

Orange Corners Incubation and Acceleration Component

Activity Plan

Instructions

This activity plan template helps you develop and submit your subsidy application. Please complete this form accurately.

* The activity plan should not be more than 25 pages, excluding the annexes.
* Use the font Verdana, 9pt and single spacing.
* You can delete the yellow-marked instructions and examples.
* Give references for statements, arguments and figures, if available.
* We only accept applications in English.
* Complete currencies in euros only.
* If you want to give extra necessary information that is not part of this form, please add it in the relevant section.

Please complete this form and send it with all the required annexes to the Netherlands Enterprise Agency. Deadlines are mentioned on the relevant [website](https://english.rvo.nl/subsidies-programmes/orange-corners-incubation-acceleration-component).

We will treat your proposal as confidential. Please note that the Netherlands Enterprise Agency (RVO) follows the Dutch General Administrative Law Act, the Open Government Act and the General Data Protection Regulation.

If you have any questions, please contact oc@rvo.nl.

Version April 2023

# About your organisation

* 1. **Describe your organisation and its main activities.**

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| Click or tap here to enter text |

* 1. **What are your organisation's capacity, infrastructure, systems and networks to reach your goals and objectives?**

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* 1. **Describe your organisation's relevant experience for this project.**

Also, tell more about relevant current projects.

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* 1. **Describe your organisation’s position and network in the local entrepreneurial ecosystem.**

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# Vision

* 1. **What is your vision of the local entrepreneurial ecosystem in the target location?**Please describe your vision of the current state of the local entrepreneurial ecosystem and your vision for the next 5-10 years.

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* 1. **What is your understanding and vision for this project?**

Please include how this project will help strengthen the local entrepreneurial ecosystem.

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# Project

* 1. **Training programme (main objective)**
		1. **Briefly describe this programme’s main methods and most important activities.**

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* + 1. **Describe how you will conduct your activation phase, including target group, recruitment and selection.**

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* + 1. **Describe the training programme setup in detail:**
* For example: How many sessions will you organise? What are the session topics? How long will the sessions last?
* For example: Is the training programme on-site, online or hybrid?
* For example: What training materials will you use?
* For example: Who are the most important experts or instructors involved?

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* + 1. **Describe your workspace(s) and your (online) systems for on-site and online courses.**
		In case of physical workspaces, please add photos where possible

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* + 1. **What extra activities and services will you offer to participating entrepreneurs?**
* Please reflect at least on the following activities and services in detail:
- desk spaces for entrepreneurs (please add photos where possible);
- mentorship;
- masterclasses;
- business development services;
- events;
- access to other relevant events or networks.

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* + 1. **Describe your closing event (graduation/final pitch day)**

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* + 1. **Describe how you will manage your local alumni community/network and alumni activities.**

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* + 1. **Describe how you will connect the private and financial sectors as part of the courses and extra activities.**

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* 1. **Promoting entrepreneurship (optional secondary objective)**
		1. **Describe how you will promote entrepreneurship in the target location.**

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* + 1. **Describe how you will reach students at knowledge institutes in the target location as part of these activities.**

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* 1. **Strengthening your organisation's capacity (optional secondary objective)**
		1. **Describe what aspects of your organisation you want to improve to support young entrepreneurs better. Or what improvements can help grow your organisation's capacity, infrastructure, systems and network to manage relevant activities.**

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* + 1. **Describe your planned activities to improve the aspects mentioned above. How will these activities lead to the desired outcomes?**

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# Project management

* 1. **Describe your organisation's project management structure.**

Please upload the CVs of relevant personnel with this form.

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* 1. **Describe your monitoring, evaluation and learning methods.**
* Please reflect on the Monitoring, Evaluation and Learning Guidelines provided.
* Please describe how you will ensure a learning loop and integrate lessons learnt throughout the project.

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* 1. **Describe your marketing and communication approach.**

Please reflect on the Marketing and Communication Guidelines provided.

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# (Social) impact

* 1. **What are this project's most important results or outcomes?**

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* 1. **What will be the long-term impact of this project?**

Please include how you will ensure this project continues making an impact after the subsidy programme ends.

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* 1. **Do you think this project can continue in a financially sustainable way after the end of the subsidy? If so, how?**

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* 1. **Describe how the proposed activities contribute to the Minister's policy objectives on to private sector development.**

Please reflect on the following indicators:

* the number of entrepreneurs trained or who have developed relevant skills;
* the number of businesses with a supported plan to invest, trade or provide services;
* the number of direct jobs supported in individually supported MSMEs;
* the number of entrepreneurs successfully supported to formally register their business;
* the number of entrepreneurs successfully supported in obtaining funding;

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* 1. **Describe how the proposed activities meet the Embassy of the Kingdom of The Netherlands' local policy priorities on private sector development.**

Annex 1 of the administrative rules lists the local policy priorities.

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* 1. **Describe how the proposed activities focus on women entrepreneurs and gender equity.**
* Action must be taken to ensure at least a (more) equal ratio of male to female participants. In many cases this will imply working towards a minimum participation rate of 50% for women entrepreneurs.
* In order to help achieve SDG 5, activities must in any case be gender-responsive and, where possible, gender-transformative. Attention must therefore be given to the quality of participation for and the specific needs of women entrepreneurs, with due consideration for the sociocultural context of the project and the target location and for gender-related obstacles. This may require adapted training methods, locations and times, and relevant social support. It may also be necessary to investigate which business needs of women entrepreneurs are not being met and which structural obstacles they encounter in developing their businesses, and to facilitate, where necessary, the development of extra skills, social dialogue and coordination.

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* 1. **Describe how the proposed activities focus on entrepreneurs contributing to the Sustainable Development Goals (SDGs).**

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* 1. **Describe how the proposed activities focus on the following themes:**
* **Greening/Sustainability;**
* **Innovation;**
* **Digitalisation; and**
* **Diversity and inclusion.**

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# Risk management

* 1. **Please complete the implementation risk analysis below, and focus on the activities' implementation risks.**

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| **Implementation Risk** | **Likelihood of happening** | **Level of impact/severity** | **Measures to reduce the impact** | **Responsible****Partner** |
| *For example, a COVID-19 outbreak stops the programme* | *Low/medium/high* | *Low/medium/high* | *For example, the possibility of continuing online*  | *For example, implementing partner, external organisation* |
| *…* | *…* | *…* | *…* | *…* |
| *…* | *…* | *…* | *…* | *…* |

* 1. **Please complete the Responsible Business Conduct (RBC) risk analysis below, and focus on the activities’ RBC risks.**

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| **RBC Risk** | **Likelihood of happening** | **Level of impact/severity** | **Measures to reduce the impact** | **Responsible** **Partner** |
| *For example, discrimination against women during the course sessions* | *Low/medium/high* | *Low/medium/high* | *For example, raise awareness, top-level commitment, a confidante or a code of conduct.*  | *For example, implementing partner, external organisation* |
| *…* | *…* | *…* | *…* | *…* |
| *…* | *…* | *…* | *…* | *…* |

* 1. **In what ways do you meet the OECD Guidelines for Multinational Enterprises?**

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# Budget and own contribution

* 1. **Please describe the most important details of the budget.**

Include a detailed budget, which includes a liquidity prognosis, and upload your annex with this form.

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* 1. **Requested subsidy (in euros)**

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* 1. **Describe how you will ensure the 25% own contribution.**

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* 1. **Please describe your acquisition strategy and list companies you have approached or plan to approach.**

Include at least 1 letter of intent from a private organisation supporting your own contribution and the proposed activities in the application. Upload your annex with this form.

Note that the local private organisations involved must not pose a risk to the reputation of Orange Corners. Their operations should ideally relate to the focus themes and sectors for the target location and/or include a special focus on youth employment, young entrepreneurs and/or the Sustainable Development Goals.

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# Timeline

* Include critical dates or milestones for year 1 in this proposal.
* Give a detailed timeline and upload your annex with this form.

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# Annexes

You can list your overview of annexes here, and add them as separate documents to your application.

Please make sure that your application includes:

the reference number of the recommendation issued by RVO;

this completed activity plan, including a risk analysis, identifying implementation and RBC risks and measures to mitigate them;

* a budget, including a liquidity prognosis;
* a timetable of the activities;
* CVs of the applicant’s staff members who will be involved in the implementation of the activities;
* at least one declaration of intent from a private organisation covering all or part of the own contribution (in cash) and pledging (in-kind) support for the eligible activities;
* annual accounts for the last 2 years (T-1 and T-2) audited by an external, independent auditor. If audited annual accounts are not yet available, add one or more non-audited annual accounts.

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**Application declaration**

The applicant declares the following:

* I am authorised to sign this application;
* I have completed this application truthfully;
* I have read and accepted the OECD Guidelines for Multinational Enterprises. I will follow the guidelines;
* I have read and accepted the [ILO Declaration on Fundamental Principles and Rights at Work](https://www.ilo.org/declaration/thedeclaration/textdeclaration/lang--en/index.htm). I will ensure these principles and rights;
* I will exclude child labour and forced labour from the trade and investment chain;
* I have read [the FMO exclusion list](https://www.rvo.nl/file/fmo-exclusion-list-0) and will not carry out any activity mentioned on the list;
* My organisation and I are not listed on the [World Bank ineligible firms and individuals](http://pubdocs.worldbank.org/en/387181466627871302/World-Bank-Notes-on-Debarred-Firms-and-Individuals.pdf);
* I declare that my organisation's payment of managers and board members is reasonable.

**Name:**

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**Signature:**

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**Date:**

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