



07.12.2021

TL IV (KÄYTTÖ RAJOITETTU/RESTRICTED)

Business Partnership Support - Application for a discretionary government transfer

1. Applicant

Official name Organisation	Business ID .123456-7
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2. Person responsible for the project

First name First name	Last name Last name
Address Address	
Postal code and postal district 00002 HELSINKI	Country or area Finland - FI
Phone 358401234567	Email address firstname.lastname@domain.com
Project team Project team	

3. Project information

Case ID in the e-service
2021-12-07-0004qaq4

Project's name in Finnish
Liikekumppanuushanke

Project's name in English
Business Partnership Project

Case ID for the parent project
Case ID / DevPlat

Target countries

Kenya - 248
Vietnam - 769

Provide the geographical location of the project, indicating also possible GPS coordinates
Geographical location

4. Project sectors

Project's 1st main sector Basic education	Percentage 100
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Specification of the sector
Basic life skills for adults

Choose one option

- 1) Long-term business partnership
- 2) Piloting with an ODA eligible international organisation
- 3) Feasibility study for an investment project
- 4) Support functions

5. Project type, objective and project phases

Project type

Long-term partnership

Project's objective

Setting up a joint venture in a developing country

Setting up a subsidiary in a developing country

Subcontracting production and/or services

Importing from a developing country to Finland

Other long-term partnership (e.g. long-term maintenance, licencing or franchising agreements), specify
Licencing

Development of existing business in target country

Choose an objective only if the project type is Long-term business partnership.

Project phases for which financial support is applied

1. Partner identification
2. Project study
3. Business plan
4. Environmental and social impact assessment
5. Piloting of technology and solutions, and demonstrations
6. Training of local staff
7. Development of existing business in target country

Choose project phases only if the project type is either a Long-term business partnership or a Piloting with an ODA eligible international organisation.

6. Project description

First year of the project
2022

Project's final year
2024

Project's goal

Describe project's objectives. Clarify the long-term objectives.

Project's background

Describe project's background.

Brief description of the project

Description of the project.

Brief description of the project in English

Description of the project in English.

Project implementation timetable. Describe the planned timetable for the implementation of the project's main phases in 8-month periods. The project may also end earlier than this.

0-8 months

The implementation of the projects will be monitored at 8-month intervals according to milestones. Describe the main actions/phases planned for each period. This is only an estimate and the project may also end earlier than this.

9-16 months

Describe the main actions/phases planned for each period.

17-24 months

Describe the main actions/phases planned for each period.

Describe the other stakeholders

Mention the other local, national, Finnish and international actors in the project's field of operation or area of activities. Describe the different actors' cooperation and how they make sure that the resources are used effectively and that the parties agree about joint practices.

Experiences of similar projects

Experiences of similar projects

Describe the different beneficiaries in the target country

Name the principal beneficiaries in the target country and estimate the number of beneficiaries. Specify whether the beneficiaries are women, men, children, young people, representatives of a certain professional group, etc. Have vulnerable, easily marginalised groups, which are included in the cross-cutting objectives in Finland's development policy, been taken into account in the selection of beneficiaries. If attention has not been paid to vulnerable groups at all, give the reasons for that. In the case of a Feasibility study for an investment project, describe the aforementioned points in particular from the perspective of the investment project. The cross-cutting objectives in Finland's development policy are gender equality, non-discrimination, and mitigation of and adaptation to climate change.

7. Measures implemented during the project

Measures

Itemise the actions to be carried out during the project (max. 10 actions)

Measures

Describe the action, for example, a written and printed manual, 5 training sessions etc

How do they help to achieve the objectives?

Describe how the above-mentioned measures will help attain the project's short-term objectives. Describe how they help to achieve the long-term objectives. In the case of a Feasibility study for an investment project, describe the aforementioned points in particular from the perspective of the investment project.

Additional information, including, for example monitoring the measures and assessing the long-term achievements

If necessary, give additional information about how the materialisation of the planned measures will be monitored and how the attainment of the long-term objectives are assessed. In the case of a Feasibility study for an investment project, describe the aforementioned points in particular from the perspective of the investment project.

8. Products, production processes and services

What kinds of products and services are provided and/or subcontracted in the target country? Describe the supply chain

Describe the supply chain in its entirety, including procurement of raw materials and services. Give a brief account of the owners and managers of different parts of the supply chain, as appropriate, including the roles of men and women in the supply chain. Describe how the responsibility and impacts of the supply chain are assessed.

Describe the production or service provision process

Describe the production or service provision process

Concerning import projects, specify what kinds of products will be imported to Finland

Specify what kinds of products will be imported to Finland

In connection with projects in which technology and solutions are piloted and demonstrated, present detailed information about the technology and the piloting and demonstration processes as well as about the reasons for starting piloting and demonstration projects

Present detailed information about the technology and the piloting and demonstration processes as well as about the reasons for starting piloting and demonstration projects

In connection with cooperation projects between companies and NGOs/educational institutions, describe the planned essential support functions of the parent project, the role of the NGOs/educational institutions, and the reasons for these support functions

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9. Developing country partner

Is there a local business or other local partner?

Yes

Partner 1

Official name

The partner with whom the project has been planned and implemented

Address

Postal address

Country or area

Kenya - KE

Postal code

00000

WWW

www.partner.com

Email address

firstname.lastname@partner.com

Partner's ownership structure and/or type of company

Partner's ownership structure

Contact person

First name

First name of the contact person

Last name

Last name of the contact person

Address

Postal address

A brief description of the partner and an account of possible prior cooperation and results of that cooperation

Describe the partner's core expertise and working methods. If the applicant has collaborated with the partner in other projects before, tell how the collaboration succeeded and what results or impacts were achieved.

Partner's role in the project, including technological input

Specify the developing country partner's role in the implementation of the business partnership project. For example, is the partner a subcontractor, supplier of technology or partner taking care of maintenance or does the local partner play a role in the development of new solutions as part of the activities in the target country.

Additional information about the partner

Additional information about the partner

Developing country partner's capacity

The year in which the partner organisation was founded / registered
2020

Turnover
123456

Partner's strategic goals
Describe the partner organisation's strategic objectives.

Salaried employees
5

Volunteers
0

Financiers of partner 1

Donor Describe the donors funding the partner's activities and the share these donors get of the income.	Donor's share of the partner organisation's total income 0
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What is the partner's capacity that the project aims to strengthen and how will that be done?
Describe partner's capacity that the project aims to strengthen

10. Other cooperation partners

Which other actors participate in the cooperation and in which ways?
Mention the other parties involved in cooperation participating in the project and describe their roles in project implementation or in the establishment of prerequisites for the activities.

11. Revenue model and economic forecasts

Describe the revenue model of the planned business activity
Describe the company's revenue model: what are the operating principles and practices which are used to sell the product or service and which are expected to make the business operations in the target country profitable.

Economic forecasts

Economic forecasts	1st year of activity	5th year of activity
Estimated turnover of activities in the target country	0	0
Estimated capital of activities in the target country	0	0
Estimated volume of imports in import projects	0	0

12. Operating environment and risks

Briefly describe the project's operating environment
Provide a brief account of the project's operating environment.

What internal risks, e.g. relating to staff, can influence the project's success? What will be done to prevent the materialisation of these risks?

What internal risks can influence the project's success? Describe the internal risks that are the most critical from the point of view of the project's implementation, such as personnel problems and inclusion and motivation of beneficiaries. How have these risks been taken into account in project planning and what measures are taken to prevent them?

What external risks relating to, for example, technology, partner, production or marketing, can influence the project's success?

Describe the most central external risks from the project's point of view, such as problems in the cooperation between public authorities, corruption, political changes, changes in the state of the environment, climate risks, and the probability and impacts of natural disasters. How have these risks been taken into account in project planning and what measures are taken to prevent them throughout the project's life cycle?

What negative impacts can the project generate in the operating environment or to the beneficiaries?
Will the project cause adverse effects on the operating environment or on the lives of the beneficiaries? Will the project affect land use, forests or water resources? Will the use of fuel-wood or the amount of waste increase, will the position of (a person or other stakeholder) become unfavourable, will services that are above the general standard cause conflicts or create rivalries, etc. What can be done to reduce or prevent these negative effects?

Have locals expressed opposition to this project or similar projects or initiatives in this sector now or previously?

Do you know if there is or has been opposition to this project or similar projects or initiatives in the sector in question among the local population? More information can be searched from the internet and media or matters can be inquired from cooperation partners, Finland's embassies abroad, other companies in the target country, etc.

13. Target markets

Target market's features

Describe the target market, the competitors and the planned marketing strategy. What makes the target market interesting from the company's perspective? How can the company resolve a problem encountered by the target market or respond to the target market needs?

Competitor analysis

Competitor analysis

Marketing strategy

Marketing strategy

14. Amount of applied government grant and project's financing

Source of funding	Sum in euros	Additional information
Own assets	25 000,00	
Bank loan	50 000,00	
Total	75 000,00	

Is the project funded by other parties than the applicant?

Yes

Additional information. Specify any other sources of funding and their share of the funding

Specify any other sources of funding and their share of the funding

Why does the project need business partnership support?

Justify the need for business partnership support

15. Total project expenditure

Project's costs that are not covered by the Business Partnership Support

Function	Costs	Additional information
Recruitment	5 000,00	
Marketing	5 000,00	
Total	85 000,00	

16. Investment plan for target country actions

Estimated total investment need (EUR) for target country actions (land, buildings, equipment and machinery, working capital)

10000

Applicant company's share of investment (EUR)

10000

Applicant company's sources of financing (equity/liabilities, short-/long-term financing)

Provide the best available information about the project's total need of investment and its distribution between different activities, your company's share of this entity, and an account of your plans to cover the investment needs. In addition, give an account of the investments that have already been made in the target country and mention the targets of investments. Provide your best current estimate of necessary agreements.

Proposed ownership structure of the company in the target country

Ownership structure

Required agreements (supply of know-how, technology, licence agreements, etc.)

Required agreements

17. Short- and long-term positive development impacts in the target country

Development impact 1

Development impact

Employment

How can achieved development impacts be measured or verified?

Number of created jobs

Development impact 2

Development impact

Gender equality

How can achieved development impacts be measured or verified?

Number of female employees

Development impact 3

Development impact

Knowledge-transfer

How can achieved development impacts be measured or verified?

Introduction of new technology

Other information

What are the long-term development impacts whose attainment the project supports?

A project's long-term development impact is a positive change that is expected when the project has been fully completed in its planned scale and when the operative business activities are in full operation. If you like, you can refer to the SDGs on which the Business Partnership project can have a positive impact.

Additional information

Additional information

18. Environment

Environmental impacts of activities in the target country

Describe potential positive and/or negative environmental and climate impacts that may be caused directly or indirectly (including supply chain) as a result of the project. Itemise all potential positive and/or negative environmental and climate impacts that may be caused directly or indirectly (including supply chain) as a result of the project, influencing

- human health, living conditions and wellbeing
- land, soil, waters and waterways, air, climate, flora, fauna and biodiversity;
- the use of natural resources
- land use, community structure, material assets, landscape, cityscape and cultural heritage
- these factors' mutual interaction and combined effects with other possible projects.

Please also discuss ways of preventing or mitigating any possible negative environmental and climate impacts.

Possible environmental risks

Describe any possible concrete social and environmental risks that the project may create. These may concern, for example, water and energy consumption, waste treatment, rights of employees, occupational safety (handling of chemicals, fire safety, standard of hygiene, transport of employees, etc.) or risks related to the indigenous peoples or cultural heritage of the region.

Applicable environmental provisions and standards, required licences

List the applicable environmental provisions and standards and required licences. Please also mention if an environmental impact assessment made of the project has been conducted and whether the cooperation partner has a certified quality and environmental management system.

How does the applicant intend to monitor compliance with and implementation of the environmental provisions and standards?

Describe how the compliance with and enforcement of the environmental provisions and standards will be followed and how the environmental and climate impacts of the project are monitored and reported.

19. Social and human rights impacts

Describe the project's potential social and human rights impacts in the target country, such as the nature and reasons of impacts, clarifying them in particular from the point of view of individuals and groups likely to be affected (including women and girls, persons with disabilities, indigenous peoples, migrant workers, etc.).

Discuss what possible negative social and human rights impacts the project may cause. Describe the project's potential social and human rights impacts in the target country, including the nature and reasons of the impact, focusing particularly on the perspective of the individuals and groups that might be influenced by the project (such as women and girls, persons with disabilities, indigenous peoples, and migrant workers). In case the project's products or services can be used for harmful purposes in that context, specify in what ways.

What measures does the applicant intend to take to prevent, manage and/or mitigate potential negative social and human rights impacts?

Based on what you know, describe actions that are taken to prevent, manage and/or mitigate potential social and human rights impacts. Pay attention to such matters as improvement of working practices in line with international standards; payment of fair wages; training and capacity building; implementation of corrective measures; collaboration with other companies, trade unions, government agencies, civil society organizations to ensure long-term prevention and mitigation. How does the possible developing country partner report on its commitment to responsibility? Is the partner committed to certain national or international standards or commitments relating to responsible practices, such as the UN Global Compact?

How does the applicant intend to monitor potential social and human rights impacts and the implementation and effectiveness of the measures?

Describe how the project's possible social and human rights impacts and the implementation and effectiveness of actions to mitigate them are monitored. Pay attention to the follow-up and monitoring systems (basic audits seldom identify negative human rights complaints); management's commitment to monitoring; evaluation of the reliability of information sources, development of credible and appropriate indicators (such as dialogue with members of trade unions representing employees or supply chains); percentage of employees with access to grievance mechanisms); validation of data with third parties.

20. UN Sustainable development goals (SDG)

Goal 1**SDG goal**

Goal 4: Quality education

Specification of the selected SDG

4.3 By 2030, ensure equal access for all women and men to affordable and quality technical, vocational and tertiary education, including university

Goal 2**SDG goal**

Goal 5: Gender equality

21. Tax responsibility

Organisations implementing projects that are funded from development cooperation appropriations are required to exercise responsible tax policy and to observe local tax legislation. Does your organisation comply with these principles in its activities?

Yes

What types of taxes and other tax-like payments do you expect to become due in the target country based on your activities in the country during the years when the project is implemented in the target country?

Tax responsibility means, among other things, that the project implementer takes care of required registration and payment of taxes and tax-like payments in due course, as well as observes the employer's obligations related to social security, pension contributions and labour legislation and other similar obligations in line with the legislation in force in the target country.

Give an estimate of the types of taxes and tax-like payments that will become payable to the target country during the project. Typical taxes incurred to a company are, for example, tax on profit, sales tax, company tax and value-added tax (VAT). Other fees may arise, for example, from licences and duties, administrative and permit fees, and various employer's social security contributions, such as the employer's share of employees' unemployment insurance and pension schemes.

22. Project's development objectives (OECD/DAC)

Principal objective

Gender equality

Significant sub-objectives**23. Monitoring and evaluation of performance**

How is the fulfillment of objectives monitored?

Provide a brief description of how the results targets are monitored.

How are monitoring responsibilities shared between the Finnish and the developing country partner?

Provide a brief description of the division of monitoring duties between the Finnish and developing country partner.

Where and how are the local bookkeeping and auditing organised?

Explain where and how are the local bookkeeping and auditing organised.

At what phase and how is the project evaluated and how are the results used?

Explain where and how the local bookkeeping and auditing are organised.

24. Sustainability and continuity

How do you ensure the continuity and viability of the results?

Describe how the project's sustainability (economic, social and ecological) is ensured.

How is the project's sustainability (financial, social and ecological) ensured?

Describe how do you ensure the continuity and viability of the results

25. De minimis

Does the applied support fall under the de minimis regulation?

No

26. Export of dual-use items

The project includes the foreign export of dual-use items (products suitable for both commercial and military applications).

27. Additional information about the project

Additional information

If you want to add something that was not requested in the project planning form, such as background information or other essential details, please use this field for an informal account.

Drafter of the application

First name

First name

Phone

+358 40 123 4567

Last name

Last name

Email address

firstname.lastname@domain.com

28. Appendices

Enclose the mandatory appendices using templates available on Finnpartnership's website:

1. Project's budgeted costs (in Excel-format)
2. Development impact assessment / Results framework
3. Assurance
4. Form on non-applicability of de minimis restriction (mandatory if your answer to "Does the applied support fall under the de minimis regulation?" was "No")
5. Letter of intent (or similar), if the project type is a Pilot with an ODA-eligible international organisation or a Feasibility study for an investment project.

You may enclose other relevant documents relating to the financing plan (such as pledges and bank statement), export authorisation for dual-use items or possible memorandums of understanding.

The maximum size of the attachments is 10 MB.