## Business Plan

|  |
| --- |
| **Before embarking on filling the application, please note the following:**   * Read carefully the provided guidelines and refer to them throughout the application process. * Applicants must disclose any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest by applying for funding or if selected as a grantee. * You may be contacted by HDIF to provide further information so please reconfirm that the contact email address entered on the form is correct. The contact email address entered on the form will be the email address used for all communication once your application has been processed. * For any queries regarding your application please contact [**cfpqueries@hdif-tz.org**](mailto:cfpqueries@hdif-tz.org).   **Ensure full and complete information is submitted in all annexes A - C in the same Microsoft Excel format. The annexes should be submitted jointly with the business plan form:**   1. Annex A1: Results Chain or Theory of Change 2. Annex A2: Project Logical Framework 3. Annex A3: Project Stakeholders’ map 4. Annex B: Project Workplan 5. Annex C2: Detailed Annual Project Budget   The following documents must be submitted alongside the application:   1. Registration or Incorporation Certificate 2. Audited Financial Statements for the past 2 years 3. Signed MoUs or Partnership agreements (where applicable) 4. CVs for the key personnel 5. Any relevant support or reference letters 6. Any other document that you feel could support your application.   **PLEASE SUBMIT YOUR APPLICATION BY 8th September 2017 at 5:00 PM East African Time** |

| **ELIGIBILITY QUESTIONS** | | **YES** | **NO** |
| --- | --- | --- | --- |
| **Organisation Type and Funding History** | | | |
| **Applications must be submitted by the lead organisation. The lead organisation is the entity that will sign a Grant Agreement with HDIF if funds are awarded, will establish a GBP bank account to receive funds from HDIF, and will be held accountable to implementing and reporting on the HDIF-funded project.** | | | |
| **A1** | Is your organisation the lead organisation for this proposal? |  |  |
| **A2** | Is the lead applicant or local implementing partner registered in Tanzania?  ***Please attach a copy of the Registration Certificate*** |  |  |
| **HDIF funds non-state actors. Public sector, multilateral and bilateral agencies (e.g., local government, ministries, government agencies, UN agencies, and government donor agencies) are not eligible. Public private partnerships may be supported, but the grant will not be awarded directly to a government institution (including parastatals or businesses wholly-owned by a government).** | | | |
| **A3** | Is your organisation a non-state actor? |  |  |
| **Requests for funding should fit within the prescribed range for the competition and applicants are required to demonstrate their capacity to absorb and manage the funding requested. HDIF requires applicants to have completed at least 2 external audits as a pre-condition of funding.** | | | |
| **A4** | Has your organisation managed a grant, contract or third-party debt/equity investment of this size before? (Third-party means that the funding did not originate from the managers of the lead applicant or an affiliated organization)  Please list the major third-party donors or investors who have funded your organisation within the last three years:  Please provide the following details for the largest grant or independent investment received to date:  Amount of grant or investment: £  Form (grant, debt, convertible debt or equity):  Project duration in years (if applicable): |  |  |
| **A5** | Are your annual gross receipts or gross revenue at least one third (1/3) of the total amount of funding requested from HDIF? (For example, if you are requesting GBP 450,000, are your annual gross receipts or gross revenue at least GBP 150,000)? |  |  |
| **A7** | If awarded, will this be the first grant from HDIF? |  |  |
|  | If this will not be your first award from HDIF, will the funding requested in this competition be used for new idea or a different sector from your prior or current HDIF grant? |  |  |
| **A8** | Has your organization undergone at least 2 external audits within the last 3 years?  ***Please attach copies of your most recent audited financial statements.*** |  |  |
| **Grant Criteria** | | | |
| **HDIF exclusively funds innovations. HDIF defines innovation as new to the world or new to Tanzania.** | | | |
| **A9** | If your proposal is a PILOT, is your innovation new to Tanzania or new to the world? If your proposal is a SCALE UP, was your project new to Tanzania or new to the World before you implemented your current PILOT? (If you are not currently piloting the innovation, select ‘no’)  Please select the primary classifications of your innovation after reflecting on Doblin’s 10 Types of Innovation (<http://www.doblin.com/tentypes/#framework>), which HDIF uses to frame and evaluate innovations:  Profit model  Network  Structure  Process  Product Performance  Product System  Service  Channel  Brand  Customer Engagement  None of these apply to my idea |  |  |
| **HDIF current funding is restricted to the two areas, Water, Sanitation & Hygiene (WASH) and Early Childhood Development (ECD) as identified in the call for proposal. Applicants must have proven ability to deliver results in their target sector(s).** | | | |
| **A10** | Does your proposed project contribute to one of HDIF’s two results areas?  Which one:  Water, Sanitation & Hygiene (WASH)  Early Childhood Development (ECD) |  |  |
| **A11** | Has your organisation successfully implemented a project/programme in your proposed results area? |  |  |
| **A12** | Does your lead applicant or a known partner organisation have basic institutional capacity in monitoring and evaluation (M&E), including staff skills/experience, performance metrics, and functioning systems/tools for data collection and monitoring?  Which partner will perform the M&E functions for this innovation (insert name): |  |  |
| **HDIF only funds projects that are ready to implement. Untested ideas are not eligible for funding. Pilots may be funded after proof of concept.**  **HDIF does *not* fund research unless the research is applied directly towards improving the quality, value for money and sustainability of basic services in an eligible sector in Tanzania.** | | | |
| **A13** | Is your proposed project ready for implementation? ***If one or more of the following statements applies, then select “No” in the box on the right***:  The innovative solution has not yet been prototyped or tested (e.g., it is an idea, a concept or you have heard about the innovation but not developed the solution)  The lead applicant or its partners will need to acquire intellectual property rights from another organization and person in order to implement this project  The lead applicant requires a partner to assist in specific activities during implementation but the partner(s) have not yet been identified.  The product or service has not yet been developed to a point where it can be readily consumed by the target market or beneficiary.  HDIF funding is required before the innovation can be demonstrated in person  Funding is being sought for a research project where the proposed outcome is an advancement of knowledge/science but not an improvement in basic services  The project is a randomized control test  Is this application seeking funding to replace a current or former donor funding for the same project? |  |  |
| **Lead organizations may wish to engage an implementing partner for their proposed project. In addition, international organizations without a field office in Tanzania must partner with a local organization with sufficient capacity to implement the proposed project. Proof of partnership must be submitted alongside the application.**  **The lead applicant must also demonstrate the ability to monitor the implementing partner and hold them to account.** | | | |
| **A14** | Does the lead applicant or a proposed partner have a proven track record of successfully implementing similar activities/projects? |  |  |
| **A15** | Has your organisation obtained a signed letter of intent to collaborate, Memorandum of Understanding (MoU) or contract to partner from all proposed implementing partners?  ***Please attach a copy of such letter(s).*** |  |  |
| **Other Restrictions** | | | |
| Applications may only be submitted once. | | | |
| **A16** | Has your project idea only been submitted once in this round of competition? |  |  |
| **Terms and Conditions** | | | |
| **The following are standard terms and conditions that apply to all grants awarded by HDIF without exception. Please confirm that these terms and conditions are acceptable before submitting an application.** | | | |
| **A17** | Is your organisation willing and able to open a GBP bank account in Tanzania by the time of contracting in early 2018? |  |  |
| **A18** | If successful, will your organization be ready and willing to abide by the standard terms of the Grant Agreement? |  |  |

|  |  |  |
| --- | --- | --- |
| **SECTION 1: SUMMARY PROJECT DATA** | | |
| **1.2** | **Project Title** |  |
| **1.3** | **Project Pitch**  *Please summarise what your project intends to achieve and how (maximum 2 paragraphs, not more than 100 words)* |  |
| **1.4** | **Provide some links (if available) specific to the innovation (video clips, articles, photos, etc.)** |  |
| **1.5** | **Lead organisation/applicant** |  |
| **1.6** | **Partner(s) institutions (if any)**  *Please attach any revised or new letter(s) of full support and commitment to the project from each partner.* |  |
| **1.7** | **Project duration** (*in months)* |  |
| **1.8** | **Total cost of the project** (in GBP) |  |
| **1.9** | **Total funding requested** (in GBP). |  |
| **1.10** | **Please list all acronyms used in your application** | |
|  |  | |
|  | | |
| **SECTION 2: INFORMATION ABOUT THE APPLICANT** | | |
| **2.1** | **Organisation Name** |  |
| **2.2** | **Registration number** |  |
| **2.3** | **Country of Registration** |  |
| **2.4** | **Office address** |  |
| **2.5** | **Website address** |  |
| **2.6** | **Contact person** |  |
| **2.7** | **Contact email address & Phone Numbers** |  |
| **2.8** | **Type of organization** | Choose an item. |
| **2.8** | **List key personnel involved in the project** *Please attach CVs for the project team.* | 1. ……. 2. …….. 3. …….. |
| **2.9** | **Organizational finances:**  *Annual income (Please use the most recent audited annual accounts)* |  |
| *Annual expenditure (Please use the most recent audited annual accounts)* |  |
| **2.10** | **HDIF focus sector(s) in Tanzania** | Choose an item. |
| **2.11** | **Experience**  *Briefly describe your organization and outline its past experience in the HDIF sector(s) and in relation to the activities proposed.* | |
|  |  | |

|  |  |
| --- | --- |
| **SECTION 3: INFORMATION ABOUT THE PROJECT** | |
| **3.1** | **Innovation:**  *The HDIF defines 'innovation' as an approach, idea, technology or serviced delivery method that is new to Tanzania and/or the world, or offers an improvement or scaling up.* *You may wish to refer to Doblin’s 10 Types of Innovation (*[*http://www.doblin.com/tentypes/#framework*](http://www.doblin.com/tentypes/#framework)*) used by HDIF to frame and evaluate innovations.*  ***Mandatory inclusions****:*   * **What** new approach, idea, technology or service delivery method is being proposed for the first time in Tanzania/the world? * **How** is the innovation new to Tanzania and/ or to the world or offers an improvement or scaling up to an already existing concept in Tanzania or elsewhere? * **How** is this innovation differentiated from similar or competitive solutions? |
|  |
| **3.2** | **Developmental impact: How** will your proposed project contribute to the objectives of HDIF and create meaningful benefits for large numbers of poor and vulnerable Tanzanians?  ***Mandatory inclusions*** *in this answer are:*   * **What** are the expected developmental impacts on HDIF’s targets: the poor, children under five, women and girls? What is your logic or results chain for how this innovation will translate into your expected development impacts? * **How** will you manage/reduce potential negative impacts of the innovation on particular groups, e.g., women and girls? * **Who** is the initial or current targeted user or beneficiary? If they are not very poor or vulnerable, how will you work during implementation to ensure your innovation begins to target the very poor or vulnerable persons? * **What** are the major obstacles that must be overcome for your innovation to have its intended development impact? (These could be, e.g., a policy issue, ability to hire specific expertise, or financial sustainability of your organization) |
|  |
| **3.3** | **Viability:** Demonstrate that your proposal is technically viable and can be sustainable beyond HDIF funding.  ***Mandatory inclusions*** *are:*   * Is there a readily available or potential demand for your innovation? * Is it likely to be adopted and adapted, and is there a reasonable probability that the market will replicate or respond to it in the foreseeable future? * If a government agency is required to adopt your innovation for it to scale, does the current policy and budget support such adoption or how will you work to create government buy-in before the end of HDIF funding? * **What** is your vision or hopes for how this innovation will be viable or sustainable (i.e., how will the innovation continue to have a development impact after HDIF’s funding)? * If you are aiming for the commercial viability of your innovation, please describe your business model. * Describe how your innovation will meet the key prerequisites of viability: Affordability, Maintainability and enrolment (refer to the guidelines for explanation). |
|  |  |
|  | Outline what you expect to be the project planning and implementation risks (e.g. execution risks, regulatory risks, financial risks, governance risks) in the table below and outline what mitigation strategies will you put in place. |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **No** | **Risk description** | **Impact**  **(L, M, H)** | **Probability of risk occurring**  **(L, M, H)** | **Mitigation strategies** | | **1** |  |  |  |  | | **2** |  |  |  |  | | **3** |  |  |  |  | | **4** |  |  |  |  | |
| **3.4** | **Organizational Capability:** Doyou and your known partners have the capacity to implement the project and deliver the innovation?  ***Mandatory inclusions*** *in this answer are:*   * **What** governance, technical and financial capacity do you have to transparently, accountably and practically implement the project and deliver the innovation? Describe your team and how you plan to structure the implementation of this project. * **What** experience, if any, do you and your partners have in implementing this kind of project? * **What** role(s) will each partner play in implementation? * **What** are your organizations and partnership/consortium’s competitive advantage and/or unfair advantage in implementing this innovation? (In other words, this may be a great innovation but why are you the right team to pilot or scale up the innovation?) * **How** will you manage your partners or consortium? * **What**, if any, engagement with government institutions is required to enable your innovation and how will your team be set up to engage in this work? |
|  |
| **3.5** | **Results Management:**   * **How** will you be able to measure your impact by the end of HDIF’s funding? * How will the project collect monitoring data? Describe the results chain and monitoring plan that will be used. Outline the funding and human resources available to do so? * How will you track and disaggregate impact data by target group, e.g., poor and vulnerable, women and girls, etc.? * What is your approach to results and knowledge management? Outline the cycle of periodic programmatic and financial reporting and performance improvement (lesson learning and sharing) and how this is linked to the results chain/logframe. |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SECTION 4. BUDGET**  Complete the table below. | | | | | |
|  | ***Summary budget figures as per* Annex C2** | **TOTAL** | **Amount**  **Year 1 (GBP)** | **Amount**  **Year 2 (GBP)** | **Amount**  **Year 3 (GBP)** |
| **4.1** | Funding requested from HDIF |  |  |  |  |
| **4.2** | Counterpart funding *(Provide details) (1)* |  |  |  |  |
| **4.3** | Total cost of the Project (GBP)  *(HDIF funding + Counterpart funding)* |  |  |  |  |
| **4.4** | Other sources of funding | | | | |
|  |  | | | | |
|  | (1) ***Details on counterpart funding (sources):***   |  | | --- | |  | | | | | |

|  |  |
| --- | --- |
| **SECTION 5: IMPLEMENTATION APPROACH** | |
| **5.1** | **Describe how you will implement the proposed innovative project**  ***Mandatory inclusions****:*   * Steps you will go through from inception to close-out * How will you make sure that all relevant stakeholders are involved or continually informed about your progress? * Demonstrate how the proposed project will be guided by the relevant Principles for Digital Development (where applicable). The nine principles can be seen here [http://digitalprinciples.org](http://digitalprinciples.org/) |
|  |