**Business Scout Fund**

**Idea Competition**

**Submission of Project Offer**

*Please fill in all fields marked in blue. The project offer should not exceed a maximum of six pages. Please send the completed and signed project offer form in pdf-format by e-mail before the deadline of the idea competition to sequa (**anne.schnellen@sequa.de**). There is no statutory entitlement to funding of your project idea by the Business Scout Fund.*

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| **Kindly note the following basic conditions for eligible projects:** |
| * Implementation period: up to 9 months (might be shorter towards the end of the BSF-Programme)
* Project cost: 50.000 EUR up to under 100.000 EUR (net)
* The project idea must pursue a developmental objective.
* The project idea must have been developed in cooperation with a Business Scout.
* The project activities should take place in BMZ 2030 or countries with Business Scout assignment.
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| 1. **Basic Information**
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| Lead service provider (responsible for the offer) | Name: xxxAddress: xxxLegal status: xxx Commercial/trade register no.: xxx |
| [ ]  under public law [ ]  private, non-profit [ ]  private, for profit |
| Sales tax/VAT status: [ ]  subject to VAT in Germany/EU [ ]  subject to sales tax or VAT in country of origin[ ]  VAT/sales tax exempt |
| Number of staff (2022):xxx | Year of foundation:JJJJ | Annual budget/turnover:x.xxx.xxx,xx EUR |
| Responsible person at lead service provider | Name, Given Name: xxxFunction: xxxE-mail: xxxTelephone: xxx |
| Further implementation partners | [If the lead service provider is not a partner institution of the BSfD network, please enter the supporting organization from the BSfD network here. Likewise, please enter the name of any additional partners for project implementation.] |
| Project title | [Please fill in short a name of the project idea that describes the content well.] |
| Project Country (-ies) | [Please fill in the countries where the project activities will take place.] |
| Planned implementation period | Start:[Please click here and click another time at the arrow to enter a date] | End:[Please click here and click another time at the arrow to enter a date.] | Total duration:xx months |
| Responsible Business Scout | [Please fill in the name of the Business Scout who has helped to develop the proposal.] |
| Idea competition | September/October 2022 |

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| 1. **Project Idea**
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| Description of service provider(s) | [Please describe briefly the lead service provider, including – if relevant in your case – his/her experience in implementing similar projects. In case there are several service providers or cooperating partners, please describe their intended roles and collaboration structure. Please do also describe briefly the origin of the project idea within your organisation. **This part should not exceed ½ page.**] |
| Background of proposal and description of problems addressed | [Please describe the organisational, technical or otherwise relevant background of your project idea necessary to better understand the context and which developmental problem(s) it addresses. **This part should not exceed ½ page**.] |
| Project objective(s) | [Please describe in 2-3 sentences the overall objective of the project idea.] |
| Description of project idea and work packages | [Please describe the work packages of your project idea and relevant activities they include. Please try to describe all steps funded by the project in a comprehensible manner. **This part should not exceed 1 page**.] |
| Local partners | [If relevant: Please describe briefly the local partner organisations that are engaged in the project (apart from the service provider), e.g. other companies, business organisations, NGOs, public entities, trainings providers, etc. Please do also describe their tasks and roles in project implementation. **This part should not exceed ½ page.**] |

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| 1. **Developmental Impact**
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| Contributions of idea to development policy objectives | [Please describe how the local target group benefits from the project activities and how the project contributes to achieving development objectives of the partner countries. If possible, please make reference to the contributions to the Sustainable Development Goals (SDG) and/or the objectives of the BSfD programme. **This part should not exceed ½ page**.] |
| Description of target group(s) | [Please describe what target group(s) are supported by your project idea. In case applicable, please describe the inclusion of groups particularly relevant for development aid, such as women, poor people, minorities, youths etc. Please try to quantify the size of targeted groups. **This part should not exceed ¼ page**.] |

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| **Business Scout Fund Criteria** | Your project idea should correspond to several core and positive criteria of the Business Scout Fund. Please describe which of the following criteria your project idea relates to: |
| **Core Criteria (will be weighted higher):** |
| Please tick if applicable: |
| [ ]  | Just Transition –Transition to a climate-friendly economy | [If applicable, please **describe in 1-2 sentences** how your project idea addresses this subject.] |
|[ ]  Feminist Development Policy -Diversity and Inclusion | [If applicable, please **describe in 1-2 sentences** how your project idea addresses this subject.] |
| [ ]  | Leave no one behind – Sustainable and fair trade and agricultural structure | [If applicable, please **describe in 1-2 sentences** how your project idea addresses this subject.] |
|[ ]  Innovation and creativity | [If applicable, please **describe in 1-2 sentences** how your project idea addresses this subject.] |
|[ ]  Digitalisation for development | [If applicable, please **describe in 1-2 sentences** how your project idea addresses this subject.] |
| **Further positive criteria:** |
| Please tick if applicable: |
| [ ]  | Building sustainable services and structures | [If applicable, please **describe in 1-2 sentences** how your project idea addresses this subject.] |
|[ ]  Scalability of the idea or transnational approach | [If applicable, please **describe in 1-2 sentences** how your project idea addresses this subject.] |
|[ ]  Connectivity with other DC projects or strategies | [If applicable, please **describe in 1-2 sentences** how your project idea addresses this subject.] |
|[ ]  High visibility and large impact | [If applicable, please **describe in 1-2 sentences** how your project idea addresses this subject.] |
|[ ]  Current challenges (Covid-19, Ukraine war, flight and migration) | [If applicable, please **describe in 1-2 sentences** how your project idea addresses this subject.] |

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| 1. **Proposed Budget**
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| Personnel cost | EUR xxx.xxx,xx | [If applicable, please detail **personnel cost** here.] |
| Travel cost | EUR xxx.xxx,xx | [If applicable, please detail **travel cost** here.] |
| Material cost | EUR xxx.xxx,xx | [If applicable, please detail **material cost** here.] |
| Other costs | EUR xxx.xxx,xx | [If applicable, please detail **other costs** here.] |
| **Total cost**  | **EUR xxx.xxx,xx**  |  |
| Own contributions | EUR xxx.xxx,xx | [If applicable, please detail **own contributions** here.] |

Please note that a more detailed cost calculation will be requested at a later stage in the context of contract negotiations.

By signing this form, you confirm that you agree to the storage, use and processing of the personal data for the purpose of evaluating the offers of the idea competition. This consent can be revoked at any time. The processing is carried out in accordance with [sequa's current privacy policy](https://www.sequa.de/en/privacy-statement/).

**I hereby confirm that the information provided above is correct and complete, and that the signatory is authorized to sign on behalf of the provider:**

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| [Place, Date] |  | X |
|  |  | [Name][Function] |