



Republika e Kosovës  
Republika Kosova-Republic of Kosovo  
Qeveria-Vlada-Government

Ministria e Industrisë, Ndërmarrësisë dhe Tregtisë  
Ministarstvo Industrije, Preduzetništva i Trgovine  
Ministry of Industry, Entrepreneurship and Trade  
Agjencia për Investime dhe Përkrahjen e Ndërmarrjeve në Kosovë

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## GRANT SCHEME

**Application Guidelines:** Public Call for Financial Support to Micro, Small and Medium Enterprises (MSMEs) for the Purchase of Advanced Manufacturing and Processing Machinery.

**Contracting and Implementing Authority:** Ministry of Industry, Entrepreneurship and Trade (MIET), respectively the Kosovo Investment and Enterprise Support Agency (KIESA).

### 1. Background

The Ministry of Industry, Entrepreneurship and Trade, through the Kosovo Investment and Enterprise Support Agency (KIESA), is launching a grant scheme to support MSMEs for the purchase of advanced manufacturing and processing machinery, with the aim of structural transformation towards a more globally integrated industry, which is able to produce high value-added products.

### 2. Purpose

The purpose of the grant scheme is to help MSMEs contribute to the growth of manufacturing and processing, through the expansion of manufacturing capacities, increasing the participation of products in the local market and increasing exports, with the final output of this scheme being the improvement of the trade balance. It also aims to promote employment growth and encourage businesses to contribute and benefit through the circular economy. Priority in the evaluation criteria is given to MSMEs with added value in production and with an export orientation.

### 3. Eligible sectors to apply according to NACE codes

|                     |                                                               |
|---------------------|---------------------------------------------------------------|
| Code 10             | Processing of Food Products                                   |
| Code 11             | Manufacture of Beverages                                      |
| Codes 13, 14 and 15 | Manufacture of Textiles, Apparel and Leather                  |
| Code 16             | Manufacture of Wood and Wood Products                         |
| Code 31             | Manufacture of Furniture                                      |
| Code 17             | Manufacture of Paper and Paper Products                       |
| Code 21             | Manufacture of Basic Pharmaceutical Products and Preparations |
| Code 22             | Manufacture of Rubber and Plastic Products                    |
| Code 23             | Manufacture of Other Non-Metallic Mineral Products            |
| Code 24             | Manufacture of Metals                                         |
| Code 25             | Manufacture of Fabricated Metal Products                      |
| Code 27             | Manufacture of Electrical Equipment                           |

## Financial support provided by MIET/KIESA

The total amount of the grant scheme is €5,000,000. MIET/KIESA reserves the right to not distribute all available funds. The grants are planned to be divided into three categories as follows:

1. **Category 1:** Micro enterprises, up to 9 employees, can benefit from a maximum value of up to €40,000. The budget for this category is €2,000,000. The number of beneficiary enterprises is planned to be 50. In this category, co-financing from businesses must be no less than 30% of the project value.
2. **Category 2:** Small enterprises, with 10 to 49 employees, can benefit from a maximum amount of up to €80,000. The budget for this category is €2,500,000. The number of beneficiary enterprises is planned to be 31. In this category, co-financing from businesses must be no less than 40% of the project value.
3. **Category 3:** Medium-sized enterprises, with 50 to 249 employees, can benefit from a maximum value of up to €120,000. The budget for this category is €500,000. The number of beneficiary enterprises is planned to be 4. In this category, co-financing from businesses must be no less than 50% of the project value.

**Note:** If the quota in any of the categories is not met, then the budget surplus can be transferred to other categories.

### 4. Documents required for application according to Administrative Instruction 01/2018

1. Business registration certificate with all accompanying information according to the requirements of the legislation in force in the Republic of Kosovo.
2. Fiscal number certificate (not applicable for businesses that have a business registration number and fiscal number on one certificate).
3. Tax certificate confirming that the applicant has no current outstanding tax debts or other tax obligations or is in an agreement for debt settlement with TAK.
4. List of employees for the year 2024 issued by TAK with the name of the applicant business in accordance with the NUI (can be downloaded online from the TAK website). Based on the list, MSMEs will be categorized and evaluated and female employment points will be evaluated. For businesses registered during 2024 and 2025, they must submit the list of employees since registration.
5. Copy of the ID card of the person(s) in whose name the applicant is registered.
6. Proof that the applicant is not bankrupt or under judicial receivership issued by the Basic Court - the original copy should not be older than 30 days. The document can be obtained at the Commercial Court of Kosovo.
7. Proof of an active bank account in the name of the applicant business in one of the banks licensed by the Central Bank of Kosovo. The proof must be within the deadline for opening the call.
8. Bank account statement in the name of the applicant business for the last year (2024). This does not apply to newly established applicants.
9. The offer for manufacturing and processing machinery should not be older than the date of announcement of this call. The machinery should be new and is not allowed to be sold within 3 years. The machinery must have the CE marking/sign proven by the Declaration of Conformity. Machinery purchased from European Union countries will be prioritized. All this will be part of the co-financing agreement.

10. Not have received funds from other sources of financing for the same activities (proven by an affidavit, which should be downloaded from the KIESA website, supplemented with business data and uploaded to the e-Kosova system).
11. Have fulfilled all obligations from previous financial support, if they have benefited from public sources of financing from MIET for the last two years, (proven by a sworn statement, which must be downloaded from the KIESA website, supplemented with business data and uploaded to the e-Kosova system).
12. Businesses registered before 2023 must provide proof of turnover for 2023 and 2024, proven by a document issued by TAK. For businesses registered during 2023 and 2024, they must provide the total turnover since registration. Meanwhile, businesses registered during 2025 must submit proof of the total turnover since registration.
13. For exporting businesses, businesses registered before 2023 must provide export certification for 2023 and 2024, demonstrated by a document issued by Kosovo Customs. Businesses registered during 2023 and 2024 must provide export certification since registration. Whereas, for businesses registered during 2025, they must provide export certification since registration (this is not disqualifying and only applies to businesses that export).
14. The project proposal should include: the purpose, the project activities including the main green features and circular economy practices, the financial cost, the project implementation timeline, the applicant's organizational structure and company objectives and a concrete plan for the development of the project. This project proposal should be completed online on e-Kosova.
15. Application, project proposal and budget to be completed online on e-Kosova.

**Note:**

- Category 1 and 2 (up to 49 employees), in the absence of any of the documents required above, with the exception of criteria number 2 and 13, will be disqualified.
- Category 3 (from 50 to 249 employees), in the absence of any of the documents required above, with the exception of criterion number 2, will be disqualified.

**5. Additional clarifications**

- Applications can be completed in Albanian, Serbian and English.
- MSMEs that have benefited directly from MIET/KIESA in grant schemes for the purchase of manufacturing and processing machinery, innovation and handicrafts during 2022, 2023 and 2024, are not eligible to benefit from this call. Additionally, the same company cannot be a beneficiary in any other KIESA grant scheme during 2025.
- If the enterprise will be a beneficiary, then a bilateral agreement will be signed (MIET/KIESA and enterprise), part of each of which will also include the declarations made during the application.
- The primary or secondary field of activity of the enterprises must be in line with the sub-sectors according to the classification of NACE codes from the eligible sectors, according to the call, and their change in the KBRA during the application phase of the public call will not be accepted. Further, no changes in the ARBK are allowed for beneficiary businesses after the announcement of the preliminary list until the execution of the payment.
- Before signing the agreement, the beneficiary enterprises are obliged to provide a guarantee from insurance companies or banks for the total value of the grant.

- After signing the agreement, 100% of the approved value will be transferred to the beneficiary enterprise.
- VAT is an eligible expense for natural persons and enterprises not declaring VAT, while for enterprises declaring VAT, this is an uneligible expense.
- The beneficiaries will be the enterprises that are ranked with the highest points by the evaluation committee. Depending on the budget limits, the list of beneficiary businesses may include up to 10 reserve businesses.
- The change of the offer can only be made with a special request submitted to MIET/KIESA, respectively to the monitoring commission. The request must be based on solid reasons from the beneficiary and the same can be implemented only after the approval of the request and the project concept and the amount of the grant are not changed by the Ministry. In cases where we have bidders with prices higher than those presented in the application project, then the price changes are the obligation of the beneficiary and the value of the grant from the Ministry shall not change.
- The list of evaluated enterprises will be published on the MIET/KIESA website.
- The grant scheme aims to directly support manufacturing and processing businesses and encourages the building of professional capacities within companies, which aim to increase their production and exports that contribute and guide their business models towards the main green characteristics and circular economy practices, including energy efficiency, extending the life cycle of products, as well as the adaptation and respect of standards for environmental protection and waste reduction. Therefore, consulting companies that provide services to the applying businesses are excluded from this process with this call. In case of identification of their involvement as representatives of the businesses, the applicants will be disqualified. This is because the entire process is simple and without financial costs, starting from the online application method through the e-Kosova platform, to the evaluation, signing of agreements, disbursement of funds and their monitoring.
- Beneficiary businesses during the monitoring process must prove the machinery with an original invoice or original customs document.

## 6. Duration

The maximum planned duration for the full implementation of the project financed by MIET/KIESA is 12 months, from the signing of the contract between the parties, and there will be no additional deadlines. Businesses are obliged to report at least 30 days before the expiration of the agreement.

## 7. How to apply

- The public call notice is published on the official website of MIET and KIESA:
  - 🌐 <https://MIET.rks-gov.net/>
  - 🌐 <http://kiesa.rks-gov.net/>
- Application is made only online through the e-Kosova platform and is not accepted in any other form.
- The deadline for submitting the application and accompanying documents is from 05.05.2025 to 26.05.2025.
- Additional information can be obtained via email address: [sme.kiesa@rks-gov.net](mailto:sme.kiesa@rks-gov.net)

| # | 8. Evaluation criteria                                                                                                                    | Maximum score                                                 |                                                           |                                                              |
|---|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------|
|   |                                                                                                                                           | Category 1                                                    | Category 2                                                | Category 3                                                   |
| 1 | Evaluation of project proposal <sup>1</sup>                                                                                               | 35                                                            | 35                                                        | 35                                                           |
| 2 | Evaluation of annual turnover between applicants, according to item 12 of article 5 of these guidelines                                   | 15                                                            | 15                                                        | 15                                                           |
| 3 | Evaluation of the increase in turnover within the company, compared between the years according to item 12 of article 5 of this guideline | 10                                                            | 10                                                        | 10                                                           |
| 4 | Evaluation of export between applicants, according to point 13 of article 5 of these guidelines                                           | 10                                                            | 10                                                        | 10                                                           |
| 5 | Evaluation of export growth within the company, compared between years, according to point 13 of article 5 of this guideline              | 10                                                            | 10                                                        | 10                                                           |
| 6 | Percentage of female employees, one (1) point for every 10% of female employees.                                                          | 10                                                            | 10                                                        | 10                                                           |
| 7 | Employment growth                                                                                                                         | Five (5) points for every one (1) employee that will be hired | 3.33 points for every one (1) employee that will be hired | Two (2) points for every one (1) employee that will be hired |
|   |                                                                                                                                           | 10                                                            | 10                                                        | 10                                                           |

## 9. Complaints

After the publication of the preliminary results, applicants may file their complaints within the deadline provided by AI 01/2018, only on the e-Kosova platform.

**Note:** If the information provided in this application is proven to be incorrect, the business will not be paid and will be held responsible for all consequences, according to the relevant legislation in force.

<sup>1</sup> The project proposal should include the project's purpose, activity, financial cost, project timeline, organizational structure of the applicant, current manufacturing capacities and production and export growth goals, or import substitution in case of receiving a grant, the relevance of the proposal to the call priorities, sectors and other specifics, to what extent the project proposal addresses the structural obstacles of that sector, what added value the project has for the country, how feasible and sustainable the activities are in relation to the expected results and possible risks, and the method of implementation. Businesses that aim to increase their production and exports, and to contribute and guide their business models towards key green features and circular economy practices, including energy efficiency, extending the life cycle of products, and adapting and respecting standards for environmental protection and waste reduction, are highly valued. This project proposal must be completed online in e-Kosova. For applicants, the declarations in the project proposal, in case of benefit, will be reflected in the agreement between the parties. If during the process it is found that false or inaccurate information or data has been presented, the business will be disqualified and the case will be further processed according to the laws in force.