



2019 P4G CALL FOR PARTNERSHIPS

PARTNERSHIP APPLICATION QUESTIONS

P4G welcomes your application for partnership support. Please be sure to READ THE GUIDELINES THOROUGHLY before completing this application.

How to apply:

1. Go to www.p4gpartnerships.org. Review the [Guidelines](#) to make sure your partnership is eligible and to become familiar with P4G funding priorities.
2. Answer three [Screening Questions](#) on the P4G website. After completing the Screening Questions, you will receive the link to the Online Application Form.
3. Download the Partnership Application Questions (Word document) and Budget/Workplan Template (Excel document).
4. Complete the Partnership Application Questions (in Word) and the Budget and Workplan Template (in Excel).
5. Navigate to the Online Application Form (link provided in Step 2 upon completion of Screening Questions). Copy and paste your answers from the Partnership Application Questions into the form and upload the Budget and Workplan (Excel file) that you prepared.
6. Click "Submit Application." You will see a message on your screen letting you know the application has been submitted.

The application window is open from November 30, 2018 through February 15, 2019. P4G encourages partnerships to submit applications well in advance of the deadline.

Important Reminders:

- Complete your application in a separate document, and then copy the text into the online form. We cannot guarantee that the form will save your progress.
- You will not receive a copy of the form after it has been submitted, so please save your answers in the separate document as a record of your submission.
- All questions are considered mandatory unless otherwise noted.
- See the [Guidelines](#) and the [FAQs](#) for key definitions.
- Applications that are incomplete or that exceed the word limit in any section will not be considered in the evaluation process.
- The submitted online application will be considered the full and final version of the application. P4G will not review any applications submitted by email or other formats.

Full Application for P4G Partnership Funding and Facilitation

1. Basic Partnership Information

1. **Name of Partnership**
2. **Brief description** of partnership purpose, solution, goals, and core partners. (3–4 sentences. Think of this as the “elevator pitch” for your partnership. If successful, this will be the summary that is posted on our website.)
3. **Primary SDG focus.** The focus of the partnership must be one of P4G's five focus areas. [Dropdown with the 5 SDGs: food and agriculture, water and sanitation, energy, cities, circular economy]
4. **Additional target SDGs (optional).** Select any other SDGs that are a focus for your partnership. [Dropdown with all 17 SDGs]
5. **Partnership Country Focus.** List the country or countries where partnership benefits will be observed. Partnership projects must benefit one or more of the 150 developing countries eligible for P4G funding. (See list [here](#).) If multiple countries will benefit, please list only the countries that will be the primary focus for your partnership during the funding period. [Dropdown list of all countries]
6. **Partnership Composition.** Confirm that the partnership is led by a non-commercial partner and the partnership includes at least one commercial partner. (Refer to guidelines for partner eligibility.) [Yes]
7. **Stage.** Select either Start up or Scale up. (Refer to P4G guidelines regarding Start-up and Scale-up funding eligibility.)
8. **Amount of Funding Requested:** USD _____
9. **Proposed Timeframe in months for P4G Funding** (12–24 months, depending on the needs of the partnership. Timeframe must correspond to proposed workplan.) _____ months
10. **Contact Person for Application:**
 - a. First name
 - b. Last name
 - c. Title
 - d. Organization
 - e. Email Address
 - f. Option to subscribe to P4G newsletter (check if desired)

Additional contact (optional)

- g. First name
 - h. Last name
 - i. Title
 - j. Organization
 - k. Email Address
 - l. Option to subscribe to P4G newsletter (check if desired)
11. **P4G Partner Countries** (optional). If the partnership's project is in one or more P4G partner countries, has the partnership been in contact with the National Platform for that country? (See details on [P4G website](#)) [Yes – No – No, but please connect us]
12. **Theme** (optional). P4G brings partnerships together in communities of excellence to learn from one another and magnify efforts. Does your partnership fit into one of P4G's existing partnership themes? [Dropdown listing current themes: Sustainable Industrial Parks, Clean Energy Access Finance Models, Food Loss and Waste, Sustainable Plastics Economy, Sustainable Logistics Models]

2. Summary of Partnership Proposal (max. 500 words)

Please provide an overview of your partnership, including the overarching goal and how your partnership's model will deliver specific results that will help accomplish one or more of the five P4G SDGs, in which locations, and on what timeline. Discuss how the partnership is innovative and scalable, and how the partnership is additional to what is otherwise happening in the marketplace. Provide an overview of the specific sub-goals, deliverables, and key activities to be achieved with P4G funding. Briefly describe the core partners and any work that the partnership has done to date in the same marketplace or in related marketplaces. This overview should summarize the most important details of your proposal. This section should be prepared after the rest of the application, workplan, and budget are complete, and should only include information that is already in the application. This summary will be shared with relevant P4G partner countries and organizational partners.

3. Marketplace Description (max. 250 words)

Describe the market, sector, and geography within which your partnership will be working, including details on the specific characteristics of that marketplace in the context of both your partnership model and the relevant SDGs. Detail the specific market barriers that exist to accomplishing the area of commercially viable green growth that your partnership is targeting.

4. Goals (max. 250 words)

Describe the overarching goal of the partnership and specific sub-goals to be achieved with P4G funding. List the specific social, sustainable development, environmental, business and/or financial goals. Include gender-specific goals, if applicable. Each sub-goal is expected to align specifically to the workplan template and budget template that are requested below. Please use the same numbering system and wording for goals and sub-goals throughout these sections.

5. Business Model and Impact Potential (max. 500 words)

Describe in detail the business model of your partnership, how it is innovative, and how it will enable system-level changes that will lead to accomplishing the relevant SDGs. Correlate your model to the specific market barriers that you identified in the Marketplace Description section and describe how your partnership will overcome those. If applicable, please mention previous studies or reports that support your approach and business model (optional). For partnerships that are creating a financial instrument for the commercial marketplace, describe the structure of the instrument.

6. Workplan and Budget (template in separate Excel spreadsheet)

Use the Budget and Workplan Excel template provided at www.p4gpartnerships.org to complete your workplan and budget. Both documents should include the goals and sub-goals described above.

- In the workplan, list the specific deliverables and activities to be undertaken during the P4G funding period and the specific timeline by which these activities will occur.

- The budget expenditures should correlate specifically to the workplan and the goals and sub-goals.

[A button to upload your Budget and Workplan document will appear here in the online form.]

Guidance for completing the Workplan (these instructions are also included in the Excel template)

- Enter your partnership's overarching goal and each sub-goal.
- For each sub-goal, enter the specific activities required to accomplish that sub-goal.
- Enter the anticipated start date and end date for the overall goal (which should correspond to the duration of the P4G contract) as well as for each sub-goal and activity.
- Then shade in the corresponding columns for the quarters in which the activity will be taking place.
- If additional sub-goals and activities are needed, please insert rows in the spreadsheet and paste in the necessary information, maintaining the format of the table.
- Example text for a hypothetical partnership has been included to give you an idea of the content expected. The text in this table should be replaced with the specific activities and timelines for your partnership, in black font.
- All partnerships are expected to attend the P4G Summit or Annual Meeting each year. Scale up partnerships are expected to attend one to two additional conferences per year, as shown in the Facilitated Meetings section. This section is mandatory, as is the section on Reporting.

Guidance for completing the Budget (these instructions are also included in the Excel template)

- List all amounts in USD.
- Enter the goals in the Workplan first. For each sub-goal, enter in the costs for all relevant activities as listed in the Workplan template.
- Each sub-goal should correspond exactly to the sub-goals listed in the Workplan template.
- Please categorize expenses according to the rows provided. Provide a description in Column C.
- If your partnership has additional sub-goals, copy and paste in the appropriate number of sub-goals, using the same format as the rest of the table.
- Ensure that the total cost for each sub-goal is listed under the Sub-Goal Total heading.
- List the amount of funding that you are requesting from P4G and the amount that will be provided in cost share from other partners in the indicated columns.
- It is mandatory to include attendance at the P4G Annual Meeting or Summit each year. Other global events may be optionally included where relevant.
- P4G funding must be no more than 75% for start-up applicants and no more than 50% for scale-up applicants.
- Scale-ups should include expenses for one audit.
- List total G&A (general & administrative) expenses in line item 99.
- Reserve 10% of the budget for payment after final reporting to P4G.
- For additional instructions on eligible expenses, see the P4G applicant guidelines.

7. Workplan and Implementation Strategy (max. 500 words)

In this section, provide a narrative description of the workplan shown in your Excel document, and discuss your implementation strategy to accomplish the proposed workplan. Describe how the business plan and value proposition of your partnership will support a move to full implementation (if Start-up), or full scaling or replication (if Scale-up) in the marketplace to accomplish the specific goals that you have described.

8. Funding Arrangement and Budget Narrative (max. 500 words)

Budget Narrative: In this section, provide a narrative that describes the budget shown in your Excel document. Discuss how funding will be used to implement your partnership and how it will support the business model and goals of the partnership. Describe the extent to which P4G funding will help move your partnership toward success and provide a leverage for additional sources of funding. Describe any anticipated subcontracting arrangements and list organizations that would be recipients of subcontracts.

Funding Arrangement: Describe the how the partnership will continue to maintain commercial viability while scaling or replicating its activities, or reach full commercial viability during start up and implementation. For partnerships that are not commercially viable but are instead creating or enabling commercially viable ventures, please describe your financial sustainability model.

Cost Share: Explain how the partnership will cover its co-funding contribution (25 percent for Start-up, 50 percent for Scale-up), and provide the names of all additional funders for this partnership and the amount of funding that has either been provided or is being sought and over what period of time.

9. P4G Value Add (max. 250 words)

Beyond funding, describe the value that P4G could provide to your partnership through facilitation. P4G provides an array of facilitation supports to its partnerships. P4G can help partnerships pitch their projects to investors, learn about industry best practices, network with business and government leaders, lay the groundwork for replication and scaling of partnership activities, and engage with our partner organizations, national platforms, and other partnerships. Please refer to our website to have a greater understanding of our partnership facilitation tools.

10. Implementation Capacity (max. 1,000 words)

Partners:

Name of Administrative Partner

Administrative Partner's Website (optional)

Name of Partner Organization 2

Website (Partner 2) (optional)

Name of Partner Organization 3 (optional)

Website (Partner 3) (optional)

Names of Additional Partners (optional)

Partners' Capacity:

- Describe each partner organization, their experience in the relevant and related sectors and geographies, and their role in this partnership. If the partnership activities are led by a specific team or program within the organization, please note this. Be sure to note also how the partners have worked together previously and the history of the partnership, if relevant.
- Partner Organization 1 – Lead/Administrative Partner
Note: Administrative partner must be a non-commercial organization (non-governmental organization, civil society, business member organization, trade union, or other entity that operates on a non-profit basis– see Guidelines for details)
 - Briefly describe the partner's focus, type of non-commercial entity, location, and role in the partnership.
 - Briefly describe the organization's experience with similar partnerships or projects.
- Partner Organization 2
 - Briefly describe the partner's focus, type of organization (business, NGO, government agency, etc.), location, and role in the partnership.
 - Briefly describe the organization's experience with similar partnerships or projects.
- Partner Organization 3
 - Briefly describe the partner's focus, type of organization (business, NGO, government agency, etc.), location, and role in the partnership.
 - Briefly describe the organization's experience with similar partnerships or projects.
- Other Partners
 - List or describe other organizational partners in the partnership, noting their roles in partnership activities.

[A button to SUBMIT APPLICATION will appear here in the online form. After the form has been submitted, you will see this message: "Thank you for your interest in P4G! Your application has been submitted."]

P4G Workplan and Budget Templates

Guidance for completing the Workplan Template

- Enter in your partnership's overarching goal and each sub-goal.
- For each sub-goal, enter the specific activities required to accomplish that sub-goal.
- Enter the anticipated start date and end date for the overall goal (which should correspond to the duration of the P4G contract) as well as for each sub-goal and activity.
- Then shade in the corresponding columns for the quarters in which the activity will be taking place.
- If additional sub-goals and activities are needed, please insert rows in the spreadsheet and paste in the necessary information, maintaining the format of the table.
- Example text for a hypothetical partnership has been included to give you an idea of the content expected. The text in this table should be replaced with the specific activities and timelines for your partnership, in black font.
- The funding period may be no less than 12 months and no more than 24 months, depending on the needs of the partnership. Please adjust the template to fit the duration requested.
- All partnerships are expected to attend the P4G Summit in 2020. Scale-up partnerships are expected to attend one to two additional conferences per year, as shown in the Facilitated Meetings section. This section is mandatory, as is the section on Reporting.

Guidance for completing the Budget Template

- List all amounts in USD.
- Enter goals in Workplan first. For each sub-goal, enter in the costs for all relevant activities as listed in the Workplan template.
- Each sub-goal should correspond exactly to the sub-goals listed in the Workplan template.
- Please categorize expenses according to the rows provided. Please provide a description in Column C.
- If your partnership has additional sub-goals, copy and paste in the appropriate number of sub-goals, using the same format as the rest of the table.
- Ensure that the total cost for each sub-goal is listed under the Sub-Goal Total heading.
- List the amount of funding that you are requesting from P4G and the amount that will be provided in cost share from other partners in the indicated columns.
- It is mandatory to include attendance at the P4G Annual Meeting or Summit each year, and other global events may be optionally included where relevant.
- P4G funding must be no more than 75% for start-up applicants and no more than 50% for scale-up applicants.
- Scale-ups should include expenses for one audit.
- List your total G&A (general & administrative) expenses in line item 99.
- Reserve 10% of the budget for payment after final reporting to P4G.
- For additional instructions on eligible expenses, see the P4G applicant guidelines.

P4G Workplan Template

P4G WORKPLAN

Partnership Name:	
Date Completed:	
Date Updated:	

KEY:

Shaded bar = subgoal activity period

Shaded bar = activity period

◆ = key milestone or deliverable

[illegible]

P4G Budget Template

P4G BUDGET

Partnership Name:	
Date Completed:	
Date Updated:	

Budget Item #	Budget Line Item	Description	Grand Total			2019		2020								2021					
						4th quarter		1st quarter		2nd quarter		3rd quarter		4th quarter		1st quarter		2nd quarter		3rd quarter	
			TOTAL	P4G Funding	Cost Share	P4G	Cost Share	P4G	Cost Share	P4G	Cost Share	P4G	Cost Share	P4G	Cost Share	P4G	Cost Share	P4G	Cost Share	P4G	Cost Share
	I. Goal of the Partnership		0																		
1	Sub-Goal 1 Total		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1.1	Salaries																				
1.2	Fringe Benefits																				
1.3	Supplies & Materials																				
1.4	Contractual Services																				
1.5	Communication Costs																				
1.6	Travel & Per Diem																				
1.7	Occupancy																				
1.8	Subgrants (specify recipient)																				
1.9	Other Costs																				
2	Sub-Goal 2 Total		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2.1	Salaries																				
2.2	Fringe Benefits																				
2.3	Supplies & Materials																				
2.4	Contractual Services																				
2.5	Communication Costs																				
2.6	Travel & Per Diem																				
2.7	Occupancy																				
2.8	Subgrants (specify recipient)																				
2.9	Other Costs																				
3	Sub-Goal 3 Total		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3.1	Salaries																				
3.2	Fringe Benefits																				
3.3	Supplies & Materials																				
3.4	Contractual Services																				
3.5	Communication Costs																				
3.6	Travel & Per Diem																				
3.7	Occupancy																				
3.8	Subgrants (specify recipient)																				
3.9	Other Costs																				
4	II. Facilitated Meetings (Mandatory)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4.1	Salaries																				
4.2	Fringe Benefits																				
4.3	Supplies & Materials																				
4.4	Contractual Services																				
4.5	Communication Costs																				
4.6	Travel & Per Diem																				
4.7	Occupancy																				
4.8	Subgrants (specify recipient)																				
4.9	Other Costs																				
5	III. Mandatory Reporting		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5.1	Salaries																				
5.2	Fringe Benefits																				
5.3	Supplies & Materials																				
5.4	Contractual Services																				
5.5	Communication Costs																				
5.6	Travel & Per Diem																				
5.7	Occupancy																				
5.8	Subgrants (specify recipient)																				
5.9	Other Costs																				
99	Gen & Admin. Expenses																				
100	Total Project Costs																				

% P4G Funding	-	This % should be maximum of 75% for start-up and maximum of 50% for scale-up
% Gen & Admin. Expenses	-	This % should be maximum of 7%
*10% of P4G funds are withheld until final reporting is submitted.		

TOTAL by Sub Category		TOTAL	P4G Funding	Cost Share
Salaries		\$ -	\$ -	\$ -
Fringe Benefits		\$ -	\$ -	\$ -
Supplies & Materials		\$ -	\$ -	\$ -
Contractual Services		\$ -	\$ -	\$ -
Communication Costs		\$ -	\$ -	\$ -
Travel & Per Diem		\$ -	\$ -	\$ -
Occupancy		\$ -	\$ -	\$ -
Subgrants (specify recipient)		\$ -	\$ -	\$ -
Other Costs		\$ -	\$ -	\$ -
Gen & Admin Expenses		\$ -	\$ -	\$ -