**Grants**

Annex A of the Guidelines for applicants: Grant Application File (simplified proposal template)

**Contracting authority: ENABEL**

Trade for Development Centre – Call for Proposals for business support organisations to develop tools and/or trajectories to support and guide businesses in terms of sustainability and respect for human rights

Countries: **Benin, Burkina Faso, Burundi, Democratic Republic of Congo, Guinea, Mali, Mozambique, Rwanda, Senegal, Tanzania** and **Uganda**.

Sectors: **cocoa, coffee, cashew nut**

Countries: **Côte d'Ivoire** and **Ghana**

For the **cocoa** sector only

Countries: **Ethiopia** and **Kenya**

For the **coffee** sector only

BEL2201011

Grant Application File

Reference: BEL22010-10024

Deadline for submission of proposals: Monday 6 May 2024 at 12.30pm (Brussels time)

This completed and signed form must be sent via <https://submit.link/2v7>

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

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.

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# General information

*The applicant must ensure that the text:*

* *respects the number of pages indicated by section (A4 format) of Arial 10 font, with 2cm margins, single-spaced;*
* *provides the information requested in the sections below, in the order in which it is requested, and proportionally to its relative importance (see the relevant notes indicated in the evaluation grid and guidelines);*
* *provides comprehensive information (given that the evaluation grid will only be used for information appearing in the proposal);*
* *is written as clearly as possible to allow for its evaluation.*

|  |  |
| --- | --- |
| Number of the Call for proposals | BEL22010-10024 |
| Title of the call for proposals | Trade for Development Centre – Call for Proposals for business support organisations to develop tools and/or trajectories to support and guide businesses in terms of sustainability and respect for human rights |

|  |  |
| --- | --- |
| Title of the action for which the grant is requested |  |

**CONTACT DETAILS OF APPLICANT**

|  |  |
| --- | --- |
| Name of the organisation |  |
| Postal address |  |
| Physical address (localisation of the premises) |  |
| Website of the organisation |  |

|  |  |
| --- | --- |
| Contact details of the applicant to be used for this action | |
| **Contact person for this action:** |  | |
| **Telephone number:** country code + number |  | |
| **Email(s) of the contact person:** |  | |

**PARTNERS**

|  |  |
| --- | --- |
| **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). |

**Any changes relating to addresses, telephone numbers and email addresses must be notified in writing to Enabel.**

**Enabel will not be held liable if it is not able to contact the applicant.**

**ADMISSIBILITY CRITERIA OF THE ORGANISATION**

|  |  |
| --- | --- |
| Type of organisation | * Public entity * Non-profit private entity * Fondation * Legal entity of private law whose primary objective is not to maximise profits and redistribute profits to its shareholders |
| Legal status (full wording) |  |
| Registration number |  |
| Year of registration |  |
| Please provide proof/certificate of registration with the local authorities; or the official decree establishing the creation. | |
| Please enclose with your application the articles of association (by-laws, memorandum of association, statutes, constitution) and any internal regulations. | |
| Legal entities of private law “for which profit maximization is not the priority objective”, must also provide internal documents and regulations explaining the allocation of profits in previous years, the composition of the shareholder base, and a copy of any certifications relating to the organisation. | |
| Do you have certified financial statements for the last two years? | * yes * no |
| Please provide a copy of the certified financial statements for the previous 2 years (profit and loss account + balance sheet for the last two closed financial years). This does not apply to public entities. | |
| Number of employees | *Please specify the type of contract, the duration, and since when they are in service.* |
| Annual turnover/revenue (indicate currency!) |  |
| Are you a Business Support Organisation providing services to entrepreneurs/ organisations in the field of trade and/or export promotion? | * yes * no |
| What type of category best suits your organisation? | * Chamber of Commerce * Private practice * Incubator / accelerator * Business federation * Network of producers’ organisations * Official agency * Other: .... |
| Briefly describe the type of services you offer to your members/ customers/ users/ beneficiaries |  |
| Do you have as clients or beneficiaries: producers’ organisations and/or cooperatives and/or social economy enterprises? | * yes   + If yes 🡪 what is the current share of these organisations among all the organisations you support? ..... % * no |
| What product(s) do (some of) your clients or beneficiaries trade? (several choices possible) | * Cocoa * Coffee * Cashew nuts |
| What is the current share of organisations that trade in cocoa, coffee and/or cashew nuts among all the organisations you support? | ….. % |
| In which country is your organisation located? | * Benin * Burkina Faso * Burundi * Ivory Coast (for the **cocoa** sector only) * Ethiopia (for the **coffee** sector only) * Ghana (for the **cocoa** sector only) * Guinea [Conakry] * Kenya (for the **coffee** sector only) * Mali * Mozambique * Uganda * Democratic Republic of Congo * Rwanda * Senegal * Tanzania |
| How many structures have you supported in 2022? |  |
| How many structures have you supported in 2023? |  |
| Please enclose with your application two support records carried out in 2022 or 2023 including ALL THE FOLLOWING INFORMATION: the methodology used, the tools created, the reports exchanged between the BSO and the coached organisation, the amount invoiced, the number of days of support, etc. | |
| Will your organisation be directly responsible for the preparation and management of the action for which this grant is requested? | * yes * no |

**Présentation Of the organisation**

|  |  |
| --- | --- |
| What is the origin and evolution of the organisation? | (maximum 20 lines) |

|  |  |
| --- | --- |
| At what stage(s) in the lifecycle of a company/organisation are you involved (creation, growth, development, etc.)? Please explain. |  |
| In what areas do you provide advice / support to companies (legal, management, financial, commercial, etc.)? |  |
| What type of services do you provide to your customers/beneficiaries (advice, training, coaching, networking, etc.)? |  |
| What type of customers/beneficiaries do you support? Who are your members? |  |

|  |  |
| --- | --- |
| In your opinion, what are your 3 greatest strengths? | * . * . * . |
| What do you see as your 3 greatest weaknesses? | * . * . * . |

# Summary of the action

Please complete the table below, which must not exceed 1,5 pages in length.

|  |  |
| --- | --- |
| Title of the action for which the grant is requested |  |
| 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*) |  |
| As a reminder: The contracting beneficiary must **co-finance at least 10% of the total project budget**. This means that if the contribution requested from the contracting authority amounts, for example, to 50,000 euros, the contracting beneficiary will have to finance at least 5,556 euros of a project costing a minimum of 55,556 euros.  The action presented will therefore be financed up to a maximum of 90% of the eligible expenditure presented in the final financial report. The remaining minimum 10% will be borne by the contracting beneficiary. | |
| Total budget of the action (amount) | <*EUR* > |
| Funding requested from Enabel (maximum 90% of total budget) | <*EUR* > |
| General objective | To have the know-how and tools to help businesses export to EU markets in a way that is sustainable, respectful of decent work, and respectful of human rights. |
| Specific objective(s) |  |
| Beneficiaries[[1]](#footnote-1) |  |
| Estimated results |  |
| Main activities | -  -  - |

# PROPOSAL

## Relevance and feasibility

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

#### Pre-project situation and relevance

* Clearly define the specific situation prior to the project in the target region(s), including an analysis of the problems to be addressed.
* Describe which priorities and results referred to in the guidelines of the call for proposals 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 expected specific results.
* Describe the proposed activities, specifying the corresponding results.
* Specify how the activities aimed at acquiring know-how or developing tools, meet the needs identified by the clients (i.e. users, beneficiary) organisations.
* Specify how the action will improve the situation of the target groups and final beneficiaries.
* Explain how the activities will enable the BSO’s business plan to be achieved (in whole or in part).

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 (civil society, local authorities, other public actors, beneficiary representatives, etc.) in the action;
* 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 (equipment, materials and supplies 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 3.1.1.3. 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 the 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 implemented. This may involve the necessary follow-up actions, internal strategies, ownership, communication plans, etc. Please distinguish between the following three dimensions of sustainability:

1. financial sustainability: for example, what will be the sources of income to cover future operational and maintenance costs?
2. institutional sustainability: 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 local "ownership" of the results of the action promoted?
3. environmental sustainability (what impact will the action have on the environment?) If any, mention any measures put in place to avoid negative effects on the environment.
4. social sustainability (will the action have a positive/negative impact on social aspects?)

## 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 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 the 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.

Please provide a contract + a certificate of completion for each experience presented.

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.

Please provide a contract + a certificate of completion for each experience presented.

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** | | | | | |
|  | | | | | |

### Capacity to manage and perform actions

#### Experience by sector

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

### Resources

#### Financial data

* *Please provide the following information, where applicable, based on the certified management accounts and balance sheet of your organisation.*
* *Specify currency, whether amounts are in thousands, etc.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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[[2]](#footnote-2) |  |  |  |  |  |  |
| N-1 |  |  |  |  |  |  |
| N-2 |  |  |  |  |  |  |

Please provide a copy of the certified financial statements for the previous 2 years (income statement + balance sheet for the last two closed financial years). This does not apply to public entities.

#### Source(s) of financing

* *Please indicate your organisation’s source(s) of revenue (public donors, private sector, contributions from members and others) 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*
* *Specify currency, whether amounts are in thousands, etc.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the 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 country | … men  … women | … men  … women |

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

| Name | Profession | 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 the information provided in the legal entity form;
* the applicant shall be directly responsible for the preparation, management and implementation of the action, and is not acting as an intermediary;
* the applicant is eligible according to the criteria set out in point 2.1.1 of the guidelines for applicants and is 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 E 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. 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 honour 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. “Final beneficiaries” are 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-1)
2. N = previous financial year [↑](#footnote-ref-2)