**Responsible Business Fund Plus (RBF+)**

**Concept Note**

**Window 1 and 2 (From Area 1 to 7)**

**1st Call for Concept Note - Open from 14th August to 4th September 2024**

\* Required

**1. Information of the Proposed Enterprise**

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

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| **Enterprise Information** | | |
| * 1. **Address of the Company (or) Business\***   *(Different address from project location in 3.3 is acceptable)* |  | |
| **1.7 Date of Establishing the Company (or)**  **Business\*** |  | |
| * 1. **Registration Number of the Company (or) Business \*** |  | |
| **1.9 Link to Social Media Platform of the Company (or) Business** |  | |
| **1.10 URL of the Website of the Company (or) Business** |  | |
| **1.11 Number of employees \*** | **Permanent** | **Temporary** |
|  |  |
| **1.12 Total paid-up Capital in MMK \*** |  | |
| **1.13 Revenue/Turnover in MMK for the last**  **financial year \*** |  | |
| **1.14 Current Loans from Banks/ private sources in MMK\*** | No  Yes (Please specify the amount)  ………………………………………………… | |

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| **1.15 Your company (or) business’s Products (or) Services** | |
| **1.15 (a) Products (or) Services \*** |  |
| **1.15 (b) Markets (Domestic/ International) \*** |  |
| **1.15 (c) Current Major Areas of Company (or) Business \***  *(Please mention the Products (or) Services that contribute to over 70% of your company (or) business’s turnover in 2023)* |  |

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| **1.16 History / Development of the Company (or) Business \***  *(Please describe briefly the current activities, achievements of the past and vision of the future)* |
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| **1.17** **How many Agri-food producers does your company (or) business currently work with? \*** | |
| **With Contract Farming System** |  |
| **Without Contract Farming System** |  |

**2. Previous experience with RBF Myanmar**

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| **2.1 Have you ever applied for grant support from RBF Myanmar? \*** |
| Yes  No **(If no, skip to question no. 3.1)** |

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| **2.2 Have you received grant support from RBF Myanmar? \*** |
| Yes  No |

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| **2.3 If yes, select the area under which you received grant support? \*** |
| Energy Efficiency & Renewable Energy  Water Efficiency  Waste Treatment & Recycling  Occupational Safety & Health (OSH)  Food Safety  Managerial & Supervisory Skills  Practical & Technical Skills |

**3. Information about the Proposed Project**

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| **3.1 Select the area under which you would like to seek grant support from RBF+. \*** |
| **(Select one answer)**  Modern Inputs and Technologies for Farmers  Technology Localization for Agrifood MSMEs  Energy Efficiency & Renewable Energy  Water Efficiency  Waste Treatment & Recycling  Occupational Safety & Health (OSH)  Food Safety & Value- added Production |

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| **3.2 Do you need specific license to implement the proposed project idea? \*** |
| No  Yes (Please specify)  ……………………………….……………………………….……………………………….…. |

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| **3.3 Project Location \*** | | |
| 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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| **3.4 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 equipment/technology/method that you are currently using at your business? How does your project idea align with RBF+ Area of Support?)* |
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| **3.5 How many estimated employment opportunities could the proposed Project Idea create? \*** | | |
| **Employment Opportunities** | **Male** | **Female** |
| **Direct** |  |  |
| **Indirect** |  |  |

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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 Environment and Local Community)* |
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| **3.7 What are the reasons for not being able to implement the above-mentioned Project**  **Idea until 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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| **3.8 If you are approaching any other Donor /Agency for Grant Assistance for the proposed idea, please present the details. \*** |
| No  Yes (Please specify the details including the name of the Donor / Agency)  ………………………………. |

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| **3.9 Present an estimate of the investment in USD and MMK needed to implement the**  **proposed Project Idea \***  *(It would help if you could provide a detailed breakdown of the proposed investment.)* | | | | |
| **Specification of Proposed Machinery (or) Technology (or) Service** | **Supplier Name and Contact** | **Import from Country** | **Approximate Cost (USD)** | **Approximate Cost (MMK)** |
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| **Total Project Cost** | | |  |  |

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| **3.10 Describe your plan for financing the proposed project \*** |
| Own Money  Private Borrowing  Bank Loans  Others (Please specify.)  ………………………………. |

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| **3.11 Present an estimate of the pay-back period of the above-mentioned investment \*** Guesstimates that may not be substantiated by detailed financial feasibility studies are acceptable at this stage) |
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| **3.12 Describe the implementation time frame for the proposed project immediately after the conclusion of the Grant Agreement** \* |
| **(Select one answer)**  1-3 Months  4-6 Months  7-9 Months  10-12 Months |

**4. Contact Person for the proposed project**

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| **4.1 Do you have any Consultant/ Service Provider?** \* |
| No  Yes (Please specify the Name of the Consultant/ Service Provider)  ………………………………. |

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| **4.2 Contact Person Information for the Proposed Project** | |
| **Name \*** |  |
| **Title / Position \*** |  |
| **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.)* |  |

I hereby confirm that all the information listed above is accurate and provided by me, the owner of the Enterprise.

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| Signature |  |
| Name of the Owner / Managing Director |  |
| Date |  |

**Required Attachments to submit the Concept Note to RBF+**

Scans and photocopies are acceptable at this stage, though the originals need to be verified by the RBF+ Secretariat later if the project moves into the stage of being approved for grant support.

Required attachments are as follows:

1. Company (or) Business (or) Association Registration \*
2. Documentary evidence to prove that the Applicant is an MSME, with either 300 employees or less or a Paid-up capital that is less than 720,000 USD \*
3. Quotation (Two Quotations from different suppliers) \*
4. Financial Statement (for 2023)
5. Before Project Photos \*

**Submission Instructions**

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

<https://ee-eu.kobotoolbox.org/x/HKyixfku>

Please note that once you make a successful submission, you will receive **a notification email** from RBF+ within 24 hours.

* We suggest you to **first fill in the information in Word template** **of Concept Note** and later **copy and fill in the Kobo Link**.
* If you encounter any difficulties completing the form, please watch the instructional video provided below.

<https://drive.google.com/file/d/1OtOb9vjfdZ6SuRTt3K604R4qf_F92i2T/view?usp=sharing>

Any queries regarding RBF+ support can be addressed to mobile phone numbers:

09-456876613, 09-263702397, 09-757700697, 09-5032680