

Contracting authority: ENABEL

Call for proposals within the framework of the programme:

“Trade for Development Centre”

Grants
for Business Support Organisations (BSO)
active in Benin, Ivory Coast, Ghana and/or Uganda

Guidelines for applicants

Reference: BEL1806811-004

Deadline for submission of the proposals: 14th of September 2021

The Trade for Development Centre programme is
implemented by:



Financed by :



Warning

This is a simplified call for proposals in one phase requiring the introduction of a proposal accompanied by its annexes.

1	GRANTS FOR BUSINESS SUPPORT ORGANISATIONS	4
1.1	Context	4
1.2	Objectives and Expected results	4
1.3	Grant amount.....	4
2	RULES APPLICABLE TO THIS CALL FOR PROPOSALS	4
2.1	Admissibility criteria.....	4
2.1.1	Admissibility of applicants.....	5
2.1.2	Contractants.....	6
2.1.3	Admissible actions: for what actions may an application be submitted?.....	7
2.1.4	Eligibility of costs: what costs can be included?	8
2.2	Presentation of the proposal and procedures to follow.....	9
2.2.1	Content of the proposal.....	9
2.2.3	Where and how to send proposals?.....	10
2.2.4	Deadline for submission of proposal	10
2.2.5	Other information on call for proposals.....	10
2.3	Evaluation and selection of proposals	11
2.4	Notification of the contracting authority's decision	12
2.4.1	Content of the decision.....	12
2.4.2	Indicative timetable.....	12
2.5	Implementation conditions following the grant award decision of the contracting authority	13
2.5.1	Implementation contracts	13
2.5.2	Separate bank account	13
2.5.3	Processing of personal data.....	14
2.5.4	Transparency	14

1 Grants for Business Support Organisations

1.1 Context

Enabel (hereinafter referred to as the contracting authority) is the Belgian development agency. The Trade for Development Centre (TDC), a programme implemented by Enabel, aims to promote fair and sustainable trade. It does so in particular by improving market access for micro, small and medium-sized enterprises and producer organisations in this process as well as by improving the management (financial, administrative, governance) of their organisation.

1.2 Objectives and Expected results

As part of its mission, the TDC manages a fund allowing grants to be awarded to finance actions aimed at 1) a direct impact on the professionalization of the support processes of Business Support Organization (BSO) and 2) indirectly improving the management and market access (local, regional or international) of micro, small and medium-sized enterprises or producer's organisations involved in fair or sustainable trade.

Objective of the call for proposals is to:

Support the professionalization of business support organizations (BSOs) operating in Benin, Ivory Coast, Ghana and/or Uganda.

The expected results are:

- The BSOs have strengthened/qualitatively improved their service offer in management support to micro, small and medium enterprises or producer organizations involved in a fair or sustainable trade approach.;
- The BSOs have strengthened/improved qualitatively their service offer in market access support (local, regional or international) for micro, small and medium enterprises involved in a fair or sustainable trade approach;

1.3 Grant amount

The total indicative amount available under this Call for Proposals is 150 000 EUR. The contracting authority reserves the right not to award all of the available funds.

Any grant application under this Call for Proposals must fall between the following:

Minimum amount: 10 000€

Maximum amount: 30 000€

The beneficiary-contractor will have to co-finance at least 10% of the total budget approved by the Contracting Authority.

Concretely: If a BSO introduces a budget of EUR 20.000, approved in its entirety by the Contracting Authority, it will only be able to ask the Contracting Authority for a maximum contribution of EUR 18.000, the beneficiary-contractor will have to finance at least EUR 2.000.

The Trade for Development Centre will finance the submitted action up to a maximum of 90% of the eligible expenses presented in the final financial report. The remaining minimum 10% will be borne by the beneficiary-contractor.

2 Rules applicable to this call for proposals

These guidelines define the rules for the submission, selection and implementation of actions funded under this call for proposals.

2.1 Admissibility criteria

There are three categories of admissibility criteria, which concern, respectively:

(1) The actors:

the applicant, i.e. the entity submitting the application form (2.1.1)

where applicable, its co-applicant(s) [unless otherwise provided, the applicant and co-applicant(s) will hereinafter be jointly referred to as the “*applicants*”] (2.1.1),

(2) The actions:

actions admissible for grants (2.1.3);

(3) The costs:

The types of costs that may be included in the calculation of the grant amount (2.1.4).

2.1.1	<i>Admissibility of applicants</i>
-------	------------------------------------

(1) To be admissible for grants, the applicant must satisfy the following conditions:

- A. be a legal person; **and**
- B.

(B1) be a public entity¹ or

(B2) be a non-profit private entity or a foundation; **or**

(B3) be a legal entity of private law for which profit maximization is not the priority objective;

The latter category will include organisations that meet the following characteristics:

1. They aim to achieve a specific social added value:

The priority given to labour over capital in the distribution of income. Income is not an objective in itself, but a means to achieve social objectives.

Democratic decision-making: the people involved have a say in company policy.

Maximum transparency, including in the areas of general company policy, finances and internal and external relations.

Quality relationships. In external relations, the aim is a win-win partnership in which costs and benefits are shared equally. In internal relations, attention is paid to opportunities for personal development, non-discrimination and employment conditions for staff.

Positive integration into society. This can be achieved by establishing a dialogue with the local community and non-governmental organisations on the ground. Partners work together and build networks.

2. They provide services (and possibly goods) for which there are clients and needs, both present and future. The focus is on continuity, cost effectiveness and efficient use of resources.

If you are a private for-profit organisation, please provide evidence that your primary objective is not profit maximisation (statutes, ownership, internal rules, profit allocation policy, etc.).

- C. be a Business Support Organisation² (BSO):

¹ a 100% public entity, with no private capital.

- which accompanies enterprises in their development/growth (and therefore not only in their creation) by providing them essentially with business management support: i.e. at least financial and organisational management support, to which can be added support in marketing, governance/legal, communication, human resources, digital, strategy, ...

- which offers services that can take the form of training, coaching, consultancy, collective work sessions, ... But BSOs that only provide training are not eligible.

- which has, in whole or in part, as clients enterprises/organisations whose priority objective is not to maximize profits (such as producer organisations, cooperatives, social economy enterprises, etc.)

- that accompanies a minimum of 5 companies per year and is able to send us two accompaniment files carried out in 2018 or 2019 or in 2020 including ALL THE FOLLOWING: the methodology used, the tools created, the reports exchanged between the BSO and the coached company, the amount invoiced, the number of days provided, etc.

- D. Have a legal entity for at least 2 years;
- E. be established in Africa; and is developing support activities in at least one of the following countries Benin, Côte d'Ivoire, Ghana or Uganda³; and
- F. be directly responsible for the preparation and management of the action with the co-applicant(s) and not be acting as an intermediary **and**;
- G. have the accounts for the last two years.

The applicant must act individually.

- (2) The potential applicant cannot participate in calls for proposals nor be the beneficiary of grants if they are in one of the exclusion situations described in Annex VII of the model grant agreement provided in Annex E of these guidelines:

In section 2.2 of the proposal (“applicant’s declaration”), the applicant must declare that neither itself nor its co-applicant(s) fall under any of these situations.

If the grant is awarded to it, the applicant becomes the Contracting-Beneficiary identified in Annex E (Grant Agreement). The Contracting-Beneficiary is the main point of contact for the contracting authority.

2.1.2	<i>Contractants</i>
-------	---------------------

Beneficiary-contractors may conclude contracts in order to carry out activities financed by the grant agreement. In this context, public beneficiary-contractors are subject to the public procurement rules of their respective countries and private beneficiary-contractors to the rules set out in Annex VIII of the model grant agreement.

² Some examples: Chambers of Commerce, private firms, incubators, business federations, networks of producer organisations...

³ Establishment is determined on the basis of the organisation's statutes, which must demonstrate that the organisation was created by an act of domestic law of the country concerned and that its registered office is located in an eligible country. In this respect, any legal entity whose statutes have been created in another country cannot be considered as an eligible local organisation, even if it is locally registered or a "Memorandum of Understanding" has been concluded.

2.1.3 *Admissible actions: for what actions may an application be submitted?*

Definition

An action comprises a series of activities.

Duration

The subsidised action must end no later than 31/12/2022.

Geographical coverage

The actions must be implemented in one of the following country: Benin, Burkina Faso, Burundi, Ivory Coast, Ghana, Mali, Morocco, DR Congo, Rwanda, Senegal, Tanzania or Uganda.

Types of action

As an example, you will find below actions eligible (with proposals for eligible activities) for funding from the Trade for Development Centre:

- Strengthening the structure of the BSO as such:
 - At the organisational level: training and/or tools to improve the internal management of the organisation (dashboards, software, IT support, digitalisation, quality improvement and control systems, equipment, supplies,...)
 - Positioning: implementation of its commercial strategy, communication tools, participation in events, visits, etc.
- A reinforcement of the service offer that the BSO proposes to its clients/members via the reinforcement of the capacities of the staff in the broad sense: internal staff, consultants,...
 - At the technical level: training and/or tools related to certain subjects necessary to deliver quality support to your clients, such as marketing, finances, HR management, etc;
 - At the pedagogical level: training and/or tools in methodological support skills in order to deliver support that generates ownership by your clients, such as participative methodologies, co-creation, collective intelligence, coaching, etc;
 - Development of services or products offered to clients/members: market research; development of services or products; development of value chains in collaboration with several clients, and/or networking of enterprises (clusters); pre-creation, launch and post-creation of enterprises; contract negotiation; support in fair trade, organic or sustainable certification; good governance; diversification of funding sources; inclusive approach to membership; specific support for female entrepreneurship; internship programmes in the workplace for students; insertion routes for young graduates; fight against discrimination within the company; working conditions; calculation of a decent wage; institutional contacts (how to navigate the legislation); digitalisation; etc;
 - In terms of resilience and sustainability: training and/or tools in circular economy practices, agroecology, microfinance, etc. in order to increase the resilience of clients in the face of crises (climate change, health, financial, etc.).
- Other. Their relevance will be assessed by the TDC, but as with all the above activities, they must also contribute to improving the management and/or quality of the services provided while aligning with the strategy of the organisation receiving the activities.

The following types of action are not admissible:

- actions consisting exclusively or primarily of sponsoring the participation of individuals in workshops, seminars, conferences and conventions ⁴
- actions consisting exclusively or primarily of financing individual scholarships for studies or training ⁴

Sub-grants to sub-beneficiaries

Applicants can not propose sub-grants to sub-beneficiaries to help achieve the objectives of the action.

Visibility

Applicants must take all measures necessary to ensure the visibility of the financing or co-financing by the Contracting Authority. The contracting beneficiary always mentions "the Belgian State" as donor or co-donor in the public communications relating to the subsidized action

Number of requests and Grant Agreements per applicant

The applicant cannot submit more than 1 request(s) within this call for proposals.

2.1.4 Eligibility of costs: what costs can be included?

Only "eligible costs" may be covered by grants. The types of eligible and ineligible costs are indicated below. The budget is both an estimate of costs and an overall cap on "eligible costs".

The cost calculation is based on a combination of the following costs, defined as follows:

- Direct costs (management costs and operational costs) actually borne by the Contracting-Beneficiary;
 - **"Operational costs"** are those costs which are necessary and indispensable for achieving the objectives and results of the action;
 - **"Management costs"** are the isolable costs of management, supervision, coordination, monitoring, control, evaluation or financial auditing specifically incurred in carrying out the action or justifying the grant;
- And structure costs (overheads): which are linked to the achievement of the beneficiary's social objectives and, although they are influenced by the implementation of the action, are neither isolable nor chargeable to the budget of this action.

In the framework of this call for proposals, **eligible costs are only operational costs**, i.e. costs that are necessary and indispensable to achieve the objectives and results of the action. The 'management costs' and 'structure costs (overhead)' are not eligible costs.

If per diem rates are in place within the organisation, please submit these as Annex E to the proposal if such rates are included in the proposal budget.

Reserve for contingencies

The budget may include a contingency reserve up to a maximum of 5% of the estimated eligible operational costs. It may only be used **with the prior written authorisation** of Enabel.

Contributions in kind

⁴ It is good practice not to allow those types of actions. However, when they are specifically sought by Enabel, they can be authorized and therefore deleted from the list of actions that are not admissible.

“Contributions in kind” means goods or services provided free of charge by a third party to the Contracting-Beneficiary. As contributions in kind do not involve any expenditure on the part of the Contracting-Beneficiary, they shall not constitute eligible costs.

Ineligible costs

The following costs shall not be eligible:

- 1 Accounting entries not leading to payments;
- 2 Provisions for liabilities and charges, losses, debts or possible future debts;
- 3 Debts and debit interests;
- 4 Doubtful debts;
- 5 Currency exchange losses;
- 6 Loans to third parties;
- 7 Guarantees and securities,
- 8 Costs already financed by another grant;
- 9 Invoices made out by other organisations for goods and services already subsidised;
- 10 Subcontracting by means of service or consultancy contracts to personnel members, Board members or General Assembly members of the organisation subsidised;
- 11 Any sub-letting to oneself;
- 12 Purchases of land or buildings;
- 13 Compensation for damage falling under the civil liability of the organisation;
- 14 Employment termination compensation for the term of notice not performed;
- 15 Purchase of alcoholic beverages, tobacco and derived products thereof.
- 16 Grants to sub-beneficiaries
- 17 The construction of buildings on land already in possession.

2.2 Presentation of the proposal and procedures to follow

2.2.1 Content of the proposal

Proposals must be submitted in accordance with the instructions in the template of action proposal attached to these guidelines (Annex 1).

Applicants must scrupulously respect the format of the proposal and complete paragraphs and pages in order.

Applicants must submit their proposal in French or English

Applicants must complete the proposal as carefully and clearly as possible to facilitate its evaluation.

Any major errors or inconsistencies in the proposal (inconsistency of amounts included in the budget calculation sheets, for example) may lead to immediate rejection of the proposal.

Clarifications will only be sought when the information provided is unclear and thus prevents the contracting authority from making an objective assessment.

Handwritten proposals will not be accepted.

The following annexes must be attached to the proposal:

- the budget foreseen for the actions (see Excel file Annex 2 Grant_budget);
- the file containing key operational data of the organisation (see Excel file Annex 3_Operational_Data);
- the legal entity form (see Annex 4 or Annex V of the model grant agreement) duly completed and signed by each of the applicants (i.e. the applicant and each of the possible co-applicants), together with the requested supporting documents;
- The completed business model template (annex 5) or Lean template for your own

organisation

- a document setting out the organisation's strategy (business plan, etc.) (Annex A);
- track record detailing the support that has been delivered to 2 supported organisations, in 2018 or 2019 or 2020, including the following parts: the methodology used, the tools created, the reports exchanged between the BSO and the coached company, the amount invoiced, the number of days worked, etc. (Annex B);
- the articles of association (bylaws, memorandum of association), any internal rules and explanations of the allocation of profits in previous years if applicable (Annex C);
- a copy of the applicant's most recent financial statements: profit and loss account and balance sheet for the last two financial years: at least 2018 and 2019, possibly 2020 if closed (Annex D)
- The current scales for daily and accommodation allowances (per diem) if such allowances are foreseen in the budget (Annex E).

It should be noted that only the proposal, including the applicant's declaration, the 4 annexes that need to be completed (budget, operational data file, legal identity sheet, Business Model / Lean Canvas) as well as the 5 other annexes identified above (strategy document, two accompanying files, statutes etc., financial statements, scales allowances) will be evaluated.

It is therefore very important that these documents contain ALL relevant information about the action. **No additional annexes should be sent.**

2.2.3 *Where and how to send proposals?*

Complete applications must be submitted electronically.

Handwritten applications will not be accepted.

The grant application must be complete and include all the required documents (see list above): e-mail address: tdc4u@enabel.be If you do not receive a confirmation email from us, please contact us at the following email address: tdc@enabel.be

Applicants must ensure that their proposal is complete. Incomplete applications may be rejected.

The size of the e-mail, i.e. the message and all attachments, **may not exceed 30 Mb**. An e-mail larger than this size will be automatically rejected by the system. However, if your file exceeds 30 Mb, please contact us at: tdc@enabel.be.

The e-mail subject must include the reference number and title of the call for proposals, the full name and address of the applicant, and the words "Not to be opened before the opening session".

Applicants must ensure that their files are complete. Incomplete files may be rejected.

2.2.4 *Deadline for submission of proposal*

The deadline for submission of proposals is the **14th of September 2021** as evidenced by the date and time of the inbox of the above email address. Any proposal submitted after the deadline will be rejected.

2.2.5 *Other information on call for proposals*

Applicants may send their questions by e-mail, at the latest 15 days before the proposals submission deadline, to the address below, making sure that they clearly indicate the Call for

Proposals reference: (BEL1806811-004) in the subject line

E-mail address: tdc@enabel.be

The contracting authority will not be obliged to provide clarification on questions received after this date.

Questions will be answered at the latest 7 days before the proposals submission deadline.

In order to ensure the equal treatment of applicants, the contracting authority cannot give a prior opinion on the admissibility of applicants, an action or specific activities.

The answers to these questions will be published 7 days before the deadline for submission of proposals in good time on www.enabel.be. It is therefore recommended that you consult the above website regularly in order to be informed of the questions and answers published

2.3 Evaluation and selection of proposals

Proposals will be examined and evaluated by the contracting authority with the help, where applicable, of external evaluators. All actions submitted by the applicants will be evaluated according to the stages and criteria described below.

If the examination of the proposal shows that the proposed action does not satisfy the admissibility criteria described in point 2.1.3, the request will be rejected on this sole basis.

The following elements will be examined:

Opening :

- Compliance with the submission deadline. If the deadline date is not observed, the proposal will be automatically rejected.

Administrative and admissibility checks

- The proposal satisfies all the criteria specified in the section II of the verification and evaluation grid provided in Annex F.
- If any of the information is missing or incorrect, the proposal may be rejected on this sole basis and it will not be evaluated.

Evaluation

Step 1: Proposals satisfying the conditions of the administrative and admissibility check will be evaluated.

Step 2: The quality of the proposals, including the proposed budget and the capacity of the applicants, will be assigned two times a score out of 50 based on evaluation criteria specified in the section III of the verification and evaluation grid provided in Annex F. The evaluation criteria are broken down into selection criteria and award criteria.

The selection criteria aim to ensure that the applicants:

- have stable and sufficient sources of financing to maintain their activity for the duration of the proposed action and, if necessary, to participate in its financing;
- have the management capacity and professional skills and qualifications required to successfully carry out the proposed action.

The award criteria also help evaluate the quality of the proposals against the objectives and priorities set, and to award grants to projects that maximise the overall effectiveness of the Call for Proposals. They concern the relevance of the action and its consistency with the Call for Proposal's objectives, its quality, its intended effect, the sustainability of the action and its cost-effectiveness.

The evaluation criteria are divided into headings and sub-headings. Each sub-section will be assigned a score between 1 and 5 as follows: 1 = very poor, 2 = poor, 3 = average, 4 = good, 5 = very good.

Provisional selection

Only proposals that achieve a score of 25/50 for each section (selection criteria & award criteria) and an overall score of 60/100 will be shortlisted

The best proposals will be listed in a provisional allocation table, ranked according to their score and within the limits of available funds. The other shortlisted proposals will be placed on a reserve list.

Selection

At the end of steps 1 and 2 the allocation table will be considered final. It includes all the proposals selected according to their score and within the limits of available funds.

Please note that applicants who may be picked up from the reserve list at a later date, if additional funds become available, I will also have to go through to steps 2

2.4 Notification of the contracting authority's decision

2.4.1 Content of the decision

The applicant will be notified in writing of the decision taken by the contracting authority concerning its proposal and, in case of rejection, the grounds for this negative decision.

If an applicant feels that it has been adversely affected by an error or mistake allegedly committed in an award procedure, or believes that the procedure has been vitiated by an instance of maladministration, it may file a complaint with the contracting authority.

In this case, the complaint will be sent to the person who made the disputed decision, who will endeavour to deal with the complaint and give a reply with 15 working days. Alternatively or in case the reply is deemed unsatisfactory by the applicant, this latter may contact the competent Operations Manager at Enabel's head office, via the mailbox complaints@enabel.be

See <https://www.enabel.be/content/complaints-management>

Complaints relating to issues of integrity (fraud, corruption, etc.) should be sent to the Integrity Office through the Internet address www.enabelintegrity.be.

The purpose of the complaint cannot be to request a second evaluation of the Proposals without any other grounds than that the applicant disagrees with the award decision.

2.4.2 Indicative timetable

	Date	Hour**
Deadline for clarification requests to the contracting authority	31 st of August 2021	11.59 pm
Last date on which clarifications are given by the contracting authority	7 th of September 2021	11.59 pm
Proposal Submission deadline	14 th of September 2021	11.59 pm
Notification of the award decision and transmission of signed grant agreement	10 th of November 2021	-

Signature of the Agreement by contracting beneficiary	No later than 15 days after notification of the grant	-
--	---	---

***Provisional date.**

**All times are local time of the contracting authority.

This indicative timetable may be updated by the contracting authority during the procedure. In this case, the updated timetable will be published on the [Enabel website](#)

2.5 Implementation conditions following the grant award decision of the contracting authority

Following the grant award decision, contracting beneficiaries will be offered an agreement based on the contracting authority’s Grant Agreement template (Annex E of these guidelines). By signing the proposal (Annex 1 of these guidelines), applicants accept the contractual conditions of the Grant Agreement template, should the grants be awarded to them.

2.5.1 Implementation contracts

Where the implementation of an action requires public procurement by the Contracting-Beneficiary, contracts must be awarded in accordance with:

Annex VIII of the Grant Agreement template for private sector Contracting-Beneficiaries;

Or

partner country public procurement law or own regulation for public sector Contracting-Beneficiaries.

For private Contracting-Beneficiaries, it is not permitted to subcontract all of an action by means of a contract. In addition, the budget of each contract financed by means of the grant awarded may only correspond to a limited part of the total amount of the grant.

2.5.2 Separate bank account

In case a grant award, the contracting beneficiary shall open a separate bank account (or a separate sub-account allowing for the identification of the funds received). This account will be in euros, if this is possible in the country.

This account or sub-account must allow to:

- Identify the funds transferred by Enabel;
- Identify and follow up the operations performed with third parties;
- Distinguish between the operations performed under this agreement and other operations.

The financial identification form (Annex VI of the Grant Agreement) relating to this separate bank account, certified by the bank⁵, will be sent by the contracting beneficiary to Enabel at the same time as the signed copies of the Grant Agreement after it has been notified. the award decision.

The account will be closed once any reimbursements owed to Enabel have been made (and after

⁵ This bank must be situated in the country where the applicant is established

settling the final amount of the funds used).

2.5.3 *Processing of personal data.*

Enabel undertakes to treat the personal data communicated in response to this call for proposals with the greatest care, in accordance with the legislation on the protection of personal data (the General Data Protection Regulation, GDPR). In cases where the Belgian law of July 30, 2018 on the protection of individuals with regard to the processing of personal data contains more stringent requirements, the adjudicator will act in accordance with this legislation.

More specifically, when you participate in a call for proposals within the framework of the allocation of grants by Enabel, we collect the details of the contact persons ("authorized representative") of the entity submitting the grant application, such as the name, first name, professional telephone number, professional e-mail address, professional function and name of the organization represented. In some cases, we must also collect the extract from the criminal record (or equivalent) of the leader of the organization applying for the grant.

We process this information because we have a legal obligation to collect this information in the context of the administration and award of our grants.

For more information on this subject, please consult Enabel's privacy statement at the following link: <https://www.ENABLE.be/content/privacy-notice-ENABLE>

2.5.4 *Transparency*

For the sake of transparency, Enabel undertakes to publish an annual list of contracting-beneficiaries. By signing the Grant Agreement, the contracting-beneficiary declares that he agrees with the publication of the title of the contract, the nature and object of the contract, its name and location, and the amount of the contract.

LIST OF APPENDICES TO THE GUIDELINES

DOCUMENTS TO COMPLETE

ANNEX 1: ACTION PROPOSAL TEMPLATE (WORD FORMAT)

ANNEX 2: BUDGET (EXCEL FORMAT)

ANNEX 3: FINANCIAL DATA (EXCEL FORMAT)

ANNEX 4: LEGAL IDENTIFY FORM (WORD FORMAT) (PRIVATE OR PUBLIC, TO BE DETERMINED)

DOCUMENTS FOR INFORMATION

ANNEX 6: MODEL OF CONVENTION FROM SUBSIDES (6A)

Annex I Action proposal including logical framework, operational planning, budget and logical framework

Annex II Reporting formats

Annex III **Template request for payment**

Annex IV **Template Transfer of assets ownership**

Annex V Legal entity sheet (private or public)

Annex VI Financial data sheet

Annex VII Grounds for exclusion

Annex VIII Principles of public procurement (in the case of a private beneficiary-contractor)

ANNEX 7: VERIFICATION AND EVALUATION GRID

LIST OF APPENDICES TO THE ACTION PROPOSAL

DOCUMENTS TO COMPLETE

ANNEX 1: ACTION PROPOSAL TEMPLATE (FORMAT WORD)

ANNEX 2: BUDGET_GRANT (FORMAT EXCEL)

ANNEX 3: OPERATIONAL DATA (FORMAT EXCEL)

ANNEX 4: LEGAL IDENTIFY FORM (FORMAT WORD) (PRIVATE OR PUBLIC, TO BE DETERMINED)

ANNEX 5: BUSINESS MODEL CANEVAS/ LEAN CANEVAS

DOCUMENTS TO PROVIDE:

ANNEX A: A DOCUMENT SETTING OUT THE ORGANISATION'S STRATEGY (BUSINESS PLAN, ETC.);

ANNEX B: TRACK RECORD DETAILING THE SUPPORT THAT HAS BEEN DELIVERED TO 2 SUPPORTED ORGANISATIONS

ANNEX C: THE ARTICLES OF ASSOCIATION ETC.

ANNEX D: A COPY OF THE APPLICANT'S MOST RECENT FINANCIAL STATEMENTS

ANNEX E: SCALES ALLOWANCES (PER DIEM) IF SUCH ALLOWANCES ARE FORESEEN IN THE BUDGET

DOCUMENTS FOR INFORMATION

ANNEX 6: MODEL OF CONVENTION FROM SUBSIDES

Annex V	Legal entity sheet (private or public)
Annex VI	Financial data sheet
Annex VII	Grounds for exclusion
Annex VIII	Principles of public procurement(in the case of a private beneficiary-contractor)

ANNEX 7: VERIFICATION AND EVALUATION GRID