**Concept Notes**

**6th Call for Concept Note - Open from 9th November to 5th December 2022**

\*Required

**1. Information of the Proposed Enterprise**

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| **Owner Information** *(Information should be in line with the license)* | |
| **1.1 Name of Company (or) Business\*** |  |
| **1.2 Name of the Owner\*** |  |
| **1.3 Gender\*** | Male  Female |
| * 1. **Mobile Phone Contact\*** |  |
| **1.5 Email** |  |

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| **Enterprise Information** | | |
| * 1. **Address of the Company (or) Business\***   *(It might be different from project location address in 3.1)* |  | |
| **1.7 Date of Establishing the Company (or)**  **Business\*** |  | |
| **1.8 Company Registration Number** |  | |
| **1.9 Do you need specific license to implement**  **the project idea? If yes, please mention**  **specifically.** |  | |
| **1.10 Link to Facebook Page (Business)** |  | |
| **1.11 URL of the Website (Business)** |  | |
| **1.12 Number of employees\*** | Permanent | Temporary |
|  |  |
| **1.13 Total paid-up Capital in MMK \*** |  | |
| **1.14 Revenue/Turnover in MMK for the last**  **financial year\*** |  | |
| **1.15 Current Loans from Banks/private sources in MMK\***  **(if no, please input “0”)** |  | |
| **1.16 Have you associated with any military organization? \***  *(Have any of your owners, directors, or any of your sister enterprises been associated with any enterprise financed directly or indirectly by Myanmar military?)*  Yes  No | | |

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| **1.17 Products or Services your company is currently producing or planning to produce\*** | |
| Products |  |
| Markets / Country |  |
| **1.18 Current Major Areas of Business\***  *(Please name the businesses that contribute to over 70% of the turnover for the last year)* |  |
| **1.19 History / Development of the Company (or) Business\***  *(Please describe briefly the achievements of the past and vision of the future)* | |
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**2. Experience with RBF**

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| **2.1 Have you ever applied for grant support from RBF Myanmar? \***  Yes  No |
| **2.2 Have you received grant support from RBF Myanmar? \***  *(Board of RBF prioritizes support for SMEs that have not received grants earlier from RBF.)*  Yes  No |

**3. Information about the Proposed Project**

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| **3.1 Project Location\*** *(detail address)* | | |
| Kachin  Kayah  Kayin  Chin  Rakhine | Shan  Mon  Nay Pyi Taw  Yangon  Mandalay | Ayeyarwaddy  Bago  Sagaing  Magway  Tanintharyi |
| **Township Name\*** |  | |
| **Detail Address\*** |  | |

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| **3.2 Describe the Project Idea for which you would like to seek support from RBF \***  *(Please indicate your project idea. How does this develop? What is your existing machine/equipment/method that you are currently using at your factory? How does your project idea align with RBF Area of Support? Please also indicate if the proposed Project Idea has ever been tried by others in your Locality / District / Province / State. If you are approaching any other Donor /Agency for Grant/Technical Assistance for the proposed project, please present the details. This information will be used to examine the synergies rather than for disqualification.)* |
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| **3.3 What are the reasons for not being able to implement the above-mentioned Project**  **Idea till now on your own without external assistance?** \*  *(Please present the constraints such as finances, availability of technology / equipment / service provider, quality, costs etc.)* |
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| **3.4 Present an estimate of the investment in USD and MMK needed to implement the above**  **described Project Idea \***  *(It would help if you can provide a detailed break-up of the proposed investment.)* | | | | |
| Proposed Machinery Name and Specification | Supplier Name and Contact | Import from - Country | Approximate Cost (USD) | Approximate Cost (MMK) |
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| **Total Project Cost (in USD and MMK)** | | |  |  |
| **Please describe the estimated KWh of the proposed solar system.**  *(For SMEs applying solar project only)* | | |  | |

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| **3.5 Please present the breakup of financing the proposed project \*** |
| Own Money  Private Borrowing  Bank Loans  Others (Please specify.)  ………………………………. |

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| **3.6 Describe the non-financial / non-quantifiable benefits of the proposed Project Idea \***  *(Please indicate the potential benefits for the Company (or) Business, Employees, Environment, Local Community etc., though they are not easily quantifiable at this stage)* |
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| **3.7 Within how many months from the conclusion of the Grant Agreement, would**  **you be able to implement this new Project Idea**? \*  *(Choose only one of the following options)* |
| 1-3 Months  4-6 Months |

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| **3.8 Do you have any Service Provider?** \* |
| No  Yes (Please specify the Name of the Service Provider)  ………………………………. |

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| **3.9 Contact Person Information for the Proposed Project** | |
| **Contact Person Name\*** |  |
| **Title / Position in Organization\*** |  |
| **Mobile Phone Contact\*** |  |
| **Email\***  *(Please be sure to fill in correctly, as RBF will send a notification email to this email address within 24 hours of your submission.)* |  |

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| This is to confirm that all the above information is true and provided by me, the owner of the SME. | |
| Signature |  |
| Name of the Owner / Managing Director |  |
| Date |  |

**Required Attachments for RBF to accept the submission of Concept Note:**

Scan/ photocopies are acceptable at this stage, though the originals need to be verified by RBF later, if the project moves into stage of being approved for Grant Support.

Required attachments are as follow:

1. Business / Company Registration\*
2. Documentary evidence to prove that the Applicant is an SME, with either 600 employees or less or a Paid-up capital that is less than 1,000,000,000 Myanmar Kyat
3. Quotation (Two Quotation from different suppliers)
4. Audit Report (for 2022)
5. Before Project Photos\*

**Submission Instructions**

* Please submit your Concept Notes through the following **Online Kobo Link**:

<https://ee.kobotoolbox.org/x/pm2GK8NG>

Please note that once you made a successful submission you will be receiving **a notification email** from RBF Myanmar within 24 hours.

* We suggest you to **first fill in the word Concept Notes template**, and later **copy to the Kobo Link**.
* If you need any assistance in submitting your concept notes to RBF Myanmar, kindly review the demonstration video of **How to Fill Concept Note and Kobo Form Guide** in the link below.

<https://drive.google.com/drive/folders/13ABUpezhHsXDghG3mkRZswEFI2_s7Uix>

Any queries regarding RBF support can be addressed to mobile phone numbers: 09-250284175 or 09-794275505 or 09-456876613.