Document to be returned bythe**14th of September 2021at the latest** by email to [tdc4u@enabel.be](mailto:tdc4u@enabel.be)

**ANNEX 1 : APPLICATION FORM**

**GRANTS FOR BUSINESS SUPPORT ORGANISATIONS BASED IN AFRICA AND ACTIVE IN BENIN, IVORY COAST, GHANA AND/OR UGANDA**

**TRADE FOR DEVELOPMENT CENTRE**

**ENABEL (Belgian Development Agency)**

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Before completing this application form, please read the document, please read the document

“Call for Proposals – content & regulations – Grants for Business Support Organisations (BSO’s) operating in Benin, Ivory Coast, Ghana and/or Uganda.”

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If you have any questions, please email us at [tdc@enabel.be](mailto:tdc@enabel.be)

# Contact details of the applicant organisation

|  |  |
| --- | --- |
| **Contact details** | |
| Name of the organisation |  |
| Postal address |  |
| Office location (physical address) |  |
| Contact person(s) + function within the organisation |  |
| Phone number : country code + city code + number |  |
| Email address(s) of the contact person(s) |  |
| Name of the person and function of the person who completed the form |  |
| Website |  |
| Contact language |  |

# Presentation of the organisation & eligibility criteria

#### See document “Guidelines for applicants”, chapter “2.1.1 Admissibility of applicants" (page 5 & 6).

|  |  |
| --- | --- |
| **If the criteria’s below are not met to the minimum indicated in the regulations, your organization is NOT eligible.** | |
| **Social purpose :**   * At what stage(s) of the life of a company do you intervene (creation, growth, development,… (max. 20 lines). |  |
| * In which areas do you provide advice/guidance to companies (legal, management, financial, commercial, …)? Please explain (max. 20 lines). |  |
| **Type of services provided:**   * What kind of services do you provide to your clients (advice, training, coaching, …)? | * trainings * consulting * coaching * Group work sessions * Commercialization of products, tools, …. (please explain)   + ………………….. * other (please explain)   + …………………… |
| **Legal form :**   * What is the legal form/status of your organisation ? (limited company, cooperative, association, foundation, mutual society…)? |  |
| * Is it to be considered a private, public or parastatal company? |  |
| Please enclose with your application **the statutes** (rules, bylaws), any internal rules and explanations of the use of profits in previous years if applicable. | |
| * Registration number |  |
| * Year of registration |  |
| * Where/in which country is the head office located? |  |
| **Type of customers:**   * What type of clients/beneficiaries do you support ? | * Purely private companies/organisations (aim: maximise profits for founders) * Producer organisations (agro – please explain the commodity chains)   + ………………………….. * cooperatives (ou similar) (please explain the sectors / industries)   + …………………………... * Social economy companies or similar (please explain)   + ………………………….. |
| **Client volume – SME’S**   * How many structures did you support in 2018 ? * How many structures did you support in 2019 ? * How many structures did you support in 2020 ? | 2018 : .........  2019 : .........  2020 : .......... |

|  |  |
| --- | --- |
| * In which country(ies) is your organisation active? | * Benin * Burkina Faso * Burundi * Ivory Coast * Ghana * Mali * Morocco * Uganda * DR Congo * Rwanda * Senegal * Tanzania * …. |
| * Do you have accounts for the last two years ? | * yes * no |
| * Will your organisation be directly responsible for the management of the action for which the grant is requested? | * yes * no |

# **The applicant organisation**

|  |
| --- |
| What is the origin and evolution of the organisation? (max 30 lines) |
|  |

|  |
| --- |
| Briefly describe your client portfolio/structures supported: |
|  |

|  |
| --- |
| Briefly describe the (current) services portfolio provided to the supported structures/clients: |
|  |

|  |
| --- |
| Briefly describe the (current) economic/commercial impact of the services provided to the supported structures/clients: |
|  |

|  |
| --- |
| What is the indirect impact of the services provided by the organisation on the environmental, social, sustainability, ... of the MSMEs supported |
|  |

|  |
| --- |
| What is the local anchorage/presence of your organisation in the country / other countries (office, representation, subsidiary …)? |
|  |

**Current partners**

* **NGO’s**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the NGO | Contact person | Period | Type of support | Country |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* **Other partnerships**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the partner | Contact person | Period | Type of partnership | Country |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# PRESENTATION OF THE ACTION

## 4.1 Narrative of the action and expected impacts :

1. Title of the action :
2. Narrative summary of the action (max 20 lines) :
3. What is the expected impact of the proposed action on the viability/sustainability of your organization ?
4. What is the expected impact of the proposed action on improving your organization’s management and/or market access?
5. What is the expected impact of the proposed action on the human resources of your organizations, regarding their skills ?
6. What is the expected impact of the proposed action on the portfolio of services offered by your organization to the supported structures?
7. What is the expected impact of the proposed action on the viability/sustainability durability, etc. of the structures/clients supported?

## 4.2 Operational framework: logic of the action and details of the activities

|  |  |  |
| --- | --- | --- |
|  | **Description** | **Objectively verifiable indicators** |
| **Alignment with the strategy of the organisation/ the company** | *Explain how the action fits in with the development strategy of the organization/ the company (based on business plan, marketing plan, Business model canvas ou lean canvas etc.)* |  |
| **Objective of the action** | *Describe here the specific objective of the action.*  *What specific objective does the action have to achieve to be consistent with the strategy of the organisation/ the company?* | *What indicators show in detail that the objective of the action has been achieved?* |
|
| **Expected results** | *The results are the achievements that will enable the objective of the action to be achieved.* | *What are the indicators that allow you to measure the achievement of results?* |
| *What are the expected results? (Number these results)* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities**  *(group the activities by results)*  *What are the key activities to be implemented, and in what order, in order to produce the expected results?* | **Description of the activity** | **Why is this activity necessary to achieve the results?** | **Means**  *What means are required to implement these activities, e.g. staff, equipment, training, studies, supplies, operational facilities, etc.?* |
| **Result 1 : XXX** |  |  |  |
| Activity 1.1 |  |  |  |
| Activity 1.2 |  |  |  |
| Activity 1.3 |  |  |  |
|  |  |  |  |
| **Result 2 : XXX** |  |  |  |
| Activity 2.1 |  |  |  |
| Activity 2.2 |  |  |  |
| Activity 2.3 |  |  |  |
|  |  |  |  |
| **Result 3 : XXX** |  |  |  |
| Activity 3.1 |  |  |  |
| Activity 3.2 |  |  |  |
| Activity 3.3 |  |  |  |
|  |  |  |  |

*Add as many lines as needed*

## 4.3 Indicative timetable for implementation

The proposed action must end by **31/12/2022** at the latest.

Applicants do not have to indicate a specific starting date for the implementation of the project but simply indicate “month 1”, “month 2”, etc.

Applicants are recommended to 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 that could affect the implementation schedule.

The activities foreseen in the action plan must correspond to those described below. The organisation responsible for implementation must be the applicant. Any period without activities must be included in the action plan and in the assessment of the total estimated duration of the project.

The action plan will be drafted according to the following template:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **This is an example - Year X** | | | | | | | | | | | | |
|  | **Trimester 1** | | | **Trimester 2** | | | **Trimester 3** | | | **Trimester 4** | | |
| **Activities** | **Month 1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| Activity 1.1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2.1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Year 1 (2021)** | **Trimester 1** | | | **Trimester 2** | | | **Trimester 3** | | | **Trimester 4** | | |
| **Activity** | **Month 1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
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*Add as many lines as needed.*

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| **Year 2 (2022)** | **Trimester 1** | | | **Trimester 2** | | | **Trimester 3** | | | **Trimester 4** | | |
| **Activity** | **Month 1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
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*Add as many lines as needed.*

# DOCUMENTS TO BE PROVIDED

**The application file must contain:**

1. This application form, duly completed (**Annex 1**) ;
2. The budget foreseen for the actions (See Excel file **Annex 2**) ;
3. The file containing the organization’s key operational data (see excel file **Annex 3**) ;
4. The legal identity form + supporting documents (**Annex 4**) ;
5. The completed business model canvas / lean canvas (**Annex 5**)
6. The documents setting out the organization’s strategy (business plan, marketing plan, etc.) (**Annex A**)
7. Two client support cases in 2018, 2019, and/or 2020 (**Annex B**) ;
8. Documents with the statutes, internal rules, constitution of the organization, if any, and explanations of the allocation of profits in previous years if applicable (**Annex C**) ;
9. A copy of the financial statements of the previous years (income statement + balance sheet of at least the following years: 2018 + 2019 (+2020 if available)) (**Annex D**);
10. The current scales for daily and accommodation allowances (per diem) if such allowances are foreseen in the budget (**Annex E**)

Remember that this is competitive process. The selection committee will assess your project on the basis of the information provided your answers. If your proposal is selected by the committee, this document will be considered your project document and will be annexed to the grant agreement.

**DECLARATION ON HONOUR THAT ALL THE INFORMATION PROVIDED IS ACCURATE AND TRUE**

**The organization certifies that it is not in one of the situations of exclusion mentioned in Annex VII ‘grounds for exclusion’ of Annex 6 ‘grant agreement template and annexes’ to the guidelines (page 20-21/22).**

DATE :

NAME of the President of the organsation: NAME of the director:

Signature Signature