**Due Diligence Fund (DDF)**

**Short Proposal**

*This template is intended for the* ***first application step*** *to the DDF. Please note the following instructions:*

The **Terms & Conditions** for the third round of the DDF apply. Application does not imply entitlement to DDF funding.

The proposal must be submitted in English. Please send the **completed and signed short proposal** as e-mail attachment in **both** Word and PDF format to ddf@giz.de **no later than** **June 15th, 2025**. Please include the following details in the subject line of your e-mail: "DDF project application" (name of applicant partners, project country(ies). The supporting documents should be submitted as individual pdf files with each of them not exceeding 3mb. You may also use [GIZ filetransfer](https://filetransfer.giz.de/Start?2) for submission to ddf@giz.

We highly encourage you to reach out to DDF with your project idea before the finalization of your short proposal.

**Note on data protection:**

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>.

## A. Information on the Applicant Partnership

*Please note:* If there are multiple partners of one category, please copy and complete the corresponding table for each applicant partner individually.

## Business Partner(s)

Business partner(s) have their legal personality and registered office based in the EU, the European Economic Area (EEA), Switzerland or the United Kingdom (UK).

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Website |  |
| Activity/Sector |  |
| Project coordinator (name, position, phone number, e-mail) |  |
| Legal form |  |
| Affiliation/Group |  |
| Year of incorporation |  |
| Annual turnover |  |
| Number of employees |  |
| Current engagement in the project country |  |
| Intended project impact on company-internal HREDD processes |  |

## Supply Chain Partner(s)

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Website |  |
| Activity/Sector |  |
| Project coordinator (name, position, phone number, e-mail) |  |
| Legal form |  |
| Affiliation/Group |  |
| Year of incorporation |  |
| Annual turnover |  |
| Number of employees |  |
| Link to the European Market |  |

## Public-benefit Partner(s)

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Website |  |
| Project coordinator (name, position, phone number, e-mail) |  |
| Legal form |  |
| Public-benefit status |  |
| Number of employees |  |
| Experience in the project country |  |
| Project-specific experience |  |

## B. Concept Note

*General note:* Please be as specific as possible and guide yourself with the key questions. You can use bullet points to simplify the assessment of your project proposal despite the character limit. Please do not exceed the character limits[[1]](#footnote-2).

## 1) General details

|  |  |
| --- | --- |
| Project title |  |
| Supply Chain |  |
| Project country, region/city |  |
| Project duration and funding period |  |
| Project team |  |
| CooperationPartner(s) |  |
| Previous/current cooperation with GIZ | GIZ Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Planned totalcosts | EUR \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Requested Funding | EUR \_\_\_\_\_\_\_\_\_\_\_\_\_ (min. EUR 50.000 max. EUR 123.000) |
| Planned own contribution | EUR \_\_\_\_\_\_\_\_\_\_\_\_\_ |

## 2) Brief outline

|  |  |
| --- | --- |
| Summary  |  |
| Risk assessment and problem definition |  |
| Security situation | [ ]  Yes [ ]  No |
| Project objective |  |
| Target group |  |
| Project measures |  |
| Monitoring[[2]](#footnote-3) |  |
| Potential for Learning |  |
| Additionality[[3]](#footnote-4) |  |

## 3) Provisional budget

Please provide a rough breakdown of the estimated costs based on the current planning status:

|  |
| --- |
| DDF funding |
| Designated Funding Recipient (*enter name here*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1 | Staff *(only staff on payroll of company)*: | EUR |
| 2 | External services (*e.g. external service providers, trainers, venue rental, catering, hotel, etc.):* | EUR |
| 3 | Transportation/travel costs: | EUR |
| 4 | Procurement of goods: | EUR |
| 5 | Other costs/consumables: | EUR |
| 6 | Forwarding of Funds to third party recipients *(specify name):*  | EUR |
| 7 | Administrative Costs | EUR |
| Estimated subtotal: | EUR |

|  |
| --- |
| Own contribution: |
| 1 | Business Partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | EUR |
| 2 | Additional Partner *(if applicable):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | EUR |
| Estimated subtotal: | EUR |

# C 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 supply chain partner

  *(if applicable)*

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

Representative of public-benefit partner  *Representative of additional partner*

*(if applicable) (if applicable)*

# D 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
* two most recent audited annual financial statements

Supply chain partner(s):

* registration in commercial register or alternative proof of legal form customary in the business partner’s country
* statutes *(if the supply chain partner shall act as funding recipient)*
* two most recent audited annual financial statements

Public-benefit partner(s):

* proof of legal form and type of registration
* statutes
* proof of public-benefit status (e.g. exemption notice/corporation tax notice)
* audited annual financial statements/balance sheets from 2023 and 2022
1. Calculated including spaces. [↑](#footnote-ref-2)
2. SMART = Specific, Measurable, Achievable, Relevant, Time-Bound. [↑](#footnote-ref-3)
3. Additionality means that public funding is provided only if the project would not occur without public support, is not legally required, and delivers economic and developmental benefits beyond the business partner's interests. [↑](#footnote-ref-4)