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

**Concept Note**

**Window 3 (Area 9)**

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

\* Required

**1. Information of the Lead Applicant (Association or Company)**

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

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| **Association or Company Information** | | |
| * 1. **Address of the Association (or) Company \*** |  | |
| * 1. **Date of Establishing of the Association (or) Company \*** |  | |
| * 1. **Registration Number of the Association (or) Company \*** |  | |
| **1.9 Link to Social Media Platform of the Association (or) Company** |  | |
| **1.10 URL of the Website of the Business Association (or) Company** |  | |
| **1.11 Are you applying as a Business Association or Company? \*** | ☐ Business Association  ☐ Company | |
| **1.12 Number of employees \*** | **Permanent** | **Temporary** |
|  |  |
| **1.13 Number of members \***  *(If none, please input “0”)* |  | |

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| **1.14 History / Development of the Association or Company \***  (Please describe briefly the current activities, achievements of the past and vision of the future) |
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**2. Information of the Participant Companies**

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| **2.1 Please download the provided link below and complete the attached participant information form. \*** |
| link |

**3. Information about the Proposed Workshop or Training Program**

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| **3.1 Select the area under which you would like to seek grant support from RBF+. \*** |
| Knowledge Sharing for Farmers & Agrifood MSMEs (Market Requirements & Standards) |

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| **Training Information** | | |
| **3.2 Trainer / Facilitator Name \*** |  | |
| **3.3 Background of Trainer / Facilitator \*** | | |
|  | | |
| **3.4 Sector / Area of Specialization / Training Topic \*** |  | |
| **3.5 Training Period \*** | **Starting Date** | **Ending Date** |
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| **3.6 Training Objective \*** |
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| **3.7 Describe the workshop (or) training program idea for which you would like to seek support from RBF+ \***  (Please indicate your training program. How will this program be developed? How are you currently sharing business-related knowledge with your employees and collaborators? How does your training program align with RBF+ Area of Support? New knowledge related to market access, market requirements, market standards, etc.) |
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| **3.8 Describe the estimated increase in the total sales value of all the participant companies in the market that could be generated by the proposed workshop or training program. \*** |
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| **3.9 How many estimated employment opportunities could the proposed Project Idea create? \*** | | |
| **Employment Opportunities** | **Male** | **Female** |
| **Direct** |  |  |
| **Indirect** |  |  |

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| **3.10 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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| **3.11 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, limited knowledge of market requirements & standards, lack of information, etc.)* |
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| **3.12 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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| **3.13 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.)* | | |
| **Description** | **Approximate Cost (USD)** | **Approximate Cost (MMK)** |
| Training Fees (including training venue, training materials, etc) |  |  |
| Trainer Expenses (Travel Expenses / Accommodation) |  |  |
| Technical Assistance - Preparation for Certification |  |  |
| Certification |  |  |
| Other Cost (Please Specify) |  |  |
| **Total Project Cost** |  |  |

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| **3.14 Describe your plan for financing the proposed project \*** |
| Own Money  Contribution by association  Others (Please specify.)  ………………………………. |

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| **3.15 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 lead applicant.

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| Signature |  |
| Name |  |
| 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. Association (or) CompanyRegistration \*
2. Documentary evidence to prove that the Applicant associates are MSMEs, 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/1bmE1lPww4_1v-ROKmMuUR6Z0TN1vtm_P/view?usp=sharing>

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

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