



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

Kosovo Investment and Enterprise Support Agency

GUIDELINES FOR APPLICATION TO THE PUBLIC CALL FOR FINANCIAL SUBSIDIES

DIGITAL EMPOWERMENT INITIATIVE (DEI)

DIGITALIZATION GRANTS SCHEME

**Supporting micro, small and medium-sized enterprises to
cover the costs of digital transformation**

**Implementing authority: Kosovo Investment and Enterprise
Support Agency (KIESA) and EnInGeP project**

Deadline for submitting the application and supporting documents:
From 27.03.2024 to 19.04.2024

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1. Introduction

The Ministry of Industry, Entrepreneurship and Trade, through the Kosovo Investment and Enterprise Support Agency (KIESA) and in cooperation with the project "Enabling Income Generation for the Poor" (EnInGeP) funded by the Austrian Development Cooperation (ADC), invites Kosovar enterprises to become part of the Digital Empowerment Initiative (DEI) and benefit from digitalization services.

Through DEI, KIESA offers a unique opportunity for micro (up to 9 employees), small (10 to 49 employees) and medium (50 to 249 employees) enterprises to digitally transform, with the aim of increasing performance, competitiveness and access to local and international markets.

2. Financial support provided by MIET/KIESA

The total amount of the project is €345,000.00. The contracting authority reserves the right not to distribute all available funds. Grants will be distributed through the following categories:

- 80% subsidy for micro enterprises up to 9 workers (60% of beneficiaries)
- 70% subsidy for small enterprises 10 – 49 workers (30% of beneficiaries)
- 60% subsidy for medium enterprises 50 – 249 workers (10% of beneficiaries).

Note:

If the quota defined above is not met, then the surplus of the budget can be transferred to enterprises of other sizes.

3. Digitalization services and grant size

The digitalization services offered within the DEI are:

- Digital Marketing
- Human Resources
- E-Commerce/ Online sales platforms
- Customer Relationship Management (CRM) and Enterprise Resource Planning (ERP) and
- Various automation and optimization programs

The size of the grant is as follows:

- Digital Marketing – Maximum grant size: € 2,500
- Human Resources through licensed platforms - Maximum grant size: € 2,000
- E-Commerce / Online sales platforms - Maximum grant size: € 3,500
- Customer Relationship Management (CRM) and Enterprise Resource Planning (ERP) - Maximum grant size: € 2,500

- Different automation and optimization programs - Maximum grant size: € 4,000

4. Documents required according to Administrative Instruction 01/2018

- Business registration certificate with all accompanying information according to the requirements of the legislation in force in the Republic of Kosovo.
- Fiscal number certificate (does not apply to businesses that have their business registration number and fiscal number in one certificate).
- Tax certification that proves that the applicant has no current unpaid tax debts or other tax obligations, or is in an agreement for debt repayment with TAK.
- The list of employees for 2023 issued through TAK (can be downloaded online from TAK's website). Based on this list, enterprises will be categorized and evaluated as: micro, small or medium, and the scores for employment of women will be evaluated.¹
- Evidence on the annual turnover of 2023 and 2022 from TAK.
- Copy of the identity card of the person/s in whose name the applicant is registered.
- Evidence from the applicant that is not under bankruptcy or receivership issued by the Basic Court – the original document not older than 30 days is required.
- Evidence of the applicant's active bank account in one of the banks licensed by the Central Bank of Kosovo.
- The applicant's bank statement for the last year (2023). This is not applicable for newly established enterprises.
- The project-proposal that includes: the purpose, the activities of the project, the financial cost, the timeframe for the realization of the project and the organizational structure of the applicant.²
- To not have received funds from other funding sources for the same activities (proved by the declaration under oath).
- To have fulfilled all obligations from previous financial support, if benefited from MIET's public funding sources during the last two years (proved by the declaration under oath).

In accordance with the aforementioned criteria, the applicant 's package must contain:

- Appendix A – Application – Project Proposal (download LINK)
- Appendix B – Declaration under Oath (download LINK)
- And all the documents required above

Clarification:

¹ The list of workers for the year 2023 issued by TAK with the name of the applying entity in accordance with the NUI.

² The project proposal form that must be completed can be downloaded from the e-Kosova portal.

In the absence of any of the above-required documents, including the appendices, the applicants will be disqualified and will not be considered for evaluation.

5. Duration

The planned duration of the project cannot exceed four (4) months from the signing of the contract between the two parties (unless otherwise provided by the terms of the contract or the report of the monitoring commission).

6. Additional clarifications

- Applications can be completed in Albanian, Serbian and English.
- The beneficiary company, after receiving services by the digital provider, is obliged to pay the service provider the total value according to the classification of the digital service. The beneficiary enterprise will then be reimbursed by DEI based on percentages according to classification and turnover size.
- SMEs that have benefited subsidies from the previous digitization scheme (DEI), cannot receive subsidies from the current scheme for the same digital service.
- In case the enterprise is selected to benefit from this scheme, then a bilateral agreement will be signed, part of which will also be the declarations that were made during the application.
- The enterprises that will benefit are those that score the highest points by the evaluation commission, depending on the planned budget restrictions.
- The digitization service can be changed only in coordination and approval by the diagnostic consultant.
- The list of evaluated enterprises will be published on the website of MINT/KIESA.

7. How to apply?

The public call notice is published on the website of MIET and KIESA:

□ <https://mint.rks-gov.net/>

□ <http://kiesa.rks-gov.net/>

The application is made through the e-Kosova platform. The deadline for submitting the application and accompanying documents is until 19.04.2024. Meanwhile, additional information can be obtained through the email address: sme.kiesa@rks-gov.net in accordance with UA01/2018, no later than five (5) days before the closing of the public call.

8. Evaluation criteria

The assessment criteria are divided into two parts: sectoral criteria and social criteria.

Sectoral criteria: Preference will be given to enterprises that operate in production, that export or have potential for export and that create new jobs. The maximum number of points that can be earned is **50 points**. While the minimum required is 22.5 points. The rating scale is: 10 the highest – 1 the lowest.

Category	Specific criteria	Weight	Rating (1-10)	Weighted rating
Sectoral criteria				
	Production (20) or Services (15)			
	Export	10		
	Creation of jobs	20		
			Total	

Social Criteria: Preference will be given to enterprises that will have an impact on the employment of women, the poor and minorities. Priority will also be given to enterprises owned by women and minorities, and enterprises that use renewable energy tools or methods and that operate in undeveloped areas. The maximum number of points that can be earned is **50 points**. While the minimum required is 15 points. The rating scale is: 10 highest – 1 lowest, unless otherwise specified.

Category	Specific criteria	Weight	Rating (1-10)	Weighted rating
Social criteria				
	Pro-women impact	10		
	Pro-poverty impact	10		
	Pro-minority impact	6		
	Less developed area	6		
	Women founder	Yes (9) / No (0)		
	Ethnic non-majority founder	Yes (4) / No (0)		
	Enterprise in the green economy, renewable energy	Yes (5) / No (0)		
			Total	

9. Complaints

After the publication of the preliminary results, applicants can address complaints within the deadline set by UA 01/2018, on the e-Kosova platform.

Note:

In the event that the information provided in this application is proven to be incorrect, the applicant will not be paid and the same will bear responsibility for all the consequences, according to the relevant legislation in force.

The Digital Empowerment Initiative is supported by "Enabling Income Generation for the Poor", a project financed by the Austrian Development Cooperation (ADC) and co-financed by the Ministry of Industry, Entrepreneurship and Trade. This project is jointly implemented by CARE International and ECIKS.