**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** includingall required supporting documents as e-mail attachment in **both** Word and PDF format to [ddf@giz.de](mailto:ddf@giz.de) **no later than** **December 20th, 2024**. Please include the following details in the subject line of your e-mail: "DDF project application" (name of applicant partners, project country(ies). 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](mailto: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 | **Supporting document:**  registration in commercial register or alternative proof of legal form customary in the business partner’s country |
| Affiliation/Group | *Please explain if your company is an affiliate part of or owns any other company.* |
| Year of incorporation |  |
| Annual turnover | **Supporting document:**  Annual financial statements/balance sheets from 2023 and 2022  *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).* |

## Supply Chain Partner(s)

Suppy chain partner(s) have their legal personality and registered office based in a [DAC-listed country](https://www.oecd.org/en/topics/sub-issues/oda-eligibility-and-conditions/dac-list-of-oda-recipients.html#oda-recipients-list).

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Website |  |
| Activity/Sector |  |
| Project coordinator (name, position, phone number, e-mail) |  |
| Legal form | **Supporting documents:**   * registration in commercial register or alternative proof of legal form customary in the business partner’s country * statutes (for funding recipients) |
| Affiliation/Group | *Please explain if your company is an affiliate part of or owns another company.* |
| Year of incorporation |  |
| Annual turnover | **Supporting document:**  Annual financial statements/balance sheets from 2023 and 2022 |
| Number of employees |  |
| Link to the European Market | *Please explain how your company is linked to the European market and specify your collaboration with the applicant Business partner (max. 700 characters).* |

## Public-benefit Partner(s)

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Website |  |
| Project coordinator (name, position, phone number, e-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 | *Has your organization entered into grant agreements with GIZ before?*  ☐ Yes ☐ No  If yes, please let us know the GIZ project and agreement number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## 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 | *Please give your proposed project a title.* |
| Supply Chain | *Which agricultural commodity does your project focus on?* |
| Project country, region/city | *Please name the country and region or city in which your project is to be implemented. Please note: The project country must be listed on the* [*DAC List.*](https://gizonline.sharepoint.com/sites/ProgrammNAS/Freigegebene%20Dokumente/PEB/17%20Due%20Diligence%20Fund/05_DDF%203/Antragsformulare/If%20the%20project%20duration%20exceeds%20the%20maximum%20funding%20period,%20please%20also%20indicate%20the%20period%20during%20which%20measures%20to%20be%20funded%20will%20be%20implemented.) |
| Project duration and funding period | *Please state the planned project duration from dd/mm/yy to dd/mm/yy. The maximum funding period is* ***18 months*** *and ends no later than* ***March 31st, 2027****. Earliest project start is* ***July 1st, 2025.***  *If the project duration* ***exceeds*** *the maximum funding period, please also indicate the period during which measures to be funded will be implemented.* |
| Project team | *Please describe your project steering team including all applicant partners and, if relevant, cooperation partners. Note: The partnership must have the human resources and professional qualifications of the relevant staff to manage the project.* |
| Cooperation  Partner(s) | *If additional cooperation partners are included in the project implementation, please indicate their name and place of incorporation.* |

|  |  |
| --- | --- |
| Planned total  costs | *Please state the planned total cost of the proposed project:*  EUR \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Requested  Funding | *Please state the level of funding you wish to apply for:*  EUR \_\_\_\_\_\_\_\_\_\_\_\_\_ (min. EUR 50.000 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. 3) of the terms & conditions:*  EUR \_\_\_\_\_\_\_\_\_\_\_\_\_ |

## 2) Brief outline

|  |  |
| --- | --- |
| Summary | *Please pitch your project with a brief, introductory summary of the project concept (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 refer to a previously conducted risk analysis (see III. 4) of the terms & conditions) (max. 1000 characters).* |
| Security situation | *Please note: If the project is to be implemented in a country or region with severe security concerns, the proposal contains a comprehensive security concept that shows that existing security risks can be mitigated adequately.*  *(max. 500 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 and how you are in contact with it (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 state how your project will generate concrete learning experiences in the form of good practices and/or innovative concepts. There must be a link to one or more SASI focus topics (see III. 4) or key due diligence processes (risk analysis, prevention and mitigation measures, traceability and monitoring, grievance mechanisms) (max. 600 characters).* |
| Monitoring | *Please specify at least two SMART[[2]](#footnote-3) indicators you plan to follow through the activities to measure the achievement of the project objective and impact (up to 600 characters).* |

## 3) Provisional budget

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

|  |  |  |
| --- | --- | --- |
| DDF funding | | |
| Funding Recipient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Please state here which partner should be the designated funding recipient.* | | |
| 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 *(please specify):* | EUR |
| 7 | Administrative Costs | EUR |
| Estimated subtotal: | | EUR |

|  |  |  |
| --- | --- | --- |
| Own contribution: | | |
| *Please state here the sum that you are planning to provide as own contribution. The own contribution can be provided through cash payments or in-kind services (e.g. provision of staff, real estate, etc.).* | | |
| 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
* audited annual financial statements/balance sheets from 2023 and 2022

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)*
* audited annual financial statements/balance sheets from 2023 and 2022

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)