**Annex A of the Guidelines for simplified Calls for Proposals**

simplified proposal Template

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**Belgium**

**Contracting authority:** **Enabel**

Call for Proposals for the Trade for Development Centre

Support for national ethical, sustainable, fair trade or organic farming days or weeks organised in Africa Reference

Proposal

Deadline for submission of proposal: November 15

To reduce expenditure and waste, we strongly recommend that you only use paper for your file (no plastic sleeves or inserts). Please also duplex print where possible.

|  |  |
| --- | --- |
| File No. |  |
| (for internal use only) |

# General information

|  |  |
| --- | --- |
| Number of the Call for proposals |  |
| Title of the call for proposals | Support for national ethical, sustainable, fair trade or organic farming days or weeks organised in Africa  |
| Title of action\* |  |
| Name of applicant\* |  |
| Nationality of applicant[[1]](#footnote-1)\* |  |
| Legal status[[2]](#footnote-2)\* |  |
| **Postal Address of Applicant\*:** |   |
| **Telephone number\*** (fixed and mobile)**:** indicative country + indicative city + number |  |
| **Contact person for this action\*:** |  |
| **Email of the contact person\*:** |  |
| **Address\*:** |  |
| **Organisation’s website:** |  |
| **Belgian Partners** | *Mention which Belgian partners your organization receives funding from, or received funding from within the last three years (Name and address of each partner)* |

(\*) compulsory

**Any changes relating to addresses, telephone numbers, fax numbers and email addresses must be notified in writing to the Enabel. Enabel will not be held liable if it is not able to contact the applicant.**

## Summary of the action

Please complete the table below, which must not exceed 1 page in length.

|  |  |
| --- | --- |
| Title of action\*: |  |
| Location(s) of the action \*- *indicate the country/countries and the region/regions which will benefit from the action* |  |
| Total duration of the action\* (*months*): |  |
| Financing requested\* (amount)  | <*EUR*> |
| Specific objective(s)\* |  |
| Beneficiaries[[3]](#footnote-3)\* |  |
| Expected results\* |  |
| Main activities\* |   |

\*compulsory

# PROPOSAL

## Relevance and feasibility

### Description of the action (max. 3 pages)

#### Pre-project situation

* Clearly define the specific situation the pre-project situation in the target including the analysis of the problems to be addressed.
* Describe which particular expected priorities and results referred to in the Call for Proposals guidelines will be addressed.

#### Beneficiaries

* Give a description of the beneficiaries (quantified if possible), including, if relevant, the selection criteria.
* Determine the needs and constraints of beneficiaries

#### Results and activities

* Describe the specific expected results
* Describe the proposed activities, specifying the corresponding results.
* Specify how the action will improve the situation of target groups and final beneficiaries

When the action is an extension of a previous action, clearly indicate how it will combine with the activities and / or results of the previous action; refer to the main conclusions and recommendations of any evaluations.

When the action is a part of a larger program, clearly explain how it fits or how it is coordinated with this program or any other envisaged project.

### Methodology (Max 2 pages)

Describe in detail:

* the participation and role of various actors and stakeholders [co-applicant(s), target groups, local authorities, etc.] in the action and the reasons for which these roles were assigned to them;
* the team proposed for implementing the action (by function: there is no need to state names of persons);
* the primary means proposed for implementation of the action (facilities, equipment and supplied to be purchased or hired);
* Explain any participatory process that ensures participation of the final beneficiaries.

### Duration and indicative action plan for implementation of the action (max 2 pages)

The duration of the action will be <X> months.

Applicants should not indicate a specific starting date for implementation of the action but simply indicate “month 1”, “month 2”, etc..

It is recommended that applicants base the estimated duration of each activity and the total period on the most likely duration and not on the shortest possible duration, taking into account all relevant factors which could affect the implementation timetable.

The activities provided for in the action plan must correspond to those described in detail in point 2.1.1.3. Any period without activities must be included in the action plan and in the evaluation of the total estimated duration of the action.

The action plan for the first 12 months of implementation must be sufficiently detailed to give an idea of the preparation and implementation of each activity. The action plan for each subsequent year may be more general and only needs to indicate the main activities proposed for these years. For this purpose, it must be divided into 6-month periods (NB.: a more detailed action plan for each subsequent year must be submitted before any new pre-financing payment in accordance with Article 11 of the Grant Agreement).

The action plan will be drafted in accordance with the following template:

|  |
| --- |
| Year 1 |
|  |  Quarter 1 |  Quarter 2 |  Quarter 3 |  Quarter 4 |
| Activity | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Example | example |  |  |  |  |  |  |  |  |  |  |  |
| Preparation Activity 1 (title) |  |  |  |  |  |  |  |  |  |  |  |  |
| Performance Activity 1 (title) |  |  |  |  |  |  |  |  |  |  |  |  |
| Preparation Activity 2 (title) |  |  |  |  |  |  |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| For all subsequent years: |
| Activity | 6-month period 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Example | example |  |  |  |  |  |  |  |
| Performance Activity 1 (title) |  |  |  |  |  |  |  |  |
| Performance Activity 2 (title) |  |  |  |  |  |  |  |  |
| Preparation Activity 3 (title) |  |  |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |  |  |

### Logical framework

Please complete Annex C of the guidelines for applicants.

## Sustainability of the action (maximum 2 pages)

Please provide **all** the information requested below:

* provide a risk analysis. This must include a list of risks associated with each action proposed, along with measures to address them. A good analysis of risks will include a series of standard risks including physical, environmental, political, economic and social risks;
* explain how the action will become sustainable once successfully completed. This may involve monitoring actions, internal strategy actions, ownership actions, communication plan actions, etc. Please distinguish between the following four dimensions of sustainability:
1. financial sustainability: for example revenue sources to cover all future operational and maintenance costs;
2. institutional level: for example: What capacity building is needed to ensure continuity? What structures will allow the results of the action to last after the end of the funding? How is the local "ownership" of the results of the action promoted;
3. environmental viability (what impact will the action have on the environment?; mention if relevant the conditions put in place to avoid negative effects on the environment.

## Budget and other expected sources of financing

Please complete Annex B of the guidelines for applicants for the following points:

* the action budget (calculation sheet 1) for the total duration of the action and planning for the first four quarters;

For more information, see guidelines for grant applicants (points 1.3, 2.1.4).

 [Please list below any contributions in kind to be provided (please specify) (1 page maximum).]

Please note that the cost of the action and the contribution requested from the contracting authority must be indicated in euros.

## The applicant’s capacity

### The applicant’s experience

This information will enable to assess whether they applicants have sufficient and solid enough experience in managing actions in the same sector and on a scale comparable to that for which a grant is being requested.

1. For similar actions

Please give a detailed description of actions carried out in the same sector and on a scale comparable to that for which a grant is being requested and which were managed by your organisation in the last three years.

1 page maximum per action.

|  |
| --- |
| **Name of applicant:** |
| **Project title:** | **Sector:** |
| **Location of action** | **Cost of action (EUR)** |  **Role in action: coordinator, co-applicant,**  | **Donors for the action (name)** | **Amount of the contribution (from the donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
| **Action objectives and results** |
|  |

1. For other actions.

Please give a detailed description of other actions managed by your organisation in the last three years.

1 page maximum per action and 10 actions maximum.

|  |
| --- |
| **Name of applicant:** |
| **Project title:** | **Sector:** |
| **Location of action** | **Cost of action (EUR)** |  **Role in action: coordinator, co-applicant,**  | **Donors for the action (name)** | **Amount of the contribution (from the donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
| **Action objectives and results** |
|  |

### Beneficiaries

Indicate the main beneficiary groups of your organization

### Capacity to manage and perform actions

#### Experience by sector (see Annex iii)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sector | Year(s) of experience | Experience over the last 7 years | Number of projects over the last 7 years | Estimated amount (in thousands of EUR) invested in this sector over the last 7 years |
|  |  |  |  |  |

### Resources

#### Financial data

* *Please provide the following information, where applicable, based on the management accounts and balance sheet of your organisation (amounts in euros)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | Turnover or equivalent | Net profit or equivalent | Balance sheet total | Equity capital or equivalent | Medium and long-term debt | Short-term debt (< 1 year) |
| N[[4]](#footnote-4) |  |  |  |  |  |  |
| N-1 |  |  |  |  |  |  |
| N-2 |  |  |  |  |  |  |

#### Source(s) of financing

* *Please indicate your organisation’s source(s) of revenue (public donors, private sector, contributions from members and others) and any additional information requested and their respective proportions.*
* *Please fill in the following table for sources of funding for the same action as the subject of this application or similar actions*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Donor** | **Title of the Action financed**  | **Amount** | **Period of financing** | **Adress of donor** | **Contact person** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

#### Number of persons employed (full-time or equivalent)

|  |  |  |
| --- | --- | --- |
| Type of staff | Paid (number) | Unpaid (number) |
| Local staff: recruited and based in the developing country |  |  |

### List of members on your organisation’s board of directors/management committee (or equivalent)

| Name | Department | Function | Country corresponding to nationality | On the board since |
| --- | --- | --- | --- | --- |
| Mr |  |  |  |  |
| Ms |  |  |  |  |

## The applicant’s declaration for the proposal

The applicant, represented by the undersigned, the applicant’s authorised signatory for this Call for Proposals, hereby declares that

* the applicant has sufficient financial capacities for carrying out the proposed action;
* the applicant certifies its legal status in accordance with information provided in the legal entity form;
* the applicanthave the professional skills and diplomas required in section 2.1.1 of the guidelines for applicants.
* the applicant shall be directly responsible for the preparation, management and implementation of the action, where applicable with the co-applicant(s) and is not acting as an intermediary;
* if recommended for a grant, the applicant shall accept the contractual conditions as laid down in the standard agreement annexed to the guidelines for applicants (Annex E);
* the applicant is eligible according to the criteria set out in points 2.1.1 of the guidelines for applicants and are therefore not in a situation of exclusion for one of the reasons indicated in Annex VII of the model grant agreement provided in the annex to the guidelines for applicants.;
* The applicant formally declares to be able, upon request and without delay, to provide the supporting documents indicated in section 2.1.1. (2) of the guidelines:
* if recommended for a grant, the applicant shall accept the contractual conditions as laid down in the standard agreement annexed to the guidelines for applicants (Annex E);
* By signing this proposal, the applicant undertakes that no expenditure will be the subject of double financing, ie that no expenditure charged to the action emerges from several sources of financing (public or private) of in order to achieve a level of coverage of more than 100%.

The applicant declares on honor that the information provided is exact and correct and that it has been drawn up with full knowledge of the consequences of any false declaration.

Signed in the name and on behalf of the applicant

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Function** |  |
| **Date** |  |

1. The organisation’s articles of association must show that this latter was created in accordance with the national law of the country concerned and that its registered office is situated in an eligible country. Any organisation established in a different country may not be considered a local eligible organisation. See the footnotes of the Call for Proposals guidelines. [↑](#footnote-ref-1)
2. see Annex: legal entity form [↑](#footnote-ref-2)
3. “Final beneficiaries” direct beneficiaries of the action and those who will benefit in the long term from the action at the level of society or the sector in the broad sense. [↑](#footnote-ref-3)
4. N = previous financial year [↑](#footnote-ref-4)