

INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM

General:

- The general user instructions and terms of use of the Ministry for Foreign Affairs' e-services can be found on the front page of the e-services https://asiointi.um-plm.fi/online-forms-web/Login.action?locale=en_US
- The most common problems filling out a form are due to the browser. Please note that supported browsers are Internet Explorer 11, Google Chrome 54, Mozilla Firefox 47 or later. The e-services does not work with a browser that does not support JavaScript. The latest version of Adobe Reader, which can be downloaded free of charge from the Internet, must be used, and all PDF forms processed by the e-services must be opened with Adobe Reader. This may require you to change your browser settings or open PDF forms in Adobe Reader without a browser.
- The e-services has an automatic timeout, so it is recommended to save the form regularly during completion.
- You must fill in the mandatory fields to be able to return the form to the e-service account. In the mandatory numbered fields, enter 0 if you do not have anything to add.
- **NB! Business Partnership Support, granted by the Ministry for Foreign Affairs, is a part of the development cooperation carried out by the public sector in Finland and it is included in the reports on Finland's Official Development Assistance to the OECD.** The names of the organisations that submitted the application for support as well as the names, business IDs, size, sector, region and funding models of those receiving Business Partnership Support and the date they were granted the support and the amount of granted and paid support are all considered public information. In addition, public information includes the statistical data on the project listed on the application form, the name of the project and the project country.

Filling instructions:

1. Applicant

Organisation's official name is completed automatically based on the information obtained from the

identification service. Make sure you have logged in using the authorisation of the correct organisation.

2. Person responsible for the project

Enter the contact details of the person responsible for the project and name the members of the project team.

3. Project information

Enter the project's basic information such as its name and target countries.

- **Case ID in the online service:** If the project is a part of some other Finnpartnership project e.g. carried out by a consortium or a support project, enter the case ID for the parent project. For DevPlat projects' support functions, enter DevPlat in this field.
- **Target countries:** Enter all target countries where the long-term establishment goal of the project will be pursued.
- **Provide the geographical location of the project, indicating also possible GPS coordinates:** Specify the region where the project will be implemented, such as region, municipality, city, district or village. Include the project's GPS coordinates in the format of degrees, minutes and seconds (DMS), e.g. 41°24'12.2"N 2°10'26.5". More detailed guidance on searching and reporting geographic information is available [here](#).

The Ministry for Foreign Affairs does not reveal GPS information if there is reason to suspect that such disclosure might cause security risks.

4. Project sectors

Enter the sectors/industries that the project covers and their percentages. The information is collected for statistical purposes and is based on OECD's DAC definitions. More specific sector categories and DAC goals are specified [on the OECD website](#).

Select max. three sectors/industries for the project. If uncertain about the sector, select the sector(s) which best relate to the project. First select the main sector, e.g. education, health, etc. Additionally, select more specific sector definitions. Define the

percentages for each main sector depending on the extent of the project goals related to the sectors. A sector's percentage can be max. 100%.

5. Project type, objective and project phases

- **Project type.** Select the correct project type from the list, you can only choose one option. Read more about project types, objectives and project phases from [Finnpartnership's website](#).
 1. Long-term business partnership
 - Business partnership refers to collaboration between Finnish and local companies and other commercial operators in developing countries, the purpose of which is, for example, to establish a joint venture or enter into a licensing agreement.
 2. Piloting with an ODA eligible international organisation
 - A pilot and/or demonstration project related to a commercial/productized technology of solution that is carried out as part of the activities of, for example, the EU, a UN organization, an international financial institution or an NGO.
 - A signed Letter of Intent with the organisation in question is required. Enclose the Letter of Intent on the application's Appendices sheet.
 3. Feasibility study for an investment project
 - A feasibility study for an investment project that is eligible for the Ministry for Foreign Affairs Public Investment Facility funding or at discretion to other similar feasibility studies of investment projects.
 - A favourable statement (PIF) from the Ministry of Foreign Affairs or a signed letter of intent with the project financier or another document proving that the applicant takes part in the project is required.
 4. Support functions
 - Joint projects between civil society organisations/educational institutions/research institutes and companies related directly to companies' Finnpartnership business partnership projects or for projects under the Business Finland-administrated Developing Markets Platform Programme (DevPlat), so that the organisation or other operator is not seeking a business partnership that will produce a profit.

- **Project's objective** only applies to the project type Long-term business partnership. Please refine your project objective by selecting one or more options that best describe your plans.
- **Project phases for which financial support is applied.** Depending on the type of project, support can be applied for different project phases: Long-term business partnership phases 1-7, Piloting with an ODA eligible international organisation phases 1-5 and Feasibility study for an investment project phases 2 and 4 (support projects do not have separate project phases). You can select several options depending on the type of project:
 1. Partner identification
 2. Project study
 3. Business plan
 4. Environmental and social impact assessment
 5. Piloting of technology and solutions, and demonstrations
 - The testing of an existing technology/solution in a project country. A demonstration refers to the presentation of the effective functioning of a unit or similar.
 6. Training of local staff
 7. Development of existing business in project country
 - The studies, piloting of technology and solutions, and demonstrations and personnel training that are supported during the project phase must be related to one of the following: a. expansion of a product portfolio, b. finding new suppliers and c. subcontracting and similar partners, d. development of activities so they are easier to scale, e. determining investment needs and their funding, f. improvement/development of working conditions, g. development activities so they are more responsible.

6. Project description

Describe the objectives and background of the project. Also describe the different phases of the project and their schedule.

- **First year of the project:** The year in which the activity (the project or its planning/preparation) supported by a government transfer begins.
- **Project's final year:** Year when the project's goal has been achieved.
- **Project's goal:** Describe the project's goal and objectives. Clarify the long-term objectives.

- **Project's background:** Describe project's background.
- **Brief description of the project in Finnish/Swedish and English:** Describe the objectives of the project and how they are to be achieved.
- **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. The monitoring of the project is based on the presented plan.
- **Describe the other stakeholders:** Name other local, national, Finnish and international actors in the project's field of operation or area of activities. How are the different actors collaborating and how do they make sure that the resources are used effectively and that the parties agree about joint practices?
- **Describe the different beneficiaries in the target country:** Name the principal beneficiaries in the target country. Indicate 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 policy¹, 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.

7. Measures implemented during the project

Itemise the measures to be carried out during the project and describe how they help in achieving the project's short-term objectives and the long-term objectives. Explain how the implementation of the measures will be monitored and how the achievement of the long-term objectives will be measured.

- **What measures will be carried out during the project?** Itemise the actions to be carried out during the project (max. 10 actions) and specify them as carefully as possible. Describe the action, which may be, for example, a written and printed manual, 5 training sessions, proper tools, network of actors or introduction of new technology in the partner country.
- **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.

¹ The cross-cutting objectives in Finland's development policy are gender equality, non-discrimination, and mitigation of and adaptation to climate change.

- **Additional information:** 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.

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 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.

9. Developing country partner

The developing country partner is the main responsible party with whom the project has been planned or planned and implemented and with whom the Finnish project implementer has or will have a co-operation agreement.

- **Partner:** Provide the partner's name and contact information.
- **Contact person:** Give the name of the person who can answer to questions related to the project application.
- **Brief description of the partner:** 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:** 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 partner play a role in the development of new solutions as part of the activities in the project country.
- **Year of establishment/registration:** Enter the year in which the partner organisation was founded, including the year of registration and the registration authority, if the partner is a registered entity.
- **Partner's financiers:** Describe the donors funding the cooperation partner's activities and these donors' share of the partner's total income. Provide a list of the partner organisation's other local or international sponsors, such as investors, public administration, foundations, and international organisations.
- **What is the partner's capacity that the project aims to strengthen and how will that be done?**

10. Other cooperation partners

Mention the other partners of cooperation involved in the project and describe their roles in project implementation or in the establishment of prerequisites for the activities.

11. Revenue model and operating environment

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. Make an estimate of the economic forecasts for the target country activities for the 1st and 5th year of operation.

12. Project's operating environment and risks

Provide a brief account of the project's operating environment and risks.

- **Internal 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?
- **External risks:** Describe the most central internal 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

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?

14. Amount of applied Business Partnership Support and project's financing

The support is paid afterwards in one or two instalments. The applicant must be able to demonstrate sufficient resources to carry out the project.

- **Total budget:** Enter the project budget and check that the sum tallies with the sum mentioned in the budgeted costs (appendix 1). Append the budgeted costs.
- **Self-financing:** Itemise the financing of the project budget (equity, bank loan, turnover, etc.) so that the total amount tallies with the Total budget. Please note that the amount of the business partnership support cannot be entered here. Supply copies of documents related to the project's financing plan (e.g. pledges and company's bank statement).
- **Additional information:** Specify any other sources of funding and their share of the funding.

15. Total project expenditure

- **Costs not covered by the Business Partnership Support:** Enter the costs per activity also in respect of the costs that are not covered by the Business Partnership Support. Examples of different activities may include marketing, consultation and investment in equipment.

16. Investment plan for activities in the target countries.

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.

17. Short- and long-term positive development impacts in the target country (cf. the Development impact questionnaire)

Development impacts mean the estimated and actual direct and indirect impacts on for example the following matters in the target country: employment and diversification of production, government's tax revenue, transfer of technology and expertise, the level of competence among the labour force (education), working conditions and social security benefits provided by companies, particularly positive environmental and climate impacts (incl. renewable energy or other production method that enhances sustainable development), gender equality or improvement or the general infrastructure. These must correspond to the information provided in the development impacts survey. Read more on [Finnpartnerships's website](#).

- **Short-term development impacts:** List the short-term development impacts of the project (max. 5). A short-term development impact is a positive change that is expected while the project is under way. Examples of short-term development impacts include creation of jobs in the target country, introduction of new technology for use by a local partner, introduction of a certificate or improvement of the general infrastructure in the target country.
- **How can achieved development impacts be measured or verified:** Explain how the attainment of development impacts can be measured or otherwise verified.
- **Long-term development impacts whose attainment the project supports:** List the long-term development impacts of the project. 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.

18. Environment

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.

- **Environmental impacts of activities in the target country:** 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

- o 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, 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:** 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.).
- **What measures does the applicant intend to take to prevent, manage and/or mitigate potential 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 cooperation partner report on its commitment to responsibility? Is the cooperation 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)

From the list, select one or several UN SDGs on which your project will have an impact. If your project does not have any of the objectives mentioned in the list, select “no principal goal”. More detailed descriptions of the objective are available on [Finnpartnership's website](#).

21. Tax policy responsibility

Organisations implementing projects that are funded from development cooperation appropriations are required to exercise responsible tax policy. Read more from the Taxation for development – Finland's Action Programme 2020–2023 [here](#).

- **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:** Let us know if your organisation complies with the principles of tax responsibility in all activities. 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. Economic activities, net sales, profits and paid taxes and other payments must be reported in accordance with the local tax authorities' requirements. As a rule, taxes are to be paid

to the country to which they are due based on the business carried out. Aggressive tax planning and the use of tax havens for the purpose of tax evasion are not permitted.

- **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:** 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)

Information is used for statistical purposes. Data collection is based on descriptions provided by the OECD Development Assistance Committee (DAC). The categories and DAC purpose codes are specified on the OECD website [here](#). Select the alternative in the menu that corresponds to the principal objective of your project.

- **Percentage of the objectives set in the Rio Earth Summit:** If one of the objectives is an objective set at the Rio Earth Summit, define a percentage for it. For example, estimate the share of combating desertification as part of your contribution to the environmental objectives (e.g. if the project involves both combating desertification and climate change adaptation, estimate both activities' share of the full 100%).
- **Significant sub-objectives:** Select from the list the significant objectives that are essential alongside the principal objectives. You can select several significant objectives also in the event that your project does not have a principal objective. If one of the significant objectives is an objective set at the Rio Earth Summit, define a percentage for it. For example, estimate the share of combating desertification as part of your contribution to the environmental objectives (e.g. if the project involves both combating desertification and climate change adaptation, estimate both activities' share of the full 100%). The percentages are estimates. NOTE: the significant objective cannot be the same as the selected principal objective.

23. Monitoring and evaluation of performance

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

- **At what phase and how is the project evaluated and how are the results used:**
Explain when the project will be evaluated, what will be evaluated, how the results will be used and who will conduct the evaluation.

24. Sustainability and continuity

Describe how the project's sustainability (economic, social and ecological) is ensured. Also, describe how you will ensure the continuity and viability of the results.

25. De minimis

Business Partnership Support is so-called *de minimis* aid, considered to be of minor significance. Companies and consortiums formed by them can receive up to EUR 300,000 of public support in the form of *de minimis* aid in the course of the current and the two preceding tax years. More information on *de minimis* -aid on [Finnpartnership's website](#).

Each project is assessed individually to determine whether it falls under the *de minimis* regulation. It is possible that a project in a business partnership, which is carried out in its entirety in a market outside of the EEA, does not distort competition within the EEA. If the applicant considers that the goods or services produced are intended only outside the EEA and that the support does not affect trade and competition between the Member States, the applicant may present reasons why the *de minimis* regulation does not apply to the support (Appendix 4 *de Minimis*). The Ministry for Foreign Affairs determines whether the *de minimis* regulation is applied to the support.

26. Export of dual-use items

If the project includes the foreign export of dual-use items, attach a possible export authorisation to the application. Export control guidelines for dual-use items <https://um.fi/export-control-guidelines-for-companies>

Dual-use items are goods that have both commercial and military applications. The Ministry for Foreign Affairs is the national competent authority responsible for export control of dual use item. The Export Control Unit provides advice on export operations. The applicant is responsible for determining whether their product is a dual-use item the export of which requires export authorisation. Apply for export authorisation from the Ministry for Foreign Affairs via the e-Service. Please see more information on the Finnish Ministry for Foreign Affairs' website https://um.fi/export-control-guidelines-for-companies#how_know

27. Additional information about the project

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.

28. Appendices

Enclose the mandatory appendices using templates that can be found on Finnpartnership's website: [Application instructions and forms – Finnpartnership](#).

1. Project's budgeted costs (in Excel-format)
2. Development impact assessment / Results framework
3. Assurance
4. 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, possible memorandums of understanding or CV's.

The maximum size of the attachments is 10 MB. If the file size exceeds the limit, you can submit the remaining attachments using the function for completing the project application.