**Due Diligence Fund (DDF)**

**Short Proposal**

***General information:***

Please keep provided information concise and use bullet points to simplify the assessment of your project proposal despite the character limitation.

Click [here](https://www.nachhaltige-agrarlieferketten.org/en/foerderungen/due-diligence-fund/) for the DDF’s **terms & conditions**.

If a partnership has more than two partners, please complete the requested details for all partners and designate a main contact person. However, this must not include other cooperation partners as defined in section III. 4) of the terms & conditions.

Short Proposals may be submitted in German or English. There is no legal entitlement to DDF funding.

When you have **completed and signed the application form**, please send it **including all appendices and supporting documents** as an email attachment in MS Word **and** Adobe PDF format to [ddf@giz.de](mailto:ddf@giz.de). Please include the following details in the subject line of your email: “DDF Project Application” (name of applicant partners, project country(ies). Please submit your short proposal by the end of **July 08th, 2022**. Please do not send the application with postal service.

The details and documents you send to us will be treated as strictly confidential, and we have taken appropriate technical and organisational measures to protect you.

**1 Applicant Partners**

*Please note:* If there are two or more business or public-benefit partners applying, please complete tables 1.1 and 1.2 below for each applicant partner.

* 1. **Details of business partner(s)**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Contact person and function |  |
| Phone number |  |
| Email address |  |
| Website |  |
| Activity/Industry |  |
| Legal form | **Supporting document:** registration in commercial register  *Please note: If you are unable to submit a registration, please give brief reasons and provide alternative proof of your company’s legal entity.* |
| Year of incorporation |  |
| Annual turnover | **Supporting documents:** annual financial statements/balance sheets from 2020 und 2021  *Please note: The annual turnover of business partner(s) must be at least EUR 800,000.* |
| Number of employees | *Please note: Minimum for business partner(s) is eight employees.* |
| Current engagement in project country | *Please explain whether your company is currently operating in the project region and specify your activities and long-term interest in the project country (up to 700 characters).* |

* 1. **Details of public-benefit partner(s)**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Contact person and function |  |
| Phone number |  |
| Email address |  |
| Website |  |
| Legal form | **Supporting Document:** articles of association and register entry *Please note: non-German public-benefit partners must include proof of the type of ownership and registration as legally required in the country where the partner is based. If the registration document does not show this, please provide the articles of association, tax code or other documents required in the relevant country.* |
| Total number of employees |  |
| Experience in the project country | *Please explain in what form your organisation is already operating in the project country (up to 500 characters).* |
| Project-specific experience | *Please explain what relevant previous experience your organisation has had regarding the proposed project (up to 500 characters).* |

**2 Proposed Project**

* 1. **General details**

|  |  |
| --- | --- |
| Project title | *Please give your proposed project a title.* |
| Project country | *Please specify the country where you intend to conduct the project.*  *Please note: The project country must be listed as a bilateral, global or reform partner of the German Federal Ministry for Economic Cooperation and Development (BMZ); see DDF’s terms & conditions, Annex.* |
| Project region | *Please specify the region where you intend to conduct the project.* |
| Project duration and funding period | *Please specify the planned duration of the project from dd/mm/yy until dd/mm/yy.*  *Please note: The funding period can cover a maximum of 6 months and must end no later than July 31st, 2023. The project duration itself may exceed 6 months, but the funded measures must be carried out during the funding period.* |
| Project team | *Please introduce your project team to us.*  *Please note: The partnership must have the human resources and professional qualifications of relevant personnel to manage the project.* |
| Cooperation partners | *Note: If additional cooperation partners are included in the project’s implementation, please indicate their name and place of incorporation. This information is only mandatory if the cooperation partner is foreseen as beneficiary of the funding.* |

|  |  |
| --- | --- |
| Planned total  cost | EUR  *Please state the total planned cost of the proposed project.* |
| Requested  funding | EUR  *Please state the level of funding you wish to apply for: between EUR 23,000 (min.) and EUR 123,000 (max.).* |
| Planned own  contribution(s) of the business partner(s) | EUR  *Please state the type and expected level of own contribution(s) of the business partner(s). Please see III. 5) of the terms & conditions.* |

* 1. **Brief outline**

|  |  |
| --- | --- |
| Summary | *Please provide a short, introductory summary of the proposed project (up to 500 characters).* |
| Due diligence | The proposed project must comply with the following corporate due diligence requirements regarding human rights and the environment, as described in the *National Action Plan on Business and Human Rights* (NAP) *(please tick one or several boxes):*  ☐ Core element 2: Identify Risks  ☐ Core element 3: Minimise Risks  ☐ Core element 4: Inform and Report  ☐ Core element 5: Enable Complaints |
| Supply chain | The proposed project concerns the following agricultural raw material(s) *(please tick one or several boxes)*:  ☐ Bananas ☐ Cocoa ☐ Soy  ☐ Cotton ☐ Natural rubber ☐ Tea  ☐ Spices ☐ Orange juice ☐ Coffee  ☐ Palm oil ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Risk analysis and problem definition | *Please stipulate the problem definition of the project and the risks addressed by it.*  *Please note: The problem definition must be derived from the risk analysis* as defined in section III. 6) a) of the terms & conditions *(up to 1000 characters).* |
| Project objective | *Please stipulate the overall project objective. The project objective must specify the positive future state to be achieved by the project. It must be derived from the core problem that the project is expected to address (up to 300 characters).* |
| Target group | *Please state the target group of your proposed project (up to 300 characters).* |
| Project activities | *Please describe the envisaged work packages necessary to achieve the project objective, each including the target group addressed (up to 1,500 characters).* |
| Impact | *Please specify 2 indicators you plan to follow through the activities to measure the achievement of the project objective and impact (up to 600 characters).* |
| Sustainability | *Please explain the activities you are envisaging to ensure that the impact of the project is as sustainable as possible. (Please note: You may want to mention the following points:)*   1. *Scalability and sustainability*   *To what extent is the proposed project scalable or can be institutionalised in the future? To what extent is the proposed activity a scale-up of a proven approach?*   1. *Lessons learned and innovation*   *How will you document and share the lessons learned? Are you planning to create media products? What kind of digital tools do you want to use? (up to 600 characters).* |

**2.3 Provisional budget**

|  |  |  |
| --- | --- | --- |
| Funding for the proposed project is provided through:  ☐ Engagement of an external contractor  ☐ Financing/grant agreement with the public-benefit partner  *Please note: See III. 5) of the terms & conditions*  *Please provide a rough cost breakdown based on the current planning status.* | | |
| Engagement of an external contractor | | |
| 1 | Remuneration for international experts: | EUR |
| 2 | Remuneration for national or regional experts: | EUR |
| 3 | Travel costs *(for experts: daily allowance and accommodation allowance in the country of assignment):* | EUR |
| 4 | Flights *(outward and return for experts)*: | EUR |
| 5 | Other costs *(e.g. equipment, workshops/training, etc.)*: | EUR |
| Estimated contract value: | | EUR |
| Financing/grant agreement with the public-benefit partner | | |
| 1 | Staff *(of public-benefit partner):* | EUR |
| 2 | External experts/consultants: | EUR |
| 3 | Transport/travel costs *(staff of public-benefit partner only):* | EUR |
| 4 | Training and conference costs *(e.g. venue rental, catering, etc.)*: | EUR |
| 5 | Procurement of goods: | EUR |
| 6 | Other costs/consumables: | EUR |
| Estimated subtotal (excl. administrative overheads and VAT): | | EUR |

1. **Commitment**

By submitting this short proposal, we as a partnership confirm that the information and details provided herein are complete and correct. We also confirm that there are no allegations or investigations of corruption against senior staff or the management of our organisations. Furthermore, we confirm that no members of our partnership are included on the sanctions lists of either the Federal Republic of Germany, the European Union, or the United Nations.

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Representative of business partner Representative of public-benefit partner

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*Representative of additional business partners Representative of additional public-benefit   
(if applicable) partners (if applicable)*

# 4 Appendices

Please attach the following supporting documents to your short proposal:

business partner(s):

* registration in commercial register
* annual financial statements/balance sheets from 2020 und 2021

public-benefit partner(s):

* articles of association and register entry