|  |  |  |  |
| --- | --- | --- | --- |
| **Project title and country:**  | Click or tap here to enter text. |  | **This is a “dummy” version of the concept note that can be used by project partners for drafting and exchanging comments.** **The submission to DGBP cannot be in this template but has to be the locked version.** |
|  |  |  |  |
| **Application window:** | Maturation grant:  |[ ]  **OR** | Full project: |[ ]   |  |
| **Project Duration:** | From – to:  | Click or tap here to enter text. |  |  |
| **Short project description:****(8 lines)** | Click or tap here to enter text. |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | **Application checklist (mandatory requirements):** |
|  |  |  |  |
|  |  |  | 1. The administrative partner is a non-commercial entity as defined in the DGBP Guidelines
 | Yes [ ] No [ ]  |
|  |  |  |  |  |
| **Signatures of key partners:** | **NOT FOR SUBMISSION** |  | 1. The partnership includes at least one international commercial partner as defined in the DGBP Guidelines
 | Yes [ ] No [ ]  |
|  |  |  |  |  |
|  |  |  | 1. All partners are registered legal bodies
 | Yes [ ] No [ ]  |
|  |  |  |  |  |
|  |  |  | 1. The commercial partners are legally and financially independent from the non-commercial partners
 | Yes [ ] No [ ]  |
|  |  |  |  |  |
|  |  |  | 1. The project is located in an eligible country
 | Yes [ ] No [ ]  |
| **Signatures of other partners:** |  |  |  |  |
|  |  |  | 1. Grant requested is between DKK 0.8 and 1.5 million (maturation project) or DKK 4 and 15 million (full project)
 | Yes [ ] No [ ]  |
|  |  |  |  |  |
|  |  |  | 1. All sections of the concept note are completed in English and submitted as a PDF file. Excel budget forms are attached
 | Yes [ ] No [ ]  |
|  |  |  |  |  |
|  |  |  | 1. Most recent annual audited financial report for both the administrative and key commercial partner are attached
 | Yes [ ] No [ ]  |
|  |  |  |  |  |
|  |  |  | 1. 1-3 relevant project references of the administrative partner are attached
 | Yes [ ] No [ ]  |
|  |  |  | 1. The application is dated and signed by all partners in the consortium
 | Yes [ ] No [ ]  |
|  |  |  |  |  |

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| --- | --- | --- |
| **Administrative partner: (Non-commercial partner responsible for project administration)** |  | **Key Commercial Partner:**  |
| Organisation name | Click or tap here to enter text. |  | Company name | Click or tap here to enter text. |
| Legal status | Click or tap here to enter text. |  | Legal status | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |  | Address | Click or tap here to enter text. |
| Telephone  | Click or tap here to enter text. |  | VAT reg. number | Click or tap here to enter text. |
| Organisation e-mail | Click or tap here to enter text. |  | Accounting Class[[1]](#footnote-2) | Click or tap here to enter text. |
| Webpage  | Click or tap here to enter text. |  | Webpage  | Click or tap here to enter text. |
| Name and title of project manager  | Click or tap here to enter text. |  | Name and title of project responsible | Click or tap here to enter text. |
| e-mail | Click or tap here to enter text. |  | e-mail | Click or tap here to enter text. |
| Telephone | Click or tap here to enter text. |  | Telephone | Click or tap here to enter text. |
| **Key figures** **Currency:** Click or tap here to enter text. | **Most recent year** | **Most recent year -1** | **Most recent year -2** |  | **Key figures Currency:** Click or tap here to enter text. | **Most recent year** | **Most recent year -1** | **Most recent year -2** |
|  |
| Turnover | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  | Turnover | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Number of employees | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  | Number of employees | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Date of audited financial | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  | Date of audited financial  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Number of members | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  | Profit after tax  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Largest revenue source | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  | Equity | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Short partner presentation (12 lines):**[Including link to relevant sites on organisation’s webpage. Further description in section 9, below and 1-3 relevant project references in annex, max 1 page each] |  | **Short partner presentation (12 lines):**[Including link to relevant sites on organisation’s webpage. Further description in section 9, below] |
| **2nd non-commercial partner (if applicable):** |  | **2nd commercial partner (if applicable):** |
| Organisation name | Click or tap here to enter text. |  | Company name | Click or tap here to enter text. |
| Legal status | Click or tap here to enter text. |  | Legal status | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |  | Address | Click or tap here to enter text. |
| Telephone  | Click or tap here to enter text. |  | VAT reg. number | Click or tap here to enter text. |
| Organisation e-mail | Click or tap here to enter text. |  | Accounting Class[[2]](#footnote-3) | Click or tap here to enter text. |
| Webpage  | Click or tap here to enter text. |  | Webpage  | Click or tap here to enter text. |
| Name and title of project responsible | Click or tap here to enter text. |  | Name and title of project responsible | Click or tap here to enter text. |
| e-mail | Click or tap here to enter text. |  | e-mail | Click or tap here to enter text. |
| Telephone | Click or tap here to enter text. |  | Telephone | Click or tap here to enter text. |
| **Key figures Currency:** Click or tap here to enter text. | **Most recent year** | **Most recent year -1** | **Most recent year -2** |  | **Key figures Currency:** Click or tap here to enter text. | **Most recent year** | **Most recent year -1** | **Most recent year -2** |
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| Number of employees | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  | Number of employees | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Date of audited financial report | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  | Date of audited financial report | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Number of members | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  | Profit after tax  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Largest revenue source | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  | Equity  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Short partner presentation (12 lines):**[Including link to relevant sites on organisation’s webpage. Further description can be provided in section 9, below] |  | **Short partner presentation (12 lines):**[Including link to relevant sites on organisation’s webpage. Further description can be provided in section 9, below] |
| **3rd non-commercial partner (if applicable):** |  | **3rd commercial partner (if applicable):** |
| Organisation name | Click or tap here to enter text. |  | Company name | Click or tap here to enter text. |
| Legal status | Click or tap here to enter text. |  | Legal status | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |  | Address | Click or tap here to enter text. |
| Telephone  | Click or tap here to enter text. |  | VAT reg. number | Click or tap here to enter text. |
| Organisation e-mail | Click or tap here to enter text. |  | Accounting Class[[3]](#footnote-4) | Click or tap here to enter text. |
| Webpage  | Click or tap here to enter text. |  | Webpage  | Click or tap here to enter text. |
| Name and title of project manager | Click or tap here to enter text. |  | Name and title of project responsible | Click or tap here to enter text. |
| e-mail | Click or tap here to enter text. |  | e-mail | Click or tap here to enter text. |
| Telephone | Click or tap here to enter text. |  | Telephone | Click or tap here to enter text. |
| **Key figures Currency:** Click or tap here to enter text. | **Most recent year** | **Most recent year -1** | **Most recent year -2** |  | **Key figures Currency:** Click or tap here to enter text. | **Most recent year** | **Most recent year -1** | **Most recent year -2** |
| Turnover | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  | Turnover | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Number of employees | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  | Number of employees | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Date of audited financial report | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  | Date of audited financial report | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Number of members | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  | Profit after tax  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Largest revenue source | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  | Equity  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Short partner presentation (12 lines):**[Including link to relevant sites on organisation’s webpage. Further description can be provided in section 9, below] |  | **Short partner presentation (12 lines):**[Including link to relevant sites on organisation’s webpage. Further description can be provided in section 9, below] |

|  |  |  |
| --- | --- | --- |
| **Business Model – Key commercial partner (21 lines)[Name of company]** |  | **Financial calculations and profitability** |
|  |
| Click or tap here to enter text.Describe the business model, e.g. including the following aspects (additional description in section 8):* Activity/product
* Customers
* Value proposition
* Innovation aspects
* Resources needed
* Supply chain
* Distribution

The business model is presented for the specific activity in the project – not necessarily for the whole company |  | Is the activity expected to become financially profitable? | Yes [ ]  No [ ]  |
|  | [Comment] |
|  |
|  |
|  | Has an annual forecast of profitability for the project period been prepared | Yes [ ]  No [ ]  |
|  |
|  | *If relevant, attach the summary of the financial calculation as an annex to this application* |
|  |
|  | **Expected end-of-project commercial situation and further scaling** **(10 lines)** |
|  |
|  | Click or tap here to enter text. |
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| **Key uncertainties in the business model to be clarified during project preparation (10 lines)**Click or tap here to enter text. |  | **Explain if and how the investment will take place in case the project support is not granted by DGBP (10 lines)** |
|  |
| Click or tap here to enter text. |  | Click or tap here to enter text. |
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| **Business Model –2nd commercial partner (if applicable) (21 lines)[Name of company]** |  | **Financial calculations and profitability** |
|  |
| Click or tap here to enter text.Describe the business idea, e.g. including the following aspects (additional description in section 8):* Activity/product
* Customers
* Value proposition
* Innovation aspects
* Resources needed
* Supply chain
* Distribution

The business model is presented for the specific activity in the project – not necessarily for the whole company |  | Is the activity expected to become financially profitable? | Yes [ ]  No [ ]  |
|  | [Comment] |
|  |
|  |
|  | Has an annual forecast of profitability for the project period been prepared | Yes [ ]  No [ ]  |
|  |
|  | *If relevant, attach the summary of the financial calculation as an annex to this application* |
|  |
|  | **Expected end-of-project commercial situation and further scaling(10 lines)** |
|  |
|  | Click or tap here to enter text. |
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| **Key uncertainties in the business model to be clarified during project preparation (10 lines)**Click or tap here to enter text. |  | **Explain if and how the investment will take place in case the project support is not granted by DGBP (10 lines)** |
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| Click or tap here to enter text. |  | Click or tap here to enter text. |
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| **Business Model –3rd commercial partner (if applicable) (21 lines)[Name of company]** |  | **Financial calculations and profitability** |
|  |
| Click or tap here to enter text.Describe the business idea, e.g. including the following aspects (additional description in section 8):* Activity/product
* Customers
* Value proposition
* Innovation aspects
* Resources needed
* Supply chain
* Distribution

The business model is presented for the specific activity in the project – not necessarily for the whole company |  | Is the activity expected to become financially profitable? | Yes [ ]  No [ ]  |
|  | [Comment] |
|  |
|  |
|  | Has an annual forecast of profitability for the project period been prepared | Yes [ ]  No [ ]  |
|  |
|  | *If relevant, attach the summary of the financial calculation as an annex to this application* |
|  |
|  | **Expected end-of-project commercial situation and further scaling****(10 lines)** |
|  |
|  | Click or tap here to enter text. |
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| **Key uncertainties in the business model to be clarified during project preparation (10 lines)**Click or tap here to enter text. |  | **Explain if and how the investment will take place in case the project support is not granted by DGBP (10 lines)** |
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| Click or tap here to enter text. |  | Click or tap here to enter text. |
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| **Project Objective (12 lines)** |  | **Project outcomes (max. 4) with reference to SDG-targets** |
|  |  |  |
| [Describe the longer-term development contribution of the project and linkages to national development agenda] |  | **Change in people or planet during project lifetime** | **SDG-target** |
|  |  | Outcome 1 | Click or tap here to enter text. | [e.g. SDG 8.5] |
|  |  |  |  |  |
|  |  | Outcome 2 | Click or tap here to enter text. | [e.g. SDG 8.5] |
|  |  |  |  |  |
|  |  | Outcome 3 | Click or tap here to enter text. | [e.g. SDG 8.5] |
|  |  |  |  |  |
|  |  | Outcome 4 | Click or tap here to enter text. | [e.g. SDG 8.5] |
|  |  |  |  |  |
| **Impact category – choose either environment/climate or economic and social impact as the principal objective** |  |  |
|  |  | **Indicate alignment to Danish priorities in partner country (6 lines)** |
| **Environment/climate:**(Guidelines section 6 and 7) |  | Yes | No |  | Click or tap here to enter text.*[See Danish priorities at DGBP website]* |
|  | Climate change mitigation |[ ] [ ]   |  |
|  | Climate change adaptation |[ ] [ ]   |  |
|  | Environment |[ ] [ ]   |  |
|  | Biodiversity |[ ] [ ]   |  |
|  | Desertification |[ ] [ ]   |  |
| Is environment/climate a principal objective? | Yes [ ]  |  |  |
|  | No [ ]  |  | **Describe key challenges and envisaged activities in relation to Responsible Business Conduct (9 lines)** |
| **Economic and social impact:**(Guidelines section 6 and 7) |  | Yes | No |  |  |
|  | Employment |[ ] [ ]   |  Click or tap here to enter text.*[See DGBP Guidelines for requirements in relation to Responsible Business Conduct]* |
|  | Income generation for poor |[ ] [ ]   |  |
|  | Underserved customers |[ ] [ ]   |  |
|  | Gender or youth |[ ] [ ]   |  |
|  | Responsible business conduct |[ ] [ ]   |  |
|  | Wider market effects |[ ] [ ]   |  |
|  | Other |[ ] [ ]   |  |
| Is economic and social impact a principal objective? | Yes [ ]  |  |  |
|  | No [ ]  |  |  |
| **Further analysis of outcomes****(For maturation projects, outcomes may only be reached after the project)** |  | **Further analysis of outcomes****(For maturation projects, outcomes may only be reached after the project)** |
|  |  |  |
| Outcome 1 | Click or tap here to enter text. |  | Outcome 2 | Click or tap here to enter text. |
|  |  |  |  |  |
| Who? | Click or tap here to enter text.*Who/what experiences the change?Geographical boundary.* |  | Who? | Click or tap here to enter text.*Who/what experiences the change?Geographical boundary.* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Current situation?(9 lines) | *How underserved are the people targeted at present in relation to the outcome? For environment/climate: Current state or threat*  |  | Current situation?(9 lines) | *How underserved are the people targeted at present in relation to the outcome? For environment/climate: Current state or threat*  |
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| Indicators and targets | Click or tap here to enter text.*See DGBP Guidelines Section 5 for indicators**How many stakeholders, how long time, etc.* |  | Indicators and targets | Click or tap here to enter text.*See DGBP Guidelines Section 5 for indicators**How many stakeholders, how long time, etc.* |
|  |  |  |  |  |
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| **Uncertainties and assumptions (outcome 1)****(11 lines)** |  | **Uncertainties and assumptions (outcome 2)****(11 lines)** |
| Click or tap here to enter text. |  | Click or tap here to enter text. |
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| **Further analysis of outcomes****(For maturation projects, outcomes may only be reached after the project)** |  | **Further analysis of outcomes****(For maturation projects, outcomes may only be reached after the project)** |
|  |  |  |
| Outcome 3 | Click or tap here to enter text. |  | Outcome 4 | Click or tap here to enter text. |
|  |  |  |  |  |
| Who? | Click or tap here to enter text.*Who/what experiences the change?Geographical boundary.* |  | Who? | Click or tap here to enter text.*Who/what experiences the change?Geographical boundary.* |
|  |  |  |  |  |
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| Current situation?(9 lines) | *How underserved are the people targeted at present in relation to the outcome? For environment/climate: Current state or threat*  |  | Current situation?(9 lines) | *How underserved are the people targeted at present in relation to the outcome? For environment/climate: Current state or threat*  |
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| Indicators and targets | Click or tap here to enter text.*See DGBP Guidelines Section 5 for indicators**How many stakeholders, how long time, etc.* |  | Indicators and targets | Click or tap here to enter text.*See DGBP Guidelines Section 5 for indicators**How many stakeholders, how long time, etc.* |
|  |  |  |  |  |
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|  |  |  |  |  |
| **Uncertainties and assumptions (outcome 3)****(11 lines)** |  | **Uncertainties and assumptions (outcome 4)****(11 lines)** |
| Click or tap here to enter text. |  | Click or tap here to enter text. |
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| --- | --- | --- | --- |
| **Description of key outputs / activity areas (maximum 8)** | **Timing month/ year** |  | **Roles and responsibilities of partners** |
|  |
| 1. Click or tap here to enter text. | Click or tap here to enter text. |  | **Administrative partner:** |
|  | Click or tap here to enter text. |
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| 2. Click or tap here to enter text. | Click or tap here to enter text. |  |
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| 3. Click or tap here to enter text. | Click or tap here to enter text. |  |
|  | **Key commercial partner:** |
|  | Click or tap here to enter text. |
| 4. Click or tap here to enter text. | Click or tap here to enter text. |  |
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| 5. Click or tap here to enter text. | Click or tap here to enter text. |  |
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|  | **Other partners:** |
| 6. Click or tap here to enter text. | Click or tap here to enter text. |  | Click or tap here to enter text. |
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| 7. Click or tap here to enter text. | Click or tap here to enter text. |  |
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| 8. Click or tap here to enter text. | Click or tap here to enter text. |  |
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| **Key project risks** | **Risk mitigation measures:** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **Previous partner experience and staff assigned** |  |
|
|  | **Name of staff assigned** | **Title/Position** | **Country of residence** | **Responsibility** | **Previous experience of partner** |
| **Administrative partner[Name]** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text.[Country experience][Sector experience][Experience of commercial partnerships] |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Key commercial partner[Name]** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Other Partner****[Name]** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Other Partner****[Name]** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| **Other Partner****[Name]** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| **Other Partner****[Name]** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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The DMFA project preparation grant may cover up to 75% of the preparation costs with a maximum amount of DKK 500,000 for full projects and DKK 100,000 for maturation projects. Therefore, for the full grant to be released, the commercial partner(s) must provide an own contribution of minimum DKK 166,667 for a full project or DKK 33,333 for a maturation project.

The preparation phase utilises fixed hourly rates in DKK, which are applicable to all commercial and non-commercial partners. The rates are as follow:

* Staff, preparation, and completion 425
* Staff, including international travel 850
* Consultant fee, excluding travel 850
* Consultant fee, including international travel 1,275

The maximum number of hours is eight (8) hours per day and 40 hours per week. International travel time may be included with a maximum of 8 hours per day.

The fixed hourly rates apply to the preparation phase for all projects and are “**all-inclusive rates**”. They must cover all expenses during the preparation phase e.g. all workshop costs, all local and international transport costs, accommodation, allowances etc.

The preparation phase budget will be made available to successful applicants only. It may be revised during the preparation phase and can be requested and disbursed following DMFA’s formal final approval of the full project or maturation project. The grant must be included in the audited accounts for the first financial year of a full project or the completion audit for a maturation project, respectively.

**Please populate the attached Excel sheet for calculation of the amounts below. The sheet must be submitted as an Excel-file together with this Concept Note**

|  |  |
| --- | --- |
|  | **Amount in DKK** |
| CommercialPartner(s)(a) | Non-Commercial partner(s)(b) | Other(s)(c) | Total(d)=(a)+(b)+(c) | Requested amount from DMFA |
| 1. Staff Expenses | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | **Click or tap here to enter text.** |
| 2. Consultancy Expenses | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | **Click or tap here to enter text.** |
| **Totals** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | **Click or tap here to enter text.** |
|  | Commercial partner + requested funding from DMFA (a)+(b) | Click or tap here to enter text. |
|  | Commercial partner(s) contribution in percentage (a) / ((a)+(b)) | Click or tap here to enter text. |

DMFA’s grant may cover up to 75% of the total project calculated as the DMFA grant plus the own contribution from the commercial partner(s). Funds provided by non-commercial partners above the DMFA grant are not part of the calculation but form a welcome contribution to the project.

Other funding from the DMFA can under no circumstances be considered as own contribution, including funds provided to the commercial partner(s) in accordance with the EU rules for state subsidies, should such be included in the project. However, the element that is not financed by the DMFA may be included.

The following notes should be taken into consideration with developing the provisional budget.

* + 1. **Project activities (outputs)** comprise inputs from the consortium partners (commercial and non-commercial) in terms of staff time; inputs from other service providers (incl. international and local consultants), travel costs, investments/equipment, and any other costs related to direct project implementation, monitoring and management, including the related support costs. Commercial and non-commercial partners contribution is included at cost price.
		2. The commercial partner(s) may apply for support **towards specific activities or investments under the rules for EU’s state subsidy**. These funds will be handled separately from the funds to the Administrative Partner. Cost items that can be supported are indicated in the DGBP guidelines.
		3. **Local Administration Costs** required to set up a dedicated delivery structure or costs that are statutory to implementing a full project in the location.
		4. An **external audit** should take place yearly and at the end of the project period. For maturation projects, it should take place at the end of the project.
		5. A **Budget Margin of up to 5%** of all costs, excluding the preparation grant, may be included.
		6. An **administrative overhead of up to 7%** of all costs, excluding the preparation grant, may be included by full projects. It covers indirect costs towards all necessary and reasonable inputs associated with functions, which are directly necessary to manage the non-commercial partner(s) as a whole, provide oversight over all its activities and put into place the overarching policies, frameworks and systems that enable it to operate.

The **maturation projects** will, for the sake of simplicity and to reduce the transaction costs, use the principles and fixed “all-inclusive rates” from the preparation phase. This implies that local administration and the 7% administrative overhead, respectively, are not applicable.

**Please populate the attached Excel sheet for calculation of the amounts below. The sheet must be submitted as an Excel-file together with this Concept Note**

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| --- | --- | --- | --- | --- | --- | --- |
| **Currency: DKK** | **Partner Consortium Contribution**(a) | **Total DMFA**(b) | **TOTAL Project**(c) = (a)+(b) |  | **Part of the DMFA funds used for investments/ equipment** | **Comments** |
| **0. PREPARATION PHASE** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  | Click or tap here to enter text. |  |
| **1. PROJECT ACTIVITIES (OUTPUTS)** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  | Click or tap here to enter text. |  |
| **2. LOCAL ADMINISTRATION** *\*)* | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  | Click or tap here to enter text. |  |
| **3. AUDITING** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  | Click or tap here to enter text. |  |
| **4. BUDGET MARGIN** (max. 5% of items 1+2+3) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  | Click or tap here to enter text. |  |
| **5. PROJECT EXPENSES IN TOTAL** (1+2+3+4) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  | **Investments** are all equipment/assets with a multiyear use and acquired at a cost above DKK 3,500.**Equipment** may be supported for the target group(s), if for demonstration purposes. |
| **6. ADMINISTRATION** (max. 7% of 1-4) *\*)* | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  |
| **7. GRAND TOTAL** (0+5+6) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |  |

*\*) Local Administration and Administration does not apply to Maturation Projects due to the use of “All-Inclusive Rates”*

Calculation of own contribution:

|  |  |
| --- | --- |
| Contribution by **commercial partners** (5 above) | Click or tap here to enter text. |
| Contribution by **DMFA** (5 above) | Click or tap here to enter text. |
| **Total project expenses by commercial partner(s) and DMFA** | **Click or tap here to enter text.** |
| **DMFA contribution in percentage** | **Click or tap here to enter text.** |

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| **Further description of development impact in the local context and contribution to national development objectives** |  | **Further description of the business case for one or several of the commercial partners** |
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| Click or tap here to enter text. |  | Click or tap here to enter text. |
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| **Further description of the administrative and other non-commercial partners** |  | **Further description of the commercial partners, including ownership** |
|  |
| Click or tap here to enter text.*Describe vision, mission, history, status, core business, strategic interest in project, relevant international experience.* |  | **Which of the requirements indicated in the DGBP guidelines for an international commercial partner is fulfilled:** |
|  |
|  | 1. International company registered in a non-ODA country
 | Yes [ ] No [ ]  |
|  |
|  | 1. A subsidiary of an international and well-reputed company
 | Yes [ ] No [ ]  |
|  |
|  | 1. A large company with an international ownership structure
 | Yes [ ] No [ ] Yes [ ] No [ ]  |
|  |
|  | 1. A locally registered company with an active investment and engagement at Board level from a European development finance institution (DFI)
 | Yes [ ] No [ ]  |
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|  | Click or tap here to enter text.*Describe ownership structure, vision, mission, history, status, core business, strategic interest in project, relevant international experience.* |
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| **Further description of the administrative and other non-commercial partners** |  | **Further description of the commercial partners, including ownership** |
|  |
| Click or tap here to enter text.*Describe vision, mission, history, status, core business, strategic interest in project, relevant international experience.* |  | Click or tap here to enter text.*Describe ownership structure, vision, mission, history, status, core business, strategic interest in project, relevant international experience.* |
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Insert at least two (maximum three) recent references for similar projects implemented (or currently under implementation) by the administrative partner in a separate annex as a PDF file. The references should demonstrate the capacity of the administrative partner to manage projects of similar complexities. Each reference should be maximum 1 page (i.e. only the first page of each reference will be considered in the assessment).

1. Only relevant for Danish commercial partners, Lov om erhvervsdrivende virksomheders aflæggelse af årsregnskab mv. ([årsregnskabsloven](https://www.retsinformation.dk/forms/r0710.aspx?id=175792)) [↑](#footnote-ref-2)
2. For Danish commercial partners, Lov om erhvervsdrivende virksomheders aflæggelse af årsregnskab mv. ([årsregnskabsloven](https://www.retsinformation.dk/forms/r0710.aspx?id=175792)) [↑](#footnote-ref-3)
3. For Danish commercial partners, Lov om erhvervsdrivende virksomheders aflæggelse af årsregnskab mv. ([årsregnskabsloven](https://www.retsinformation.dk/forms/r0710.aspx?id=175792)) [↑](#footnote-ref-4)