

Sample form, not for offline completion.

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Ministarstvo Poljoprivrede, Šumarstva i Ruralnog Razvoja
Ministry of Agriculture Forestry and Rural Development

Implemented by



small scale investment projects (LOT 1)

LOT 1 of the Investment Grant Scheme targets farmers, members of farm households, individuals, start-ups and micro and small enterprises (MSEs) who are already operating or plan to start economic activities. The main objective of LOT 1 is to foster diversified economic activities. It targets small scale projects with a low entry threshold particularly for newcomers to diversified economic activities who have limited financial sources, experiences, and skills.

1. Personal details

This section must be completed by all applicants.

In case of registered farmers, the details of the head of farm must be provided.

In case of enterprise, the details of the owner or legal representative must be provided.

LOT 1

Project name

1.1 Name and Surname

1.2 ID Personal Number

1.3 E-Mail address

1.4 Telephone/mobile number

1.5 Address

Please enter your address (street, house nr., place, postal code)

1.6 Age range

18-24

25-34

35-40

41-45

46-64

> 65

1.7 Gender

female

male

Other

1.8 Ethnicity (optional)

Albanian

Serbian

Bosnian

Turkish

Ashkali

Roma

Egyptian

Gorani

other

Please select voluntarily your ethnicity.

What kind of public benefits do you expect from the realisation of your project? 500
(e.g. creation of new jobs, stimulating local economy, establishment of cooperations with other rural actors, words etc).

As an individual or as a registered farmer please fill out the following sections. Afterwards move on to chapter 3.

(optional)

7 characters

2.a.1 Farmer Identification Number

(optional)

2.a.2 Current number of employees, if any

Numri aktual i punëtorëve, nëse ka / Trenutni broj zaposlenih, ukoliko ih ima / Current number of employees

1 Punëtorë me orar të plotë/ Zaposleni sa punim radnim vremenom / full time employees

2 Punëtorë me gjysmë orari / Zaposleni sa skraćenim radnim vremenom / part time employees

3 Punëtorë sezonalë / Sezonski radnici / seasonal workers

2.b Enterprise (start-up, micro, small enterprise)

If you are an enterprise, please provide the answers below:

(optional)

100 words

2.b.1 Name of enterprise according to Kosovo Business Registration Agency

(optional)

20 words

2.b.2 Address of your enterprise, where it is registered according to ARBK

(optional) 100 characters

2.b.3 Registration number of the company according to Kosovo Business Registration Agency

(optional)

2.b.4 Size of enterprise

micro enterprise (1-9 employees)

small enterprises (10-49 employees)

Please select one option from the checkbox list, that fits to you.

(optional)

2.b.5 Current number of employees

Numri i përgjithshëm / Ukupan broj / Total number of employees	Nga numri i përgjithshëm, sa janë 18-24 vjeç / Od ukupnog broja, koliko je starosti između 18-24 godine / Out of the total number of employees - how many are 18-24 years old?	Nga numri i përgjithshëm, sa janë gra / Od ukupnog broja, koliko je žena / Out of the total number of employees - how many are women?
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1 Numri i të punësuarve
me orar të plotë / Broj
zaposlenih sa punim
radnim vremenom /
Total number of
employees

2 Numri i të punësuarve
me gjysmë orari / Broj
zaposlenih sa skraćenim
radnim vremenom /
Number of part time
employees

3 Numri i të punësuarve
sezonalë / Broj
sezonskih radnika /
Number seasonal
workers

3. Basic information on planned investment project

Please provide the basic information about your planned investment project.

3.1 Investment Project takes place

on farm

off farm

3.2 Investment project is in the field of

- 701 Non wood forest products & medicinal and aromatic plants, mushrooms and ornamental plants
- 702 Agritourism
- 703 Processing of agricultural products on farm and private households
- 704 Honey production
- 705 Non-agricultural activities
- 06 Poultry growing for eggs and meat production
- 707 Aquaculture

3.3 Address of investment project

- | | |
|---|--|
| 1 | Rruga dhe numri i rrugës / nr. Ulica i broj / street and street |
| 2 | Zona kadastrale / vendbanimi ; Katastarska zona/ naselje ; cadastral zone / settlement |
| 3 | Komuna / Opština/ municipality |

3.4 Objective of investment project

- Enhanced sustainability of economic activities
- Creation of new job opportunities
- Improving food safety, hygiene and quality
- Sustainable use of natural resources
- Diversification in new products and services, innovative processes
- Generation of benefits for rural communities, other farmers, businesses, rural actors
- Others

(optional)

other objective of investment project

3.5 Legal status of the property

- Owner
- Rented
- Family owned
- Other

Refer to the property where the investment project will be implemented.

3.6 Start of investment - End of investment

1 Fillimi i investimit / Poçetak
investicije/ Start of investment

2 Fundi i investimit / Kraj
investicije / End of investment

150 words

3.7 Description of investment project (150 words)

3.8 Description of purchases/investments made through the investment project

Lloji i kostos / Vrsta troškova / Type of costs	Kapaciteti / njësia (shembull: 10 kW) ; Kapacitet / jedinica (primer: 10 kW) (example: 10 kW)	Sasia/numri i artikujve ; Količina / broj artikala; Quantity/ number of items	Kostoja e vlerësuar për artikull pa TVSH (EUR) / Ukupni procenjeni troškovi po artiklu bez PDV- a (EUR) / Total estimated costs per item without VAT (EUR)	Kosto e përgjithshme vlerësuar pa TVSH (EUR) / Ukupni procenjeni troškovi bez PDV-a (EUR) / Total estimated costs without VAT (EUR)	Kosto e përgjithshme për blerje/ investime për projektin investues(EUR) / Ukupno troškova za kupovine/ investicije po projektu (EUR) / Total costs for purchases/ investments per investment project (EUR)
1					
2					
3					

The name, quantity/number, value, technical and functional characteristics of the machinery /equipment /furniture /transport vehicles /devices, based on the list of eligible investments to be purchased through the investment project.

3.9 Additional jobs planned

1	Numri i të punësuarve me orar të plotë / Broj zaposlenih sa punim radnim vremenom / Number of full-time employees
2	Numri i të punësuarve me gjysmë orari / Broj zaposlenih sa skraćenim radnim vremenom / Number of part time employees
3	Numri i të punësuarve sezonalë / Broj sezonskih radnika / Number seasonal workers
4	Numri i përgjithshëm i vendeve të reja të punës të planifikuara / Ukupan broj planiranih radnih mesta / Total number of planned new jobs:

Declaration of the Applicant

Please fill out the declaration below.

Declaration of Applicant:

With my signature of this application form, I declare that:

All data and information presented in this application are true and correct.

In case benefiting from the grant for the planned investment, the support will be used as described in this application form.

yes

no

Supporting Documents

Upload documents at the bottom of the page

List 1: Mandatory documents to be submitted at the time of application

For all eligible applicants:

- Certificate for no judgment for fraud, corruption, or involvement in a criminal organization.
- In case of own property or family property, a copy of property certificate / title deed and copy of the site plan. In case of lease, a notarized lease agreement for a period of at least three (3) years, starting from the year of application.
- Confirmation from municipality that obligations on property tax are settled or regulated.

For registered farmers

- Copy of farm registration certificate from the Registration in Kosovo Farm registry system (FIN).

For micro & small enterprises, start ups

- Copy of business registration certificate from the Kosovo Business Registration Agency (KBRA).
- Confirmation from Tax Administration of Kosovo (TAK) that tax obligations, including income tax and other applicable taxes are settled or regulated.
- Certificate of declared and paid pension contributions for employees from TAK proving paid contribution in the last six (6) months.

List 2: Obligatory documents no later than the equipment handover date. (must be submitted or provided before you receive the equipment)

Sub-sector 701: Non-wood forest products and aromatic and medicinal products, mushrooms, ornamental plants

- License certificate issued by the Forestry Department (MAFRD) for the collection of medicinal and aromatic plants, forest fruits, and mushrooms.
- In the absence of a license, the applicant must demonstrate that the licensing procedure has been initiated.
- In case of organic production, valid organic production certificate.

Sub-sector 702: Agritourism

- Verification document for the registration in the Central Register of Registered or approved establishments at Food Veterinary Agency (FVA).
- In the absence of registration, the applicant must demonstrate that the registration procedure has been initiated.

Sub-sector 703: Processing of agricultural products on farm and private households

- Verification document for the registration in the Central Register of Registered or approved establishments at FVA.
- In the absence of registration, the applicant must demonstrate that the registration procedure has been initiated.
- Verification document for registration in the Kosovo Wine Register.
- In the absence of registration, the applicant must demonstrate that the registration procedure has been initiated.

Sub-sector 704: Honey production

- Verification document for the registration in the Central Register of Registered or approved establishments at FVA.
- In the absence of registration, the applicant must demonstrate that the registration procedure has been initiated.

Sub-sector 706: Poultry growing for egg and meat production

- Verification document for the registration in the Central Register of Registered or approved establishments at FVA.
- In the absence of registration, the applicant must demonstrate that the registration procedure has been initiated.

Sub-sector 707: Aquaculture

- Verification document for the registration in the Central Register of Registered or approved establishments at FVA.
- In the absence of registration, the applicant must demonstrate that the registration procedure has been initiated.
- License for aquaculture/fish farming activities from MAFRD
- In the absence of a license, the applicant must demonstrate that the licensing procedure has been initiated.



Materialet mund të dorëzohen si më poshtë:

Ngarkoni dokumentin ne doc, docx, PDF, xls ose xlsx . Madhësia maksimale e dokumentit është 20MB për secilin.

Ju lutemi, mos ngarkoni materiale të tjera të shkruara, pasi vlerësuesitë nuk do t'i marrin parasysh ato. Komponenti i shkruar i aplikimit tuaj duhet të shpjegohet plotësisht brenda fushave të formës së siguruar.

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Materijal se može isporučiti na sledeći način:

Otpremite doc, docx, PDF, xls ili xlsx datoteke. Maksimalna veličina datoteke je 20MB po komadu.

Molimo vas da ne postavljate dalje pisani materijal jer ih recenzenti neće uzeti u obzir. Pismena komponenta vaše prijave treba da bude u potpunosti objašnjena u datim poljima obrasca.

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Material may be supplied as follows:

Upload doc, docx, PDF, xls or xlsx files. Maximum file size is 20MB per piece.

Please do not upload any further written material as the reviewers will not consider these. The written component of your application should be fully explained within the provided form fields.