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|  | **BPF 2020**  **Application form** |  |

*This application form must be submitted electronically to the following email address:*

[*bpf@luxdev.lu*](mailto:bpf@luxdev.lu)

Candidates may attach any document they consider appropriate however this form must be duly completed, otherwise the application will be rejected.

More information on the required data to be provided in the application form can be found in the practical guide which can be downloaded on the BPF website (http://bpf.lu/guide-pratique).

Throughout this application form, the term “lead partner” refers to the Luxembourgish or European private company representing the candidate and which ensures the coordination task. Public or private partners from the developing countries where the project is envisaged to take place are called “local partners”. Other potential partners, private or public, Luxembourgish or European, are called “associated partners”. Finally, “candidate” refers collectively to the lead partner, the local and all possible associated partners.

1. CANDIDATE IDENTITY
   1. Identity of the lead partner

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company name** |  | | | |
| **Head Office Address**  [No, street, postcode, town] |  | | | |
| **Business sector** | CleanTech, eco-innovation and circular economy ☐ | | Fintech ☐ | |
| HeathTech ☐ | | Information and Communication Technologies (ICT) ☐ | |
| Mobility and logistics ☐ | | Space ☐ | |
| Others ☐ | |  | |
| **Description of the company activities** | *Please briefly describe the main activities of your company. Max ¼ page* | | | |
| **Staffing (in full-time equivalent)** |  | | | |
| **Creation date** |  | | | |
| **Turnover (EUR)** | 2017 | 2018 | | 2019 |
|  |  | |  |
| **Previous experiences in developing countries** | *Please describe previous or current experiences the company has(d) working in or with developing countries* | | | |
| **Responsible Business Conduct** | *In order to receive financial support from the BPF facility, private companies have to demonstrate that they integrate social, environmental and good governance concerns into their strategy and economic development, such as compliance with the UN guiding principles on Human rights, decent working conditions, rules of good governance and the standards applicable to the respective sectors.*  *Max ¼ page* | | | |
| **Administrative details** |  | | | |
| **Trade register number** |  | | | |
| **VAT number** |  | | | |
| **Share capital** |  | | | |
| **Website** |  | | | |

* 1. Contact person

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Phone number** |  |
| **Email address** |  |

* 1. Identity of the associated partners (if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| **Associated partner 1** | | | |
| **Company name and address** |  | | |
| **Business sector(s)** |  | | |
| **Creation date** |  | | |
| **Turnover (EUR)** | 2017 | 2018 | 2019 |
|  |  |  |
| **Description of the company activities** | *Please briefly describe the main activities of your company* | | |
| **Previous experiences in developing countries** | *Please describe previous or current experiences the company had with developing countries* | | |
| **Responsible Business Conduct** | *In order to receive financial support from the BPF facility, private companies have to demonstrate that they integrate social, environmental and good governance concerns into their strategy and economic development, such as compliance with the UN guiding principles on Human rights, decent working conditions, rules of good governance and the standards applicable to the respective sectors.*  *Max ¼ page* | | |

1. PROJECT OUTLINE (Concept note)
   1. Target countries

|  |
| --- |
| *Please name the country(ies) where the candidate plans to implement the project* |

* 1. Business sector(s) targeted by the project

|  |  |  |
| --- | --- | --- |
| CleanTech, eco-innovation and circular economy ☐ | Fintech ☐ | HeathTech ☐ |
| Information and Communication Technologies (ICT) ☐ | Mobility and logistics ☐ | Space ☐ |

* 1. Project description (maximum 2 pages)

*Describe the project in maximum 2 pages. The candidate may describe the market targeted by the project, the planned investments, the expected results, the target audience, the activities to be undertaken and the project’s maturity stage. The innovative aspect of the project will also be considered.*

* 1. Expected impact(s) of the project (maximum 1 page)

Social and environmental impacts and financial viability are key for a successful and sustainable partnership. The support granted by the BPF facility should therefore contribute to the achievement of sustainable development goals such as job creation, green and inclusive growth and more broadly, poverty reduction.

*Please describe expected project results in terms of job creation, technology and/or knowledge transfer, impact on economic development of the target country(ies), social and environmental impacts including Human rights respect, replication / multiplication, etc…*

* 1. Local partner(s) envisaged in the target country(ies)

☐ Private sector

☐ Civil society

☐ Public sector

☐ Research Institute

☐ Other

|  |
| --- |
| *Please specify the identity of the local partner if already identified and briefly describe the nature of its activities* |

* 1. Project budget

|  |  |
| --- | --- |
| Total indicative project budget (EUR) |  |
| Amount requested through co-financing (indicative) – maximum 200.000 EUR and maximum 50% of the budget |  |

As a reminder, the candidate has to co-finance the project from its own funds and not from a grant obtained from another public actor. Loans from financial institutions can be considered as part of the co-financing brought by the candidate.

Pursuant to the regulations on the “de minimis” aid, particular attention must be paid to the compliance with the public aid ceiling which may not exceed 200.000 EUR over the last two fiscal years and the current fiscal year all aids combined. Please note that as this ceiling is reduced to 100 000 EUR for companies working in the field of road transport, thus maximum BPF co-financing is limited to 100 000 EUR.

In this context, the leader partner and its possible associated Luxembourgish and/or European partner are required to complete the table below. For more details on “de minimis” aids, please refer to the “guide pratique”, chapter 1.4.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Recipient company | | Denomination of the aid | Amount received | Source of the aid | Date of granting |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. STATEMENT OF GOOD STANDING

**Object: Call for projects - BPF Facility 2020**

I (we) the undersigned ………………………………………………………………………………........... *(names),* in my (our)capacity of ……...……………………………………………………….……………………*(positions),* for the company …...…………………………………………………………………………… (*name of the entity*), established in ………...………………………………………………………….……............. (*place of registration*),

Certify that the entity I (we) represent:

* is not bankrupt, is not being wound up, has not ceased operations, is not having its affairs administered by the courts, has not entered into an arrangement with creditors and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
* is not the subject of proceedings for a declaration of bankruptcy, of administration by the court, of winding up, of an arrangement with creditors or of any other proceedings of that nature in national legislation and regulations;
* has not been convicted of an offence concerning professional conduct, including environmental crimes or acts against environmental regulations and legislations (regardless of the country), by a judgment, which has the force of res judicata;
* respects the UN guiding principles on Human rights, in particular by avoiding to affect the Human rights in a negative way and undertake mitigation and corrective measures to address eventual negative impacts on the Human rights caused by the activity(ies) of the entity;
* has fulfilled its obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which it is established;
* has fulfilled its obligations relating to the payment of taxes in accordance with the legal provisions of the country in which it is established;
* has not been guilty of serious misrepresentation in supplying the information required for its participation in procedures pertaining to call for tender and call for proposals;
* has not been in breach of its contractual obligations in the performance of contracts with the same Contracting Authority and/or other contracts financed by the Donor ;
* is in compliance with the regulations on the “de minimis” aid;
* and declares to have read and to accept all the conditions of the BPF, especially the co-financing for a minimum of 50 % through its own funds.

I am (we are) aware that Lux-Development is entitled to request proof that the company I (we) represent is not in any of the situations referred to above.

Done in ………………..……. on …………………… 2020

For the Candidate

Signature(s)

1. JOINT COMMITMENT

**Object: Call for projects - BPF Facility 2020**

The entities listed below jointly and severally commit themselves as candidate for the above-mentioned call for projects. In case their application is retained, those entities declare to intend to submit a collective detailed proposal that will jointly and severally commit them.

|  |  |
| --- | --- |
| **Entity’s name and address:** | **Signature:** |
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|  |
|  |  |

The lead partner is:

………………………………………………………………………..

Done in ………………..……. on …………………… 2020

Signature of the lead partner

Signature of the other partners (local and, where applicable, associated)