**GRANT REQUEST FORM**

**ANNEX A**   
**(Call for Proposals Rules)**

Call for proposals reference: Iraqi Women Economic Empowerment (IWEE)

Submission deadline:20/01/2025 at 12:00 noon Paris Time

**PART 1 - INFORMATION**

**Presentation of the project leader and partners**

Must not exceed **8 pages**

The form must be completed using the Calibri typeface, size 11

(Text in italics to be deleted)

## The project leader organization (main bidder)

*Please complete the following tables:*

|  |  |  |
| --- | --- | --- |
| Project name |  | |
| Project locations | *<Specify the countries, regions, areas or towns/cities that will benefit from the project>* | |
| Applicant’s name |  | |
| Applicant’s nationality |  | |
| Legal status |  | |
| Partners  Add as many lines as partners. | *<Name, nationality>* | |
| Total eligible costs of the project (A) | Amount requested from Expertise France (B) | % of total eligible costs of the project (B/Ax100) |
| EUR……….. | EUR……….. | % |
| In the event of co-financing by another Donor – state the name of the Donor |  | |
| Has the co-financing been confirmed? |  | |
| Total duration of the project | *<months>* | |
| Applicant’s annual budget  (for the last completed financial year) |  | |
| Relevant contact details for the project[[1]](#footnote-1): | | |
| Postal address: |  | |
| Phone number: |  | |
| Contact person for the project: |  | |
| E-mail address of the contact person: |  | |

Expertise France undertakes to comply with applicable regulations on the processing of personal data, notably Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, applicable from 25 May 2018.

All personal data will only be processed for the purposes of analyzing grant application files and may also be transferred to bodies performing a supervisory or inspection role in accordance with EU or French law. Applicants enjoy the right to access their personal data in addition to the right to have said data rectified. Any questions from applicants concerning the processing of their personal data should be forwarded to Expertise France. They may at any time refer their concerns to the European Data Protection Supervisor or to CNIL (*Commission nationale de l’informatique et des libertés*).

Expertise France undertakes to maintain the confidentiality of the proposals it receives and to ensure that they are securely stored.

**PART 2 - EVALUATION OF CONCEPT NOTES**

## 1 INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE

Please note that, in the case of a limited call for proposals, only the concept note must be submitted for the first phase (not the full application).

There is no specific format for the concept note, but the lead applicant must ensure that the text:

* Includes page 1 of this document, duly completed, and submitted as the cover page of the concept note.
* Includes the project summary table (with no limit on size).
* Includes the description of the project (maximum 2 pages) and the relevance of the project (maximum 3 pages), in A4 format with 2cm margins, written in Calibri 11 single-spaced typeface.
* Provides the information requested in the following sections, in the order requested and in proportion to the relative importance (see corresponding notes in the scoring table provided in the Call for Proposals Rules).
* Provides complete information (given that the evaluation will solely be based on the information provided).
* Is written as clearly as possible in order to facilitate evaluation.

### 

### 1.1 Project summary

Please complete the following table.

|  |  |
| --- | --- |
| Project name |  |
| Lot:  Tick the box corresponding to the lot for which you are submitting an application | * Lot 1) to support the creation of micro-enterprises founded by women (ideation/creation/pre-seed stage), * Lot 2) to support existing businesses founded and managed by women looking to develop their economic activities (pre-acceleration/acceleration stage). * Lot 3) to support both micro-enterprises founded by women and existing businesses founded and managed by women. |
| Project locations – state the governorate(s) that will benefit from the project |  |
| Total duration of the project (months) |  |
| Contribution requested from Expertise France (amount) | [<EUR] |
| Contribution requested from Expertise France as a percentage of the total amount of the project’s eligible costs (approximate)[[2]](#footnote-2) | % |
| Approximate budget total | <EUR> |
| Objectives of the project | <Global objective (impact)>  <Specific objectives (direct effects)> |
| Target groups[[3]](#footnote-3) |  |
| End beneficiaries[[4]](#footnote-4) |  |
| Anticipated impact |  |
| Main activities |  |

### 1.2 Description of the project (maximum 2 pages)

*Please provide all the following information:*

*Explain the context in which the project is being planned, notably the national/regional context (including the main challenges) with regards to the state of the economy, business, women entrepreneurship... State any specific analysis/study that has been conducted to support the project concept.*

*Explain the objectives of the project as stated in the table in Section 1.1.*

*Describe the main stakeholder groups, their attitude to the project and any consultations that have taken place.*

*Briefly set out the intervention rationale on which the project is based, stating the anticipated results, direct effects and impact and explaining the main risks and assumptions relating to implementation.*

*Briefly present the types of activities being proposed, describing the links/relationships between activity groups.*

*Explain how the project will incorporate relevant transversal issues such as the promotion of human rights[[5]](#footnote-5), democracy, good governance, support for youth, the rights of children and indigenous people, environmental sustainability[[6]](#footnote-6) and the fight against HIV/AIDS (in the event of it being widespread in the target country/region).*

*Provide a summary of the provisional schedule accompanied by a description of the specific factors that have been taken into consideration for the project’s planning*

### 1.3 Relevance of the project (maximum 3 pages)

#### 1.3.1 Relevance regarding the specific objectives/sectors/issues/priorities of the call for proposals

*Please provide all the following information:*

1. *Describe the relevance of the project with regard to contribution to the economic empowerment of women in Iraq.*
2. *Describe the relevance of the project with regard to strengthening the women entrepreneurial ecosystem in Iraq, supporting the creation of micro-enterprises founded by women, and/or supporting existing businesses founded and managed by women.*
3. *Describe the anticipated results of the project*

#### 1.3.2 Relevance with regard to the specific needs and constraints of the relevant target regions and sectors (including synergies with other development initiatives, while avoiding duplication)

*Please provide* ***all*** *the following information:*

*Clearly explain the pre-project situation in the governorate(s) and/or economic sectors targeted by the project (with quantified data, wherever possible).*

*Provide a detailed analysis of the issues to be tackled and how they are linked at all levels.*

*State any major project launched at the national, regional and/or local level that relates to the project and describe how they are related.*

*If the project is an extension of a previous project, clearly state how it will exploit the results of the previous project. Make reference to the main conclusions and recommendations emanating from any evaluations carried out.*

*If the project is part of a wider programme, clearly explain how it will be integrated or how it will be coordinated with the programme or with any other planned project. Specify the potential synergies with other initiatives, notably those of the European Commission.*

*Explain the complementarity with other initiatives supported by Expertise France and other donors (EU, member states and others).*

#### 1.3.3 Describe and define the target groups and end beneficiaries, including their needs and constraints, and explain how the project will meet these needs

*Please provide all the following information:*

*Provide a description (quantified, if possible) of each target group and end beneficiary, stating the selection criteria.*

*Describe the needs and constraints (including capacity constraints) of each target group and end beneficiary.*

*Explain how the project aligns with and addresses the needs and constraints of the target groups and end beneficiaries.*

*Describe any participatory processes used to involve the target groups and end beneficiaries in the project’s design.*

#### 1.3.4 Specific elements generating added value

1. *State the specific elements of the project that generate added value, such as the promotion or consolidation of public-private partnerships, innovation or good practices.*
2. *Provide a description of your choice of a financial partner. Why and how did you select this specific partner? Were they involved in the design of your proposal?*
3. *Please provide links to social media posts relating to the recent and relevant activities of your organization:*

**DECLARATION BY THE LEAD APPLICANT**   
**(CONCEPT NOTE)**

The lead applicant, represented by the undersigned as authorized signatory of the lead applicant and, in the context of this application, representative of any partners in the proposed project, hereby declares that:

* The lead applicant enjoys the sources of finance and professional expertise and qualifications stated in Section 2 of the Call for Proposals Rules.
* The lead applicant undertakes to comply with the obligations set out in the partners’ declaration featured in the grant application form and with the principles of good practices relating to partnerships.
* The lead applicant is directly responsible for preparing, managing and implementing the project with the partners, as applicable, and is not acting as an intermediary.
* If the amount requested is over EUR 40,000: [the lead applicant or partners are not in any situation justifying their exclusion from participating in grant award procedures, as set out in Section 2.2.2 of the Call for Proposals Guide issued by Expertise France.
* Furthermore, the lead applicant and partners, as applicable, hereby acknowledge and accept that, should they participate while being in such situation, they may be excluded from other procedures in accordance with the rules set out in the Call for Proposals Guide.
* The lead applicant and each partner are able to immediately provide on request all supporting documentation stated in Section 2.4 of the Call for Proposals Rules.
* **The lead applicant and each partner, as applicable, are eligible in accordance with the criteria set out in Sections 2.1.1 and 2.1.2 of the Call for Proposals Rules.**
* If they are recommended for a grant award, the lead applicant and partners accept the contractual conditions set out in the model grant contract appended to the Call for Proposals Rules (Annex G).

We hereby acknowledge that, should we participate while being in any of the situations listed in Section 2.2.2 of the Call for Proposals Guide, or should it be established that any false declarations have been made or false information provided, we may be excluded from this procedure and are liable to administrative sanction in the form of financial penalty of up to 10% of the total estimated value of the grant awarded and that this information may be published on the Expertise France website. We are aware that, in order to protect the financial interests of Expertise France, our personal data may be communicated to internal audit departments and to bodies of other international donors.

Signed on behalf of the lead applicant

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Function** |  |
| **Date** |  |

**MANDATE FOR THE LEAD APPLICANT**

<This text must be reproduced as many times as there are partners>

The partner authorizes the lead applicant <state the name of the organization> to submit this form on its behalf and to sign in its name the model grant contract concluded with Expertise France (Annex G of the Call for Proposals Rules). The partner also authorizes the lead applicant to represent it with regard to any questions relating to this grant contract.

We have read and approved the contents of the proposal submitted to the contracting authority. We undertake to comply with the principles of good practices relating to partnerships.

|  |  |
| --- | --- |
| Name: |  |
| Organization: |  |
| Function: |  |
| Signature: |  |
| Date and place: |  |

**PARTNERS PARTICIPATING IN THE PROJECT**

This section must be completed for each partner organization within the meaning of Section 2.1.3 of the Call for Proposals Rules. This table must be reproduced as many times as there are partners

|  |  |
| --- | --- |
|  | Partner no. <number> |
| **Full official name** |  |
| **Country of registration** |  |
| **Legal status**[[7]](#footnote-7) |  |
| **Official address** |  |
| **Contact person** |  |
| **Phone number:** country code + area code + number |  |
| **Fax number:** country code + area code + number |  |
| **E-mail address** |  |
| **Number of employees** |  |
| **Experience acquired in the context of similar projects relating to the role to be performed during implementation of the proposed project** |  |
| **History of cooperation with the applicant** |  |
| **Role and participation in the preparation of the proposed project** |  |
| **Role and participation in the implementation of the proposed project** |  |

**PART 3 - FULL APPLICATION FORM**

THE FULL APPLICATION FORM WILL BE PROVIDED TO SHORTLISTED CANDIDATES ONLY

1. Any change to the addresses, phone numbers, fax numbers and, especially, e-mail addresses must be notified to Expertise France in writing. [↑](#footnote-ref-1)
2. As applicable, also state the requested contribution as a percentage of the total accepted costs. [↑](#footnote-ref-2)
3. “Target groups” are the groups/entities that will directly benefit from the project with regard to the objectives of the project. [↑](#footnote-ref-3)
4. “End beneficiaries” are the people who will benefit from the project in the long term at the level of society or sector in the broadest sense. [↑](#footnote-ref-4)
5. Including the rights of disabled persons. For further information, see “Guidance note on disability and development” available at <https://ec.europa.eu/europeaid/disability-inclusive-development-cooperation-guidance-note-eu-staff_en>. [↑](#footnote-ref-5)
6. See the guidelines on the integration on environmental issues at <https://ec.europa.eu/europeaid/sectors/economic-growth/environment-and-green-economy/climate-change-and-environment_en>. [↑](#footnote-ref-6)
7. \*\* E.g. non-profit organisation, government body, international organisation. [↑](#footnote-ref-7)