

HORTINVEST PROJECT

Kindly complete this concept note form by answering the questions below. Further instructions are provided below. The total amount of pages to be submitted to HortInvest must not exceed 11 pages (including the signature page). Failure to comply will result in automatic disqualification:

A. GENERAL PROJECT INFORMATION

General project information			
Applicant organisation			
Type of organisation			
Name of contact person			
Email address of contact person			
Phone number of contact person			
Brief description of the main activities of the applicant organisation:			
Project name			
Districts of implementation			
Crop(s) targeted			
Project partner(s)			
Project duration			
Estimated starting date		Estimated end date	
Project budget			
Total private contribution (The amount your company/cooperative will invest)			
Total public/other contribution:			
Total requested from HortInvest IIF fund			
Key focus areas (please tick applicable boxes)	<input type="checkbox"/> Smallholder/cooperative inclusion (Organization of farmers, capacity building) <input type="checkbox"/> Business scoping (feasibility, market outreach, business plan and development) <input type="checkbox"/> Strengthen SMEs operations (agronomy, AQ, Sales, Marketing, book keeping) <input type="checkbox"/> Improvements (logistic, pack house, packaging, buildings, purchase of machinery) <input type="checkbox"/> Capex, working capital (new pack house, vehicles, machinery) <input type="checkbox"/> Enabling environment (globalgap, social compliance, nursery, packaging etc)		

¹ Time spent in service of the project.

Project summary

B. PROJECT DESCRIPTION

Please answer the questions below to describe what your company, cooperative or consortium wants to do and how it will make a positive long-term change. Formulate this in both qualitative and quantitative terms, and be as SMART (Specific, Measurable, Achievable, Realistic, and Time-bound) and brief as possible.

1. Context of the project

2. Description of the main issue

3. Project objectives

4. General project approach

5. Joint capacity of the project partners

6. Scaling up or trying a new approach? *<explain if your proposal should be considered as a project that will scale up a proven concept, or if it is aimed at testing or implementing a new or innovative approach. Tick the relevant box and answer the relevant follow-up questions.>*

Scaling up a proven concept

New or innovative approach

7. Business case and benefits *<Please provide insight into the different key stakeholders motivation to participate in this project. What are the expected benefits for them? What is the business case for farmers, the project partners and broader supply chain partners, both during project implementation and in the long term?>*

	Benefits	Costs
Farmer level		
Exporter/packer/processor level		
International buyer level		

8. Market

9. Gender and youth

10. Impact of the project beyond its direct scope

11. Monitoring and reporting

12. Exit strategy

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CONCEPT NOTE FOR CO-FUNDING WITH PRIVATE COMPANIES/COOPERATIVES > AUGUST 2018

C. PROJECT ACTIVITIES, RESULTS AND COSTS.

In the following table, please describe for each of the project's objectives (as described under question B3) what key activities you will develop and the target you want to reach or the result you expect to achieve at the end of the project. Include an estimate of the budget required to carry out each activity. You may include multiple activities per project objective.

<i>Project objective (please copy the objectives described under question B3)</i>	<i>Activities to be developed</i>	<i>Target to be reached / Result expected at the end of the project</i>	<i>Estimated budget required (in euro)</i>	<i>Estimated own contribution (in euro)</i>	<i>Estimated HortInvest co-investment required (in euro)</i>
Objective 1:	1.1.		€	€	€
	1.2.		€	€	€
	1.3.		€	€	€
Objective 2:	2.1.		€	€	€
	2.2.		€	€	€
	2.3.		€	€	€
Objective 3:	3.1.		€	€	€
	3.2.		€	€	€
	3.3.		€	€	€
Objective 4:	4.1.		€	€	€
	4.2.		€	€	€
	4.3.		€	€	€
Total estimated costs:			€	€	€

D. RELATED COMPANY/COOPERATIVE ACTIVITIES, AMBITIONS AND CONTRIBUTION REQUEST

1. Existing or similar projects

2. Other support.

3. Link to company/cooperative ambitions and sustainability strategy

E. PARTNERS AND PARTNERSHIPS

Please use the below table to describe the experience and responsibilities of the project applicant and each of the project partners. You can present multiple partners by copying the table for project partners. Partners can be other industry players, supply chain partners, NGOs or government agencies.

Project Applicant	
Name and location	
Type of organisation	
Relevant experience & capacity of the organization	
Main responsibilities in the project	

Project Partner	
Name and location	
Type of organisation	
Relevant experience & capacity of the organization	
Main responsibilities in the project	

F. SIGNATURE OF APPLICANT

On behalf of my company, cooperative, consortium or organization, I hereby request the HortInvest project to consider this concept note submission for co-funding. I accept that review and approval of this concept note does not guarantee any financial contribution from the HortInvest project. If this concept note is approved, I accept the requirements of submitting a full proposal within the designated timeframe

Organisation: _____

Date: _____

Name of authorised person: _____

Signature: