**P4G Call for Partnerships Concept Note**

The first step in the P4G partnership application process is to complete the information below and upload it in the online concept note form. Copy and paste your answers from the questions below into the Online Form and upload the documents required.

All of the information and documents must be submitted in English. Any missing or incomplete information or documentation will automatically disqualify the applicant from further consideration.

All applicants should speak with their National Platform Liaison (NPL) prior to applying.

**General information**

a.Title of proposed partnership\*

Partnership title must be formatted as follows: the name of the lead early-stage commercial partner first followed by the name of the lead administrative partner.

b. Submission date\*

Indicate application submission date

c. Start date\*

Indicate proposed start date of the P4G grant funded partnership activities.

d. End date\*

Proposed end date of the P4G grant funded partnership activities.

e. Short Partnership description\*

Briefly summarize the partnership’s climate solution and main expected goals during the P4G partnership grant period (90 words)

f. Contact person's organization name\*

Indicate the contact information of the person responsible for answering communications related to the application.

Contact person's organization name\*

Contact person's e-mail address\*

g. National Platform meeting?\*

Has the partnership met with the National Platform Liaison or other members of the National Platform? If yes, indicate with whom you have met.

Would you like to receive the latest news and updates from P4G through its monthly newsletter?

yes / no

**Criteria 1. Partnership commitment and composition**

1.1 P4G Commitment Letter\*

Attach your signed proposal cover letter.

1.2 Partnership Charter\*

Attach an initial draft of the partnership charter that outlines how your partnership will operate and be governed. If the partnership already has a document formalizing these arrangements – i.e. a draft letter of commitment, compact, memorandum of understanding, or other agreement – then that document can be uploaded in place of the charter.

1.3 Early-stage business partner\*

Indicate the lead early-stage business organization’s name

1.3.1 Early-stage business partner’s legal status\*

1.3.2 Year the early-stage business was founded\*

1.3.3 Early-stage business’ address\*

Indicate physical address

1.3.4 Early-stage business’ website\*

1.3.5 Early-stage business manager\*

Indicate their name and title

1.3.6 Early-stage business manager email\*

1.3.7 Is the early-stage business registered in the country of the P4G partnership’s implementation?\*

1.3.8 Is the early-stage business located in a high-risk city or in a location with limited accessibility?\*

1.3.9 Number of employees in the early- stage business\*

1.3.10 Early-stage business’ background and work to date\*

1.4 Lead Administrative Partner\*

Indicate the organization that will be the contractual recipient of P4G funds and lead Administrative Partner to the overall partnership.

1.4.1 Administrative Partner’s address\*

Indicate physical address

1.4.2 Administrative Partner’s website\*

1.4.3 Administrative Partner project manager\*

Indicate their name and title.

1.4.4 Administrative Partner project manager’s email\*

1.4.5 Is the Administrative Partner registered in the country of implementation?\*

If the answer is no, the partnership must indicate an additional NGO partner that is registered in-country in the following question.

1.4.6 Are additional nonprofit partners registered in-country?

Indicate the name of any additional nonprofit partners who are registered in-country. This is mandatory if the lead Administrative partner is not registered in-country.

1.4.7 Administrative Partner’s mission and expertise\*

Indicate a short description (Max. 200 words)

1.5 Other funded Partners

Indicate any other partners intended to be sub-grantees or sub-contractors. Include their name, legal status, role in the partnership, if they are registered in the country as well as a brief description of each additional partner’s mission and related expertise.

1.6 Other partners – Not receiving P4G Funding

Indicate any other partners participating in the partnership but not receiving any P4G funding. Include name, legal status, role in the partnership, if registered in the country as well as a brief description of mission and expertise related to the partnership.

1.7 Government Engagement\*

List any relevant government partners at the national, regional, provincial or municipal levels that are partners or are relevant to the partnership. Briefly describe interactions to date. (Max. 200 words)

1.8 Government permissions\*

Attach any government registrations, licenses, endorsements or similar documents, if applicable

**Criteria 2. Experience and track record**

2.1 Key staff\*

List the names of key staff, their role in the partnership, which organization they belong to, and a summary of their relevant qualifications. (Max. 600 words)

2.2 Lead administrative partner relevant experience\*

Describe partner’s previous experience and credentials working on projects relevant to the partnership including grant management, MEL, sector, policy, entrepreneurial development, and other relevant experience (Max. 450 words)

**Criteria 3. Sectors and countries**

3.1 Sub-sector focus\*

Indicate the sub-sector focus of your partnership from the dropdown list.

3.2 Climate focus\*

Indicate your partnership’s climate focus from the dropdown list.

* Climate smart agriculture
* Food loss and waste
* Water resilience
* Zero emissions mobility
* Renewable energy

3.3 P4G country/ies of implementation\*

Indicate country/ies where activities will take place. Note that P4G funding may only be used for P4G partner countries as listed in the guidelines and on our website.

* Colombia
* Indonesia
* Vietnam
* Ethiopia
* South Africa
* Kenya

3.4 Additional countries

If an operation occurs or is planned to occur during the implementation period in more countries, indicate the priority country of operations. (Max. 50 words)

**Criteria 4. Investability**

4.1 Business Plan Summary\*

Summarize the key elements of your project business plan. (Max. 700 words)

4.2 Full Business Plan\*

Upload your full business plan. Please ensure that it contains the minimum information indicated in the P4G Partnership Guidelines Appendix 6.

4.3 Financial model and proforma\*

Submit a detailed 5-year financial model and pro forma projections in Excel format for the early-stage business. As indicated in the P4G Partnership Guidelines, Appendix 6, this must contain at a minimum a balance sheet, profit &loss and cash flow statement. As well as a description of the assumptions used.

4.4 Pitch Deck\*

Provide your grant pitch deck. Please ensure that it contains the minimum information indicated in the P4G Partnership Guidelines, Appendix 6. (Max 10 slides)

4.5 Early-stage business annual reports\*

Attach the early-stage climate business partner’s previous annual reports for the past 3 most recent financial years. If the partnership has less than 3 years of operation, submit the most recent years.

4.6 Business risks\*

Indicate internal and external risks associated with the operations of the business (Max. 200 words)

4.7 Explain how the support from P4G will help the investment strategy of the early-stage climate business.\*

(Max. 100 words)

4.8 P4G Value add\*

What other support beyond funding could P4G provide that would maximize your chances of success? (Max. 200 words)

4.9 Which of the following answers best represents the investment stage of your business model\*

Please select all statements that apply to the investment stage of your proposed project.

* Business model is at the conceptual stage
* Business has developed MVP but not yet generated any revenue.
* Business has generated revenues with limited growth
* Business demonstrates growing trend

**Criteria 5. Enabling system**

5.1 Enabling systems regarding your partnership implementation.\*

Indicate clear proposed outputs, activities and budget to improve the existing enabling legal and regulatory systems that will support the early-stage business partner's ability to become investment ready. (Max. 300 words)

**Criteria 6. Additionality**

6.1 Climate business solution innovation\*

Indicate how your climate business solution is innovative and goes beyond what is available in the marketplace for the target sector and country (Max. 200 words)

6.2 Value add\*

Partnerships must show how they are aligned with P4G’s theory of change and the value add that can be unlocked for business growth and sectoral transformations

**Criteria 7. Impact results**

7.1 Impact\*

Indicate the specific expected impacts in terms of climate adaptation and mitigation, the relevant food/energy/water sector, inclusive economic growth, poverty reduction, and gender equity:

a) Short-term (within the P4G funding period)

b) Medium-term (within the scope of the initial targeted business model)

c) Long-term (assuming scaling or replication catalyzed by the partnership)

(Max. 200 words)

7.2 2x Global Challenge criteria\*

Indicate how your partnership will comply with the 2x Global Challenge criteria for financing for women (Max. 100 words)

**Criteria 8. Activities and budget**

8.1 Partnership Initial Theory of Change and Results Framework\*

Briefly describe your initial Theory of Change indicating what hypothesis you will be testing during the P4G grant period that will enable you to reach investment readiness.

8.2 Proposed Budget\*

Submit the proposed budget for the P4G grant, including the minimum required information about the activities. Use the Excel template model provided on the P4G web page Call for Partnerships document download section. Ensure the information meets P4G Selection Guidelines.

8.3 Total budget\*

Indicate the total expected budget for your P4G grant implementation.

8.4 P4G funding amount\*

Indicate the P4G funding total amount expected to receive. As indicated in the guidelines P4G grant funding will be a maximum of 70%.

**Criteria 9. Responsible Business Conduct**

9.1 P4G’s exclusion list\*

Indicate if the partnership has activities that are in P4G’s exclusion list.

9.2 ESG strategy

Attach your ESG partnership strategy if one has been developed.

9.3 ESG Strategy Summary

Summarize your ESG strategy or, if you do not yet have one, summarize your plan to develop one during the implementation period (Max. 300 words)

**Criteria 10. Organizational Assessment**

10.1 Administrative partner annual reports\*

Attach the audits for the past 2 most recent financial years for the lead administrative partner.

10.2 Are all partners in this partnership registered legal bodies?\*

Indicate yes or no

10.3 Is the early-stage business partner financially independent from all other partners?\*

Indicate yes or no

**10.4 Organizational assessment required information:**

For each of the following statements please indicate if your partnership has the indicated documentation. If your partnership is shortlisted as a finalist, this documentation will be requested and must be provided to advance to the next stage.

1. Documentation that the administrative partner (the contractual recipient of P4G funds) is a legally registered nonprofit entity.\*yes / no
2. Partnership agreement or letter of commitment signed by partners (or memorandum of understanding, or similar)\* yes / no
3. Evidence of relevant government acknowledgement and endorsement of the partnership’s activities, if government is not a member of the partnership\* yes / no
4. Administrative partner’s financial statements and information about the organization’s governance policies and financial controls\* yes / no
5. Willingness to conduct pre-approval of legal language in the funding agreement template.\* yes / no
6. Administrative partner’s W8 form applicable for non-US based entities yes / no
7. Administrative partner’s US tax form W9 applicable only for US based entities. yes / no
8. Ethics policy (conflict of interest and/or anti-bribery/corruption)\* yes / no
9. Timekeeping Policy\* yes / no
10. Indirect Cost Policy\* yes / no
11. Administrative partner’s Policy and Templates for Onward Granting of Funds\* yes / no
12. Procurement Policy\* yes / no
13. Administrative partner’s most recent Organizational Audit and management letter\* yes / no
14. Administrative partner’s Balance Sheet, Income Statement, and Cash Flow Statements for prior 2 years\* yes / no