

**Orange Corners Innovation Fund 2024-2030**

Activity Proposal

Please use this form to submit your activity proposal for a subsidy from the Orange Corners Innovation Fund (OCIF).

# About OCIF

OCIF is a subsidy programme. It provides fund managers with capital to invest in early-stage startups. OCIF supports young, innovative entrepreneurs in Africa, Asia and the Middle East to scale up their businesses and create jobs. OCIF also helps young entrepreneurs prepare for investment and attract commercial follow-up investments.

OCIF is an addition to the existing Orange Corners Incubation and Acceleration Component (OCIAC). These 2 programmes give young entrepreneurs access to training courses, networks and facilities to start or scale their businesses.

Applicants for OCIF must be private companies or NGOs. A financial authority in the target location must legally authorise the applicant to provide (interest-free) loans.Private companies and NGOs can cooperate with companies that cannot apply for OCIF. Applicants that cooperate with other companies are called aggregators. Only the aggregator is the applicant. The aggregator must meet the applicant requirements specified in section 6 of the OCIF Administrative Rules.

In all cases, the applicant is responsible for carrying out the activity. They are also the contact person for the Netherlands Enterprise Agency. The Netherlands Ministry of Foreign Affairs has chosen the Netherlands Enterprise Agency to manage OCIF.

# Instructions

Please note that for this subsidy, applicants must have submitted a quick scan**.** Applicants cannot submit a subsidy application for OCIF until the Netherlands Enterprise Agency has provided feedback on their quick scan. Please address the feedback in this subsidy application.

Please complete this form and submit it with all the required annexes to the Netherlands Enterprise Agency. The deadline is

Deadline

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**A complete subsidy application has:**

1. The reference number of the quick scan feedback from the Netherlands Enterprise Agency;
2. A fund plan. This includes an assessment framework in line with section 4, except for section 4.4 of the Administrative Rules;
3. Proof of legal accreditation to provide loans in the target location;
4. A budget. Create this using the Budget Calculation Tool annex on the Netherlands Enterprise Agency website. The budget must include a liquidity forecast;
5. A description of the roles and responsibilities of the different team members that will carry out the activities. Please include the curricula vitae;
6. Annual accounts for 2021 and 2022 audited by an external auditor. If no audited annual accounts are available, provide non-audited annual accounts;
7. A strategy to reduce implementation risks and a Responsible Business Conduct (RBC) strategy. These strategies must identify implementation and RBC risks, and measures to reduce these risks. If the risks are uncertain when you apply, you must study them later.

Please complete this form carefully. Give references for statements, arguments and figures when possible.

If you are unsure of a term, please look at the glossary in section 3 of the Administrative Rules.

**Please note:**

* You can find the assessment criteria for each proposal in the unofficial translation of the Orange Corners Innovation Fund Administrative Rules.
* We only accept applications in English and the currency euros. Your activity proposal should not be more than 25 pages without the annexes.
* Use Verdana, 9pt and single spacing. You can delete the yellow-marked text.
* We treat the Activity Proposal and all related documents as confidential.

# **General activity information**

## **Project summary**

Name of the lead organisation

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Netherlands Enterprise Agency quick scan reference number

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| Click or tap here to enter text |

Activity title

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| Click or tap here to enter text |

Target country of the activity

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| Click or tap here to enter text |

Activity duration

When will the activity start and end?

Please note that the activity's start date cannot be before the submission date of this application. If activities start before the subsidy decision is made, all activity costs are at the applicant's own risk. If the subsidy is approved after you have started an activity, you must provide results and bookkeeping records for the period before the subsidy decision.

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Total activity budget

In an annex to this application, give detailed calculations for the requested subsidy using the budget calculation tool (Excel template). Also, include budget descriptions in the business plan.

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Total subsidy requested for the activity

Please note that the requested subsidy should not be more than 2,200,000 euros per target location.

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| Click or tap here to enter text |

Total own contribution

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## **Applicant profile**

Organisation's legal status

For example, NGO / type of company / foundation / other, please explain

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| Click or tap here to enter text |

Is the organisation an aggregator?

[ ]  Yes

[ ]  No

Co-applicant[[1]](#footnote-1)

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| Click or tap here to enter text |

Legal status of the co-applicant

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| Click or tap here to enter text |

Experience in fund management

*Number of years*

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| --- |
| Click or tap here to enter text |

Experience in fund management

*In countries*

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| Click or tap here to enter text |

Total number of employees

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| Click or tap here to enter text |

Does the organisation have the licenses to legally operate in the target market?

[ ]  Yes - Include the licenses as an annex to the application.

[ ]  No - The organisation cannot apply for OCIF

# **About your organisation**

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

For aggregators only: List and briefly describe the partner organisations and their experience in the target market and sector. Please note that partner organisations should have experience in the finance sector.

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* 1. **Describe 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, provide information on current relevant projects.

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* 1. **Describe the organisation's current administration and accounting systems.**

Please note that the Netherlands Enterprise Agency requires applicants to have a good bookkeeping system. The system should allow separate activity administration so that an independent auditor can audit costs per activity.

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

Please upload the CVs of relevant personnel.

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# **Relevance**

* 1. **Describe the challenges or constraints that OCIF can help resolve in the target location.**

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* 1. **Describe and define the target groups and final beneficiaries and their needs and constraints. Also, state how your activities will address these needs.**

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* 1. **Outline opportunities for collaboration with other initiatives in the target location.**

Describe other initiatives that OCIF can complement or can add value to. Also, explain your current relationship to these initiatives.

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# **Project details**

**4.1 Describe the main activities and expected results of this project.**

For aggregators only: List and briefly describe the partner organisations and their experience in the target market and sector. Please note that partner organisations should have experience in the finance sector.

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**4.1.1 Describe the activities for track I and track II financing.**

Explain the activities that will provide financing to entrepreneurs. Also, explain how entrepreneurs will be selected for financing. Include a detailed reasoning for the loan modality, including the chosen loan and grant percentage.

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**4.1.2 Describe the technical assistance activities.**

Describe the activities that will enhance the investment readiness of the entrepreneurs.

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**4.1.3 Describe the activities for networking and follow-up finance.**

Explain the activities that will enhance the entrepreneurs' network. Also, explain how the project will help entrepreneurs get commercial follow-up finance.

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**4.2 Describe the activities you will carry out with the funds you get through the repayment of the loans.**

Please note the calculation in the budget calculation tool. This amount should be reinvested in the programme. Explain in detail how you will do this. Also, include a plan for funds that you expect to reinvest after the project duration (for example, an exit strategy).

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**4.3 Describe how you will provide your own contribution and use it in this project.**

State where your own contribution of at least 5% is from, for example, personal savings or grants. Also, explain how you will use this own contribution in the project. Has your or your partner organisation already received funding from the Netherlands Ministry of Foreign Affairs or The Netherlands Enterprise Agency? Then, please describe the purpose of the funding.

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# **Planning, Monitoring, Evaluation and Learning (PMEL)**

For the planning monitoring evaluation and learning (PMEL) activities, please follow the OCIF Monitoring Evaluation and Learning Guidelines.

**5.1 Describe the expected impact of the activity using Key Performance Indicators (KPIs).**

Please use the worksheet 'KPIs' in the budget calculation tool. Provide intervention logic and explain how you have chosen the targets.

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**5.2 Describe how you will measure the KPIs.**

Provide a strategy to realise the KPIs. Include quantitative and qualitative information in the proposal. Also, include how you will use adaptive programming

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**5.3 Describe the strategy for the inception report.**

Provide a strategy for completing the inception report.

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# **Gender strategy**

**6.1 Provide a gender strategy**

How will the activity contribute to gender equality, Sustainable Development Goal 5?

How and to what extent will the activity positively affect gender equality in the target location?

Please note that a gender strategy should look at:

* basic needs, such as women as beneficiaries and consumers;
* productive needs; and
* strategic needs.

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# **Risk Management**

**7.1 Please complete the implementation risk analysis below. 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 or external organisation |
| … | … | … | … | … |
| … | … | … | … | … |

**7.2 Please complete the RBC risk analysis below. Focus on the RBC risks of the activities.**

Please use the CSR Risk Checker[[2]](#footnote-2) to identify the main risks in your target location.

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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 training 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 or external organisation |
| *…* | *…* | *…* | *…* | *…* |
| *…* | *…* | *…* | *…* | *…* |

* 1. **In what ways do you meet the** [**OECD Guidelines for Multinational Enterprises?**](https://english.rvo.nl/information/corporate-social-responsibility/oecd-guidelines)

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* 1. **Describe your integrity policy.**

Include:

* What your company or NGO considers sexual harassment, sexual intimidation and other forms of inappropriate behaviour.
* The reporting procedure your company or NGO has for sexual intimidation or other inappropriate behaviour.
* How your organisation handles these reports.
* What actions your company or NGO takes if it confirms sexual intimidation or other inappropriate behaviour.
* How your company or NGO reports on this to the authorities and donors.

Include your organisation's integrity policy as an annex.

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# **Track Record**

Complete 1 table for each relevant project that your organisation or partner organisation has conducted.

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| **Name of the organisation** |
| Click or tap here to enter text |
| **Lead applicant** |
| Click or tap here to enter text |
| **Co-applicant** |
| Click or tap here to enter text |
| **Affiliated entity** |
| Click or tap here to enter text |
| **Project title** |
| Click or tap here to enter text |
| **Sector** |
| Click or tap here to enter text |
| **Location of the project** |
| Click or tap here to enter text |
| **Cost of the project (euros)** |
| Click or tap here to enter text |
| **Role: Coordinator, co-beneficiary, affiliated entity** |
| Click or tap here to enter text |
| **Project donors (name)** |
| Click or tap here to enter text |
| **The amount contributed (by donor)** |
| Click or tap here to enter text |
| **Dates** (from..to) dd/mm/yyyy |
| Click or tap here to enter text |
| **Objectives and results of the project** |
| Click or tap here to enter text |

**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 on Responsible Business Conduct. 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's 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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| Click or tap here to enter text |

**Date**

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**Signature**

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1. Include more rows if there are multiple co-applicants. [↑](#footnote-ref-1)
2. https://www.mvorisicochecker.nl/en [↑](#footnote-ref-2)