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

**Full Project Proposal**

**Window 3 (Area 8)**

**1st Call for Project Proposal**

**Open from 27th September to 21st October 2024**

\* Required

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| **Information of the Proposed Business Association** | |
| **Concept Note Reference Number \***  *(Concept Note Reference Number can be found in the reply letter.)* |  |
| **Name of the Business Association \*** |  |
| **Name of the Chairperson \*** |  |
| **Mobile Phone Contact \*** |  |
| **Email of the Chairperson** |  |

**5. Detailed Information of the Proposed Project**

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| **5.1 Within your proposed RBF+’s Area of Support, is there any modification/ update to the original of the Concept Note? If yes, please explain in detail. \*** |
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| **5.2 In the approval letter, RBF+ mentioned the conditions that are required to address Business Association in the proposal stage; please explain in detail your actions taken on these given conditions. \*** |
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| **5.3 Detailed Description of Potential Benefits to Farmers/ Primary Producers from the Proposed Trade Fair \***  *Please provide a comprehensive explanation of the potential advantages that farmers and primary producers might experience as a result of the proposed project to RBF+.* |
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| **5.4 Please present the risks of the proposed project while implementing. \***  *(E.g., Financial risk, market risk, implementation risk, logistics risk, etc.)* |
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| **5.5 Please mention your detailed plans to overcome the above-mentioned risks to implement the project successfully. \*** |
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| **5.6 Provide the detailed list of the MSMEs that have committed to attend the trade fair. \***  *(At least 5 MSMEs will be required to attend in accordance with the eligibility criteria. Attendance of women in the trade fair is strongly encouraged.)* |
| Excel File Upload |

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| **5.7 Describe your preparation plan to achieve your estimated reach of potential clients and potential sales from the proposed trade fair. \***  *(E.g., Product display, booth decoration, approaching plan to potential clients, etc.)* |
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**6. Project Implementation Plan**

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| **6.1 Implementation Plan \***  *(Detail a work plan with the timeline from the start of the project till the end of the project. The template should include supplier timeline, equipment purchases and a monitoring plan etc. After signing off the grant agreement with RBF+, the project will need to start within four weeks.)* |
| Please fill in the proposal Annex 1 (Work Plan) and attach it with the Full Proposal. |

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| **6.2 Implementation Timeline \*** | | | |
| **Full Proposal Submission Date** | **Project Start Date (Date of First Payment to Supplier)** | **Start Date of Trade Fair** | **End Date of Trade Fair** |
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| **6.3 Resources \***  *(Please describe the team that will involve and take responsibility in implementing the proposed project.)* | | | |
| **Responsibility** | **Name** | **Position** | **Contact**  **(Mobile Phone)** |
| Project Management |  |  |  |
| Quality Assurance |  |  |  |
| M&E Data Reporting |  |  |  |
| Financial Payment |  |  |  |

**7. Benefits of the Proposed Project**

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| **7.1 Please describe the potential market and sale increase due to the proposed project. \***  *(E.g., Potential new market access and estimated increase in sale volume and amount, etc.)* |
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**8. Quality Assurance of Your Suppliers**

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| **8.1 Supplier \***  **Name of Supplier: XXXXXX**  *(E.g., Background of Supplier in brief, project experiences and results delivered.*  *Attach profile and reference list of Supplier Quotations with the break-up of the various items are required to be provided.)* |
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| Please attach the Supplier Quotation with Cost Breakdown and Trade Fair Details. |
| Please attach the Supplier Profiles, Projects Reference List of Suppliers if you have. |

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| **8.2 What factors influenced your decision to choose that supplier? How did you ensure the cost, quality, and reliability of that supplier? \*** |
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**9. Budget Plan**

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| **9.1 Budget (Amount in USD and MMK) \***  Under the budget template, please identify the expenses under the respective title that will be incurred before and during the project. **The cost defined under the sheet will be fixed, and there will be no variation.** | | | |
| **No** | **Description** | **Approximate Cost (USD)** | **Approximate Cost (MMK)** |
| 1 | Booth Rental |  |  |
| 2 | Travel |  |  |
| 3 | Accommodation |  |  |
| 4 | Marketing Materials (Brochures, Banners, etc.) |  |  |
| 5 | Logistics Cost |  |  |
| 6 | Other Costs (Specify Details in Quotations) |  |  |
| **Total Project Cost \*** | |  |  |

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| --- | --- | --- |
| **Cost not Supported by RBF+** | | |
| **No** | **Particular** | **Approximate Cost (MMK)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| **Total Cost \*** | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **9.2 Budget Requirement (Amount in USD and MMK) \*** | | | | |
| **Total Budget**  **(USD)** | **MSME Contribution** | | **RBF+ Contribution** | |
| **Amount (USD)** | **%** | **Amount (USD)** | **%** |
|  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Total Budget**  **(MMK)** | **MSME Contribution** | | **RBF+ Contribution** | |
| **Amount (MMK)** | **%** | **Amount (MMK)** | **%** |
|  |  |  |  |  |

**Commitment (Please check the box.)**

This is to confirm that the data presented in the above application form is correct. The association agrees to proceed with the implementation plan according to the application form after signing off the grant agreement with RBF+ within four weeks. The association also commits:

﻿To pay MSME contribution upfront as an initial payment to Supplier.

To start implementation of the project within one month from the date of grant agreement signed off.

To provide Data to RBF+ in a timely manner and project completion report.

To share learning experiences with other businesses during and after the project is completed.

To comply with responsible business code of conduct principles.

**10. Contact Person for the Proposed Project**

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| **10.1 Do you have any Consultant/ Service Provider?** \* |
| No  Yes (Please specify the Name of the Consultant/ Service Provider.)  ………………………………. |

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| **10.2 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.)* |  |

We declare this Application to be binding and free of errors or omissions. Once submitted, we no longer have the option to edit the proposal or implementation by ourselves without the written consent of the RBF+ Management Unit.

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| --- | --- |
| This is to confirm that all the above information is true and provided by me, the chairperson of the association. | |
| Signature |  |
| Name of the Chairperson |  |
| Date of Submission |  |
| Association Stamp / Seal |  |
| Phone Number |  |
| Email |  |

**Required Attachments for RBF+ to accept the submission of Full Proposal:**

1. Annex 1 (Work Plan) \*
2. Annex 2 (General Indicators and Calculation) \*
3. Acknowledgement Letter with the Applicant’s Signature \*
4. Signed Service Provider Agreement between the Association and Consultant/ Service Provider
5. Need Assessment Report by Service Provider if you have
6. Evidence of the latest Financial Statement \*
7. Valid Business/ Company Registration of the Participant MSMEs (if it was not submitted in the Concept Notes Stage)

**Submission Instructions**

* Please submit your Full Proposal through the following **Online Kobo Link**: ﻿https://ee-eu.kobotoolbox.org/x/dNBpnQ9a
* Please note that once you make a successful submission, you will receive **a notification email** from RBF+ within 24 hours.
* We suggest you **first fill in the word Full Proposal template** and later **copy it to the Kobo Link**.
* Download our full proposal document at the following link: [Full Proposal Documents\_Area 8](https://drive.google.com/drive/folders/1p2MbLUtbNY9f6W9t_uCh7ExmYh-6kAZn?usp=sharing)

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

09-774212405, 09-5032680, 09-757700697.