 (Expected)	<input type="text" value="7089766"/>	<input type="text" value="345231"/>	<input type="text" value="736378"/>

% Capacity Utilization

	% Capacity Utilization
2019	<input type="text" value="67"/>
2020 (Current)	<input type="text" value="40"/>
2021 (Expected)	<input type="text" value="87"/>

Working Capital Needs

	Working Capital Needs
2021 (Expected)	<input type="text" value="8700"/>

Documents to be Attached for 2020

Balance sheet
(Required): *

bilan-comptable-1.jpg

Income statement
(Required): *

bilan-comptable-1.jpg

Cash flow
statement
(Optional):

flux de trésorerie.jpg

Notes to financial
statements
(Optional):

ssss.jpg

Depreciation table
(Optional):

tableau d'amortissement.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 (at least 1 period in 2020) *

Choose Files bilan-comptable-1.jpg

Annual income tax declaration (2020) *

Choose File flux de trésorerie.jpg

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.

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

Employment Information

General Information

Working hours per week: (40 hr. or 48 hr.) * 40 hr

Does the company employ primarily women and youth (ages 18-25)? Yes

Does the company employ persons with disabilities? Yes

Professional Employees

Period	Male	Female
2019	2	4
2020	3	5
2021	2	4

Non-Professional Employees

Period	Male	Female
2019	2	3
2020	3	6
2021	3	6

Social Security Declaration (at least 1 period in 2020) *

Choose File bilan-comptable-1.jpg

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 COVID-19- 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.

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

- **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

Grant Proposal

General Questions

Company Synopsis. Describe the company, main activities, and plans for growth. (Up to 200 words) *

Reception centers allow elderly people living at home to benefit from assistance, care and activities adapted to their loss of autonomy. It is an alternative to placement in a retirement home and allows the elderly to stay longer
Develop a life plan that describes the goals they intend to propose to promote the well-being and development of older people.

COVID-19 Crisis Impact. Please describe how COVID-19 has impacted your business specifically regarding sales, employees, production, availability of raw materials, or other factors. (Up to 300 words) *

During times of isolation and quarantine, elderly people need safe access to nutritious foods, essential items, money and medicine to ensure their physical health, as well as social assistance.
Older adults often rely on the support of communities and their caregivers / caregivers to maintain their daily routine, stay active, and eat a nutritious, balanced diet.
After Covid-19, many members have suspended their membership for fear of contamination, so we risk some job loss and even bankruptcy.

Main Purpose of Grant (select all that apply)

Procurement of raw materials

Yes

Acquisition of machinery or equipment

Yes

Rental of facilities

No

Payment of services/utilities required to run the business

No

Increase production or delivery of goods or services to combat the COVID-19 pandemic

Yes

Other

No

If other, please explain:

...

Description of Funding Request. What is the problem or opportunity and how will the grant funding allow your business to address this? (Up to 500 words) *

Opening a new unit for children with disabilities by developing a floor, purchasing wheelchairs and medical beds, and hiring qualified employees

Result of Funding (state the expected impact from the grant)

What will be the increase in sales in 2021 as a result of the grant? *

20000

How many of your current employees will you be able to sustain or keep in 2021 as a result of the grant? *

12

How many new employees will you be able to hire as a result of the grant? *

4

Will the grant enable the company to access additional means of financing?

Yes

If yes, what is the source, and how much is expected?

Source *

Micro-credit

Value (TND) *

40000

Describe any expected impact on the company's sector:

Parents and families will regain their trust in the center, especially as we implement the covid-19 protocol and registrations will resume.

Describe any expected social impact on employees, or surrounding community:

We will be able to maintain the existing jobs and plan to grow the team once the new floor is operational for children with disabilities

Submit

Cancel

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.

Estimated Grant Budget (TND)

Expense Category

Equipment

Name

pair of ramps

Description & Technical Specifications

TÉLESCOPIQUES ERGO 152 CM

Unit and Rate

3

890

Total Cost

2670.00

Notes

Grand TOTAL :

Add Another Expense

✓Submit

Cancel

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.

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

Signing & Certification

Thank you for completing all the application sections.

Prior to submitting your application for review, please sign the following certification statement: "I hereby declare that the information provided in this application is true and correct."

Signature (Please type full name): *

Foulana Ben Foulén

Position: *

Executive Director

✓Submit

Cancel

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



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Jobs, Opportunities & Business Success