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**BPF 2024-1**

**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](https://bpf.lu/documentation/)” which can be downloaded on the BPF website.

Throughout this application form, the term “**lead partner**” refers to the private company based in Luxembourg or Europe representing the candidate, and which ensures the coordination task.

Public or private partners from the developing countries where the project will be implemented are called “**local partners**”. Other potential partners, private or public, 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** |  |
| **Description of the company activities** | *Please briefly describe the main activities of your company. Max ¼ page.*  *Specify if the company is part of a group.*  *Candidates* *are invited to attach the latest annual report of the company* |
| **Number of staff and male / female distribution** |  |
| **Company creation date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Turnover (EUR) of the company**  *Candidates* *are invited to attach last financial statements of the company* | 2021 | 2022 | 2023 |
|  |  |  |
| **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.*  *For companies with a turnover above EUR 50 million please specify whether the company has undertaken an Responsible Business Conduct analysis (or similar approach).*  *Candidates are invited to attach any additional documentation they deem relevant on the subject (certification, CSR action plan, etc.)*  *In order to receive financial support from the BPF facility, private companies have to comply with certain RBC standards, or be willing to integrate those during implementation. More details on the requirements for RBC can be found under section 4.1 of the practical guide.*  *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) of the associated partner**  *Candidates* *are invited to attach last financial statements of the company* | 2021 | 2022 | 2023 |
|  |  |  |
| **Description of the company activities** | *Please briefly describe the main activities of your company* | | |
| **Number of staff and male / female distribution** |  | | |
| **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* | | |

Each associated partner must complete the table above.

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

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

* 1. Title of the project

|  |
| --- |
| Title of the project in a few words / please specify the SDGs the project is seeking to achieve |

* 1. Project description & its awaited impact(s) (maximum 2 pages)

Social and environmental impact and economic viability are the keys to a successful sustainable partnership. The support provided by the BPF must therefore contribute to the achievement of sustainable development goals such as job creation, green and inclusive growth, or more generally poverty reduction.

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

Please present the expected impact of the project in terms of job creation, technology and/or know-how transfer, impact on the economic development of the target country(ies), environmental and societal impacts including respect for human rights, possibility of project replication, etc.

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

The candidate must specify whether the local partner(s) is (are) already identified at this stage. Candidate must also complete all or part of the table below (one table per partner).

|  |  |  |
| --- | --- | --- |
| **Name of the local partner** |  | |
| **Head Office Address**  No, street, postcode, town |  | |
| **Kind of partner** | Private sector ☐ | Research Institute ☐ |
| Civil society ☐ | Other ☐ |
| Public sector ☐ |  |
| **Description of the activities** | *Please briefly describe the nature of the activities of the local partner* | |
| **Description of the partnership** | *Please briefly describe the state of the partnership* | |
| **Responsible Business Conduct** | *Please briefly describe if and how the local partner integrates 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.* | |

* 1. Project budget

|  |  |
| --- | --- |
| Total indicative project budget (EUR) |  |
| Amount requested through co-financing (indicative) – maximum EUR 200,000 and maximum 50% of the budget |  |

As a reminder, the candidate has to co-finance the project from his 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. The partners’ co-financing should be specifically and directly related to the implementation of the project - e.g. staff time, use of goods, services and facilities, provision and access to equipment, etc. The value of the partner’s co-financing contribution should be tangible and verifiable, based on supporting evidence - time sheets and payroll, invoices or other type of documentation. Staff costs should be based on real salaries.

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 EUR 200,000 over the last two fiscal years and the current fiscal year, all aids combined. Please note that as this ceiling is reduced to EUR 100,000 for companies working in the field of road transport, thus maximum BPF co-financing is limited to EUR 100,000.

In this context, the leader partner and its possible associated partner(s) are required to complete the table below. For more details on “de minimis” aids, please refer to the “practical guide”, chapter 2.3.

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

1. STATEMENT OF GOOD STANDING OF THE LEAD APPLICANT

To the attention of: LuxDev, MAE/023 project

**Object: Call for projects - BPF 2024**

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:

1. is not bankrupt, insolvent, 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;
2. 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;
3. has not been convicted of an offence concerning its professional conduct by a judgment which has the force of res judicata;
4. has not been convicted of an offence concerning environmental crimes and acts against environmental regulations and legislations (regardless of the country) by a judgment which has the force of res judicata;
5. complies with the United Nations Guiding Principles on Business and Human Rights and with the OECD Guiding Principles on Human rights (chapter IV) for itself and the whole value chain of which it is part;
6. 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 or those of the country of the Contracting Authority;
7. has fulfilled its obligations relating to the payment of taxes in accordance with the legal provisions of the country in which it is established or those of the country of the Contracting Authority;
8. 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;
9. 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 in the country of the Contracting Authority and/or any other country;
10. is not prohibited from participating in tenders with other donors or excluded from public procurement in the country of the Contracting Authority and/or any other country;
11. has not been convicted by a final judgement or final administrative decision for behaviour related to a criminal organisation;
12. has not been convicted by a final judgement or final administrative decision for setting up an entity with the intention of evading tax, social security or other legal obligations applicable under the legal provisions of the country where it is established or those of the country of the Contracting Authority;
13. is in compliance with the regulations on the “de minimis” aid;
14. and declares to have read and to accept all the conditions of the BPF, especially the co-financing for a minimum of 50% through the own funds of the partners in the project.

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

Done in ………………..……. on ………………………… 2024  
  
**Signature and stamp**

**NB :** If the signatory of this statement of good standing is in any of the above-mentioned situations of exclusion, he must indicate the corrective measures he has taken to rectify them in order to demonstrate his reliability. A case-by-case analysis will be carried out by the evaluation committee to determine whether it is legitimate to continue the procedure with this **applicant.**

1. JOINT COMMITMENT OF THE CANDIDATE

**Object: Call for projects - BPF 2024**

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** | **Role in the project** | **Signature** |
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Done in ………………..……. on …………………… 2024