



P4G Partnership Fund - Concept Note Stage

Guidelines for Applicants

Version February 5, 2018

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Abbreviations

P4G	Partnering for Green Growth and the Global Goals 2030
SDGs	Sustainable Development Goals

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1 Introduction

The strategic purpose of the P4G Partnership Fund is to support innovative public-private sector partnerships that address global sustainable development needs. The P4G Partnership Fund will contribute to overcoming barriers related to accessing finance by providing catalytic funding necessary to inspire the replication of more public-private sector partnerships.

2 Application process

In general, each call for proposals follows a two-stage process:

- At the first stage (concept note), partnerships will complete an online application form outlining the partnership composition, purpose, and scope. P4G will review and assess all concept notes and invite those that best match the criteria to prepare a detailed proposal.
- At the second stage, partnerships will develop and submit their detailed proposal.

3 Timeline 2018

- **February 5 - March 30, 2018. Period to submit concept notes.** Partnerships submit an online application form with information about the partnership's composition, purpose, and scope.
- **April 2018. Assessment of the concept notes.** P4G will assess concept note submissions based on pre-determined criteria to identify those partnerships eligible for the second stage.
- **May - June 2018. Period to submit detailed proposals.** Partnerships whose concept notes are assessed as suitable will be invited to submit a detailed proposal. P4G will provide additional guidelines to assist applicants with their detailed proposal submissions.
- **July - August 2018. Assessment of detailed proposals.** P4G will conduct the final evaluation of partnership eligibility and potential impact of the proposal.
- **September 2018. Confirmation of funding.** Following the final evaluation period, P4G will notify partnerships receiving funding.
- **October 2018. Ceremony.** Results of the P4G Partnership Fund will be announced at the P4G Summit to be held in Copenhagen.

By exception, an accelerated process can be applied to proposals of USD 100,000 or less, for funds to be disbursed prior to July 31. This accelerated process may require additional information from the applicant (e.g. partnership agreement, local partner details) but not a detailed proposal.

4 What type of partnerships are supported

The P4G Partnership Fund is open to partnerships at start-up and scaling phases that consist of both commercial and non-commercial partners (public sector bodies, civil society, business member organisations, trade unions or others that operate on a non-profit basis).

- **Start-up.** Promising early stage partnerships (emerging partnerships) that need support to consolidate the partnership or test the feasibility of innovative approaches.
- **Scale-up.** Partnerships that are already engaged in promising business-driven green growth innovations but need support to scale up and accelerate their impact.

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Partnerships will be focused on, but not limited to, one or more of five areas: agriculture and food, water, energy, cities and circular economy¹.

Partnerships applying to the P4G Partnership Fund will have one or more of these characteristics:

- They build business alliances with communities and government.
- They rely on joint financing and innovative platforms.
- They develop agreed common standards for sustainable data and reporting.
- They help develop access to capital markets through coalitions.
- They offer concrete, bankable solutions that are ready for large-scale investment.

To be eligible, the intended outcomes of the partnership should be for the benefit of a country that is within the OECD -DAC list². If the partnership activities are multi-country, regional or international (including in non-OECD-DAC countries) then the eligibility of the partnerships will be evaluated on a case-by-case basis.

5 Administrative partner

Where the partnership is not a legal entity, one of the partners should be the administrative partner and be the signatory of the funding agreement and assume overall responsibility on behalf of the partnership.

To be eligible the administrative partner should be a non-commercial entity (NGO, business member organisation or similar) but not an academic or public institution or multi-lateral organization – unless a waiver is given.

6 P4G funding

The P4G Partnership Fund's total amount of available funding annually is approximately USD 4 million.

Partnerships will be limited to a maximum funding amount based on whether they are at the start-up or scale-up phase.

- **Start-up.** Funding up to USD 100,000. The funding amount should represent a maximum of 75 percent of the current partnership's budget.
- **Scale-up.** Funding up to USD 1 million. The funding amount should represent a maximum of 50 percent of the current partnership's budget.

A partnership cannot receive funds more than once during the same call for proposals. Additional funding may be provided to the same partnership on future call for proposals.

¹ Circular economy is an industrial system, that replaces the end-of-life concept with restoration http://www3.weforum.org/docs/WEF_ENV_TowardsCircularEconomy_Report_2014.pdf

² <http://www.oecd.org/dac/stats/documentupload/DAC%20List%20of%20ODA%20Recipients%202014%20final.pdf>, updated every 3 years

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As a general rule, it is expected that the funding will be for a maximum of 2 years. In certain cases, if no activities and drawdown on the funds are undertaken within the first six months, the funding may be considered inactive and subject to cancellation and recovery of any funds transferred.

7 Application assessment – concept note stage

P4G first will review all concept note submissions for eligibility. All eligible concept notes will be assessed based on the following criteria.

- **Relevance** – relevance of the partnership within the national context of the country or countries where the activities will take place and the extent to which the partnership promotes market-based solutions to one or more of five focus areas: agriculture and food, water, energy, cities and circular economy.
- **Effectiveness** – the extent to which the concept is built on a sound and realistic strategy, with the capacity to carry out its activities in the selected country or countries, and a clear financial plan
- **Efficiency** – robustness and management capacity of the partnership and, if applicable, of the administrative partner
- **Impact** – overall development impact in country or countries where the activities will take place, contribution to green economic growth, and a demonstrated plan to monitor and measure impact
- **Innovation and growth potential** – creation of innovative solutions, and potential for scalability and/or commercial viability

Where necessary, P4G will request clarification from the partnership or administrative partner before completing its final assessment.

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Appendix

Appendix 1 Template application form – concept note

1. Name of partnership		
2. Does the partnership have non-commercial and commercial partners? (yes/no)		
3. Is the partnership at start-up or scale-up stage? (start-up / scale-up)		
4. Partnership Summary. Maximum of 300 words. Please provide a summary of the partnership which includes the following: a) overview b) objectives c) country or countries where activities will take place, and d) the Sustainable Development Goal(s) that the partnership addresses.		
5. Partnership Description. Maximum of 150 words. Describe how the partnership came about, the status of the partnership, and name of current partners (indicate if there are any partners located in the country or countries where the activities will take place).		
6. Implementation Strategy. Maximum of 150 words. Describe the implementation strategy of the partnership including description of the intended beneficiaries and target groups and stakeholders, include what desired changes/outcomes will the partnership lead to and how, and how success will be measured.		
7. Growth Potential. Maximum of 150 words. What is the potential of the partnership to grow into a commercially viable venture (creating new markets and/or business/financial models)? What is the potential to scale up and replicate the venture?		
8. Financial Structure & Time Frame. Maximum of 150 words. What is the overall budget of the partnership? How much funding is requested from P4G? How will the partnership cover its co-funding contribution (25% or 50%)? What time frame in months and years is the funding requested from P4G intended to cover?		
9. P4G Value Added. Maximum of 150 words. Beyond financial assistance, what other support is the partnership seeking from P4G?		
10. Risk Assessment. Maximum of 150 words. Describe key risks (contextual, programmatic and institutional) related to the partnership and ways in which the partnership will address issues of gender equality.		
11. Is the partnership a legal entity? (yes/no)		
If yes,	Month and year when the partnership became a legal entity	
	Country where partnership is located	
If no,	Name of administrative partner	
	Is the administrative partner a non-commercial partner? (yes/no)	
	Country where administrative partner is located	
12. Contact name:		
13. Contact telephone:		
14. Contact email:		
15. Organization and title:		

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Appendix 2 Information for the detailed proposal stage

The information in this section serves as reference only. Final details will be provided to applicants in the detailed proposal stage.

At the detailed proposal stage, P4G will verify additional eligibility criteria, including:

- A partnership agreement or memorandum of understanding is in place.
- At least one partner is established (registered as a commercial or non-commercial entity) in the country or countries where activities will take place. A locally registered subsidiary of an international partner is acceptable.

The criteria will be similar as that for the concept note with any additional criteria to be provided to applicants invited to submit detailed proposals. In many cases, the detailed proposal will have been informed by comments and guidance provided through a P4G facilitation process. The facilitation process will provide applicants with information and insight needed to provide a complete proposal. Once, the proposal is deemed complete, P4G will conduct a final assessment of the detailed proposals with support from independent experts.

For the detailed proposal, partnerships will need to present a budget for the funding period for expenditure of the expected P4G funds and co-funding amounts. Partnerships will also need to present a specific results framework including well defined outcomes and indicators, and these will, where possible, align with relevant Sustainable Development Goals (SDG) goals and associated indicators³ - SDG 2 (agriculture and food), SDG6 (water), SDG 7 (energy), SDG 11 (cities), SDG 12 (circular economy), SDG 8 (economic growth), and SDG 17 (partnerships).

³ <https://unstats.un.org/sdgs/indicators/indicators-list/>

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Appendix 3 Funding administrative details

The information in this section serves as reference only. Final funding administrative details will be provided to applicants following the assessment of concept notes.

1 Eligible/not eligible expenses and co-funding

Eligible expenses

In general, eligible expenses will be those that will directly benefit the partnership.

- Activities of the non-commercial partners (staff, travel, and other)
- External consultants and service providers
- Equipment and communication
- Administrative charge of 7 percent maximum of the total P4G funding

Not-eligible expenses

- Expenses associated with purchasing land, buildings, or infrastructure
- Product development in the private domain
- Salary expenses for commercial partners are not eligible but can be presented as in-kind contribution

Eligible co-funding

Eligible co-funding must be contributed in support of the partnership's activities described in the application. The partnership will need to provide a letter of commitment or similar document explaining the nature and expected date to receive the co-funding. Eligible co-funding includes salary expenses of commercial and non-commercial partners, in-kind inputs, and/or other donor funds.

2 Final documentation required to receive funding

Applicants should submit the following final documents before receive funding:

- **Organizational assessment questionnaire.** This questionnaire is used to review applicant's financial stability, organizational capacity, and internal controls, including all applicable organization policies. The information provided in this document is used to determine the level of reporting required.
- **Funding agreement.** Binding contract that stipulates the duration of the funding, funding sources, budget, scope of work, reporting requirements, payment schedule, audit requirements, and other important terms.
- **W8BEN-E (international) or W9 (US).** Forms required for tax purposes by the United States Internal Revenue Service
- **Copy of latest organizational audit.**

3 Disbursements

- **Initial instalment** – paid after partnership or administrative partner returns the countersigned funding agreement and other required documentation. P4G will confirm the amount of the initial instalment in the funding agreement.
- **Final instalment** – 10 percent of the funding amount will be held until final reports have been submitted.

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4 Financial and progress reports

- Financial reports will provide details on partnership expenses of P4G funds and co-funding against approved budget.
- Progress reports should provide update of partnership towards the goals specified in its results framework. It is expected that the last progress report will be sent up to the 2-year funding limit. P4G will continue to be in contact with the partnership to receive updates if major impacts are expected beyond 2 years.

P4G will confirm the frequency of the financial and progress reports in the funding agreement.