**Due Diligence Fund (DDF)**

**Short Proposal**

***General notes:***

Please be as specific as possible and use bullet points to simplify the assessment of your project proposal despite the character limit.

The **terms & conditions** for the DDF can be found [here](Due%20Diligence%20Fund%20%E2%80%93%20INA%20%28nachhaltige-agrarlieferketten.org%29).

If a partnership has more than two partners, please fill in the required information for all partners and designate at least one project coordinator. This does not apply to 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 required attachments and supporting documents** as an e-mail attachment **in** **both** MS Word **and** Adobe PDF formats to ddf@giz.de. Please include the following details in the subject line of your e-mail: "DDF project application" (name of applicant partners, project country(ies). Please submit your short proposal **by** the end of **February 19th,** . Please do not send the application with postal service.

It should be noted that GIZ is subject to both German local data protection laws and the EU General Data Protection Regulation (GDPR). In this context, all personal data processed in the context of this project will be carried out in accordance with the GDPR principles of lawfulness, transparency, purpose limitation, data minimization, accuracy, storage limitation, integrity and confidentiality, and accountability. Data subjects equally have the right to access, rectify, request deletion, object to the processing of their personal data by sending a simple email to datenschutzbeauftragter@giz.de. Data subjects equally have the right to complain to a competent supervisory authority (the Federal Commissioner for Data Protection and Freedom of Information - BfDI) if they feel that their rights have been violated. For more information about how GIZ processes personal data, please visit <https://www.giz.de/en/html/data_protection.html>.

*Please note: this is an English translation. In cases of doubts, it shall be referred to the German version.*

# 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.

Character counts are to be calculated including spaces.

## 1.1 Details of business partner(s)

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Website |  |
| Activity/Sector |  |
| Project coordinator (name and function) |  |
| Contact details (phone and mail) |  |
| Legal form | **Supporting document:** registration in commercial register or alternative proof of legal form customary in the business partner’s country *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 document:** Annual financial statements/balance sheets from 2020 and 2021*Please note: The annual turnover must be at least EUR 800,000 per business partner.* |
| Number of employees | *Please note: Minimum for business partner(s) is eight employees.* |
| Current engagement in the 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 (max. 700 characters).* |

## 1.2 Details of public-benefit partner(s)

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Website |  |
| Project coordinator (name and function) |  |
| Contact details (phone and mail) |  |
| Legal form | **Supporting Document:** Proof of legal form and type of registration *Please note: Evidence must be provided in accordance with the legislation of the country in which your organization is established. If the type of legal form is not evident from the registration, please also attach founding documents of your organization.* |
| Public-benefit status | **Supporting Document:** Exemption notice/corporation tax notice*Please note: For non-German public-benefit partners, proof of legal form and registration in accordance with the legal provisions of the country in which the public-benefit partner is domiciled must be available. If not evident from the registration, please submit incorporation documents/tax code or other proof customary in the country.* |
| Number of employees |  |
| Experience in the project country | *Please explain in which form your organization is already operating in the project country (max. 500 characters).*  |
| Project-specific experience | *Please explain what relevant previous experience with regard to the project proposal your organization can exhibit (max. 500 characters).*  |
| Previous experience with GIZ  | *Please tick:* *Has your organization entered into financing agreements with GIZ before?*☐ Yes ☐ No |

# 2 Project Proposal

## 2. General details

|  |  |
| --- | --- |
| Project title | *Please give your proposed project a title.* |
| Project country*, if relevant* project region/city | *Please name the country and, if relevant, the project region or city in which your project is to be implemented. Please note: The project country must be listed as either a Bilateral, Global or Reform Partner of the German Federal Ministry for Economic Cooperation and Development (BMZ), see* [*BMZ Country List 2030.*](https://www.bmz.de/en/countries) |
| Project duration and funding period | *Please state the planned project duration from dd/mm/yy to dd/mm/yy. If the project duration exceeds the maximum funding period, please also indicate the period during which measures to be funded will be implemented.* *Note: The maximum funding period is* ***12 months*** *and ends no later than* ***July 31st, 2024****. The project duration itself may exceed 12 months, but the funded measures must be implemented during the funding period.* |
| Project team | *Please name the contact persons of all applicant partners and, if relevant, of the cooperation partners.**Note: The partnership must have the human resources and professional qualifications of the relevant staff to manage the project.* |
| CooperationPartner(s) | *Please note: If additional cooperation partners are included in the project implementation, please indicate their name and place of incorporation.*  |

|  |  |
| --- | --- |
| Planned totalcosts | *Please state the total planned cost of the proposed project:* EUR \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Requested Funding | *Please state the level of funding you wish to apply for:* EUR \_\_\_\_\_\_\_\_\_\_\_\_ (max. EUR 123.000) |
| Planned own contribution | *Please state the type and expected level of the planned own contribution(s) of the business partner(s) Please see III. 5) of the terms & conditions:*EUR \_\_\_\_\_\_\_\_\_\_\_\_\_ |

## 2.2 Brief outline

|  |  |
| --- | --- |
| Supply Chain | *Please name the agricultural commodity whose supply chain your project focuses on:* |
| Summary | *Please provide a brief, introductory summary of the project proposal (max. 500 characters).*  |
| Risk analysis and Problem definition | *Please stipulate the problem definition of the project and the risks addressed by it.* *Note: The problem statement should relate to the risk analysis according to section III. 6) c) of the terms & conditions and include relevant gender aspects in particular (max. 1000 characters).* |
| Project objective | *Please formulate the overall project objective. The project objective describes the positive future state that is to be achieved by the project. It must be derived from the core problem that the project is expected to address (max. 300 characters).* |
| Target group | *Please state the target group of your proposed project (max. 300 characters).*  |
| Project measures | *Please describe the envisaged measures necessary to achieve the project objective, each including the target group addressed (up to 1,500 characters).* |
| Contribution to overall goals of the DDF | *Please describe how your project will generate concrete learning experiences in the form of best practices or innovative concepts. There must be a link to one of the INA focus topics (Deforestation-Free Supply Chains, Livelihoods and Wages, Digitalization and Gender) or key due diligence processes (risk analysis, purchasing practices, grievance mechanisms) (max. 600 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).* |

## 2.3 Provisional budget

|  |
| --- |
| *Please provide a rough breakdown of estimated costs based on current planning status:* |
| 1 | Staff: | EUR |
| 2 | Transportation/travel costs: | EUR |
| 3 | Training and conference costs (*e.g. venue rental, catering, etc.):* | EUR |
| 4 | Procurement of goods: | EUR |
| 5 | Other costs/consumables: | EUR |
| Estimated subtotal (excl. administrative overheads and VAT): | EUR |

# 3 Declaration of commitment

By submitting this short proposal, we as a partnership confirm that the details and information provided herein are complete and correct. We also confirm that there are no allegations or investigations of corruption against senior staff or management of our organizations. 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative of business partner Representative of public-benefit partner

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *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 or alternative proof of legal form customary in the business partner’s country
* Annual financial statements/balance sheets from 2020 and 2021

Public-benefit partner(s):

* Proof of legal form and type of registration
* Proof of public-benefit status (e.g. exemption notice/corporation tax notice)