

## CONCEPT NOTE APPLICATION GUIDELINE

This template is designed to assist applicants in preparing the text and figures they need ahead of completing the on-line application form. Concept notes will only be accepted via the application platform.

Applicants are required to provide the all the information below, failure to which the application will be deemed nonresponsive.

Core Information – Minimum Qualification Criteria (Please tick)	
Minimum 50% Zambian citizen-owned business. Preference will be given to companies with shareholding participation of citizens of the European Union	
Is the business compliant with all national and local laws and regulations; including meeting all obligations relating to the payment of taxes and social security contribution and relevant health and safety and environmental standards?	
Can the business co-fund at least 50% of the project cost for the activities proposed in the Concept Note through its own funds or credit access?	
Has the business turnover from commercial activity been at least EUR 350,000 in each of the last 3 years?	
Does the business have 3 years financial records with audited financial statements for at least 2 of the last 3 years?	

Tab 1: Business Details (Please tick and attach the required documentation)						
A. Applicant						
Business Name						
Type of Registration	Year of Registration		ZRA PIN Number		ZRA Tax Compliance Certificate	
Business Registration No.*	NAPSA Compliance Certificate		NHIMA Certificate		Workers' Compensation Certificate	
Physical Address/Office Location						
Email Address		Phone (include country code)				
Website						

Contact Person	Name		
	Email Address		
	Phone Number		
Sector		Primary position in the value chain	
Years of Business Operation		Market/prospective market demand for products and services	

### Tab 2: Business Related Information

#### a) Business Description

i) core activities, products and services, innovations, market demand, growth pattern, supplier management

#### b) Business Ownership

#### c). Management Governance Structure

#### d) Financial History ;

- Describe the turnover trend line for the last three years;
- Provide the names of organizations you received financial support from, and the time and amount received;
- If you have external loan/s name the source, amount outstanding and repayment period;
- Describe your largest CAPEX expenditure of the past 3 years;
- Describe changes in equity, if any;
- Have you ever applied for grant funding before? If so, please provide details regarding sponsor, amount and the expected/realized results of the project.

#### e). Who is your current auditor?

Name	ZICA Certificate Number	No of years with the Auditor

### Section 3: Project Description

#### The Opportunity for growth and scalability

In a maximum of 400 words

#### a) Proposed solutions and key Project Activities

In a maximum of 400 words describe key project activities and expected achievements.

#### b) Market Segmentation

In a maximum of 300 words

#### c) Contribution to business Growth

How will the project (GREENTech4CE) will contribute to your business growth (maximum 200 words)

d) Degree of circularity is key for the GREENTech4CE Project, whether for new innovation or products/services or process in order to address the objectives and challenges to implement or transitioning to green, circular economy. Will your proposed project address these challenges? If yes, please explain why and how summarising associated activities? (maximum 250 words)

e). Projected/ expected annual project turnover and projected earnings before interest tax depreciation and amortization with financial support in Euros

### Section 4: Social Impact

a) In not more than 400 words describe how the project will integrate small value chain actors such as aggregators, suppliers into your value chain.

b) How are you creating sustainable jobs;

- For Women
- For the Youth

### Section 5 Supporting a Green Economy

a). How will your business promote innovation and scale of green, circular and digital economy practices and models?

Describe in 200 words

### Section 6: Sustainability, Replicability and Additionality

#### d) Sustainability and replicability

In a maximum of 400 words describe how your company plans to ensure project sustainability and replicability after the project period .

Sustainability:

Replicability:

e.) **Additionality** (In not more than 200 words, would your project proceed and be sustainable without GREENTech4CE Fund financial support?)



The following terms and conditions will be part of the initial application process and will need to be agreed to when applicants submit their concept notes.

### Terms & Conditions

1. The call for project full proposals is not and shall not constitute an award commitment on the part of the GREENTech4CE Project.
2. All awards will be subject to the GREENTech4CE Project terms and conditions and are entirely contingent on the availability of funding.
3. Self Help Africa reserves the right to accept or reject any project full project or cancel the solicitation process at any time and shall have no liability to the proposing organisations submitting the project concept notes for such rejection or cancellation of the request for concept notes.
4. All information provided by Self Help Africa in this call is offered in good faith. Individual items are subject to change at any time without notice to applicants. Self Help Africa shall not be responsible for any use of the information submitted by applicants or for any claims asserted therefrom.
5. Self Help Africa is a corruption and fraud free organization and any attempt to solicit for information/support contrary to the call guideline during concept note submission process will lead to direct rejection.
6. Any conflicts of interest (including any family relations to staff of the fund manager, the funders or other parties with prior information regarding the call) arising from the submission of a proposal must be fully disclosed to the fund manager in the application.
7. Self Help Africa has no obligation to provide individual response to any questions raised by the applicant in the process of submitting this project concept note. We will publish all the responses on <https://selfhelpafrica.org/greentech4ce> and it's upon the applicant to regularly check for response to his/her questions.
8. Self Help Africa will keep the applicant's data in accordance with the EU General data protection and regulation. This data will be retained for a period of 5 years beyond the financial support period unless the applicant requests to have their data removed from our systems, in which case we will respond to the request in full within 24 hours.
9. Company information such as email address, phone numbers, business registration, PIN Number and physical address shall remain private and will be used for purposes of evaluating investment opportunities, including pre-award assessments, anti-terrorist and sanctions checks etc., under the fund and other related services. Any other use of this information will not be without direct authority from the applicant.
10. Self Help Africa guarantees Intellectual Property right and will not use contents of this concept note in a manner that infringes, violates or misappropriates the applicant's intellectual property rights or other proprietary rights.
11. The applicants shall meet their own costs in submitting the project concept notes.

12. You certify that all information provided as part of this application is true and correct to the best of your knowledge and belief. You also agree that Self Help Africa is within her right to suspend the application in case of provision of untrue or incomplete information by the applicant.

I have read and agree to the Terms & Conditions

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