

Sample form, not for offline completion.

Visit <https://luxaidbusiness4impact.grantplatform.com> to apply.



Business Partnership Facility



Start here

Project name

This template application form allows you to review all questions and attachments required. You can use this template to have a clearer idea of the eligibility criteria and the information you need to provide in order to fill out the application form. Please note that only applications submitted via the online platform will be considered for evaluation.

Eligibility criteria

Before starting your application, please make sure you comply with ALL the eligibility criteria below.

Only applicants who can confirm and tick ALL the boxes below can submit applications.

Is the private sector enterprise for which you are submitting a BPF project proposal as a lead partner ...

- Legally registered in Luxemburg or the European Union (optional)
- Registered for at least three years by the application submission deadline (optional)
- Employing a minimum of five employees at the date of the application submission deadline (optional)
- Demonstrating an average turnover of at least EUR 500,000 or three times the co-financing amount requested (optional) over the three financial years preceding the year in which this call for project is launched
- Capable of co-financing, with its partners, at least 50% of the project budget with cash reserves, free cash flows, (optional) capital increase or debt financing, among others. Other grants obtained from another public entity are not eligible as partner's cofinancing.

- Engaged with a local partner in a developing country to develop an innovative solution to tackle a development (optional) problem in the respective country. The local partner is required to commit and sign the project proposal as candidate alongside the lead partner

BPF-supported projects must be implemented in a developing country eligible for Official development assistance as defined by the Organisation for Economic Co-operation and Development (OECD) Development Assistance Committee (DAC).

[DAC list](#)

- Compliant with the "de minimis" regulation (optional)

- On behalf of all the partners submitting the project proposal, I confirm:** • The partners are neither responsible for nor involved in environmental degradation, human rights violations, forced labour, or child labour; (optional)
- The partners and the proposed project do not present any significant risks to people or the land
 - The partners are not subject to any ongoing criminal proceedings related to fraud, corruption, money laundering, terrorism, human trafficking or any other legal obligations, and do not engage in discrimination based on race, colour, age, sex, gender identity and expression, ethnic or national origin, disability, pregnancy, religion, political affiliation, union membership, veteran status, protected genetic information, or marital status in hiring and employment practices, including wages, promotions, rewards, and access to training;
 - The partners are not subject to sanctions by the European Union (EU) and their representatives (owners or executives) are not listed on the EU sanctions list;
 - The partners have fulfilled their obligations relating to the payment of taxes and social security contribution in accordance with the legal provisions of the country in which there are established;
 - The partners comply with the United Nations Guiding Principles on Business and Human Rights and with the OECD Guiding Principles on Human rights (chapter IV) for themselves and throughout their entire value chain;
 - The partners are not bankrupt, insolvent, are not being wound up, have not ceased operations, are not having their affairs administered by the courts, have not entered into an arrangement with creditors and are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
 - The proposed project does not imply operations in the following sectors: weapons, mining, alcohol, gambling, tobacco, pornography, extractive industries, and non-renewable energy;
 - In the event of being awarded co-financing, the lead partner commits to developing an action plan to strengthen its responsible business conduct, in accordance with the guidelines and support provided by LuxDev;
 - I understand there is no legal obligation to co-finance the proposed project;
 - I accept that LuxDev, through the selection committee of the Business Partnership Facility, may delegate the analysis of applications to LuxDev employee, collaborators and/or external providers in order to preselect the best applications, organise field visits, and conduct due diligence for each preselected project and partners. Any person involved or having access to documents provided by the companies will have a confidentiality obligation.

Please click on the button "check eligibility" in order to progress further with your application.

Identity of the lead partner

Congratulations, you are eligible to apply for the Business Partnership Facility! Please continue by filling out the application below.

Applications must be written in English or French. Candidates may attach any document they consider appropriate. This form must be duly completed, otherwise the application will be rejected. Please note that responses are limited to a specific number of characters, as indicated under each question. Please answer the questions as precisely as possible to facilitate the evaluation of your application.

More information on the required information to be provided in the application form can be found in the practical guide available or in the website FAQ.

Please provide all figures in euros and use a comma as the decimal separator and a period as the thousands separator. An official currency converter is available on the [European Commission's website](#).

In case of technical problems, please contact bpf@luxdev.lu.

“Candidate” refers collectively to the lead partner, the local and potential associated partners.

The partnership must include at least one lead partner and one local partner. Additional local and/or associated partners may also be included to enhance the partnership and the project. An associated partner is an entity based in the European Union that works alongside the lead and local partners, contributing complementary expertise and additional financing to the project. To ensure effective project implementation, we recommend including no more than four partners.

Identity of the lead partner

In this section, you will be asked to provide information about the lead partner.

The lead partner refers to a private enterprise registered in Luxembourg or in the European Union applying for the other partner(s) and ensuring the coordination of the project

Name of enterprise

Country of registration (headquarters)

Please note that the lead partner must be a private enterprise registered in Luxembourg or in the European Union.

Business sector

Activities/core business of the enterprise

500 characters

Describe, in 3-5 lines, what the enterprise's main business activities are.

Number of employees (gender disaggregated)

Please provide the total number of employees within the enterprise (gender disaggregated).

Year of registration of the enterprise

Turnover of the last three years (EUR)

	Year	Turnover
1	2021	
2	2022	
3	2023	

Country (markets)

In which countries is your enterprise operational/active?

Does your enterprise have experience in doing international business in developing countries?

Is your enterprise already active in the country of implementation of the project? If yes, in which context?

Website

Responsible Business Conduct and ESG approach

2000 characters

How does your enterprise integrate social, environmental and good governance concerns into your strategy and business operations? What initiatives or policies do you currently have in place to ensure ethical and sustainable practices? If your company has a turnover exceeding EUR 50 million, please specify whether a Responsible Business Conduct (RBC) analysis or a similar approach has been undertaken.

Please attach any relevant documentation, such as certifications, CSR action plans, etc., to support your response.

In order to receive financial support from the BPF facility, private companies have to comply with certain RBC standards, or be willing to integrate those during implementation. More details on the requirements for RBC can be found in the practical guide.

Administrative details

Head office address (No, street, postcode, town, country)

Trade register number

VAT number

Share capital (EUR)

Contact person

Last name and first name

Function

Email

Phone number

Identity of the local partner

The partnership must include at least one lead partner and one local partner. The local partner(s) refer(s) to an entity/ies based in developing country/ies where the project is implemented.

Name of the organisation

Country of registration (headquarters)

The local partner(s) refer(s) to an entity/ies based in developing country/ies where the project is implemented. BPF-supported projects must be implemented in a developing country eligible for Official development assistance as defined by the Organisation for Economic Co-operation and Development (OECD) Development Assistance Committee (DAC). [DAC list](#)

Type of organisation

- Private Sector
- Research Centre
- Civil Society
- Public Sector
- Other

Sector of activity

Activities/core business of the organisation

500 characters

Describe, in 3-5 lines, what the organisation's main business activities are.

Number of employees (gender disaggregated)

Please provide the total number of employees within the organisation (gender disaggregated).

Year of registration of the organisation

Turnover of last year (EUR)

If applicable (i.e. if your local partner is a commercial enterprise)

Country (markets)

In which countries is the organisation operational/active?

Website

Responsible Business Conduct and ESG approach

2000 characters

How does the organisation integrate social, environmental and good governance concerns into its strategy and business operations? What initiatives or policies does it currently have in place to ensure ethical and sustainable practices? If your organisation has a turnover exceeding EUR 50 million, please specify whether a Responsible Business Conduct (RBC) analysis or a similar approach has been undertaken.

Please attach any relevant documentation, such as certifications, CSR action plans, etc., to support your response.

Administrative details

Head office address (No, street, postcode, town, country)

Trade register number (optional)

If applicable

VAT number (optional)

If applicable

Share capital (EUR) (optional)

If applicable

Contact person

Last name and first name

Function

Email

Phone number

Additional partner 1

BPF-supported projects must be initiated as part of a partnership involving at least one European Union-based company and an entity based in a developing country.

Additional local and/or associated partners may also be included to enhance the partnership. An associated partner is an entity based in the European Union that works alongside the lead and local partners, contributing complementary expertise and additional financing to the project. To ensure effective project implementation, we recommend including no more than four partners.

This section gives you the opportunity to present other partners (if applicable).

Do you wish to add another partner?

Yes

No

Do you wish to add... (optional)

An associated partner

A local partner

Name of the organisation (optional)

Country of registration of the organisation (headquarters) (optional)

Type of organisation (optional)

Private Sector

Research Centre

Civil Society

Public Sector

Other

Sector of activity (optional)

Activities/core business of the organisation (optional)

500 characters

Describe, in 3-5 lines, what the company's main business activities are.

Number of employees (gender disaggregated) (optional)

Please provide the total number of employees within the organisation (gender disaggregated).

Year of registration of the organisation (optional)

Turnover of last year (optional)

If applicable (i.e., if your additional partner is a commercial enterprise)

Country (markets) (optional)

In which countries is the organisation operational/active?

If the additional partner is an associated partner: Does the organisation have experience in developing countries? Is the organisation already active in the country of implementation of the project? If yes, in which context?

Website (optional)

Responsible Business Conduct and ESG approach (optional)

2000 characters

How does the organisation integrate social, environmental and good governance concerns into its strategy and business operations? What initiatives or policies does it currently have in place to ensure ethical and sustainable practices? If your organisation has a turnover exceeding EUR 50 million, please specify whether a Responsible Business Conduct (RBC) analysis or a similar approach has been undertaken.

Please attach any relevant documentation, such as certifications, CSR action plans, etc., to support your response.

Head office address (No, street, postcode, town, country) (optional)

Trade register number (optional)

If applicable

VAT number (optional)

If applicable

Share capital (EUR) (optional)

If applicable

Last name and first name (optional)

Function (optional)

Email (optional)

Phone number (optional)

Additional partner 2

BPF-supported projects must be initiated as part of a partnership involving at least one European Union-based company and an entity based in a developing country.

Additional local and/or associated partners may also be included to enhance the partnership. An associated partner is an entity based in the European Union that works alongside the lead and local partners, contributing complementary expertise and additional financing to the project. To ensure effective project implementation, we recommend including no more than four partners.

This section gives you the opportunity to present other partners (if applicable).

Do you wish to add another partner?

Yes

No

Partnership

The BPF aims to support balanced, efficient, and mutually beneficial partnership, demonstrating complementary skills and expertise mobilised by each partner within the project. Please present a description of your partnership in this section.

Previous collaborative experience of the partners

1300 characters

Is it a new partnership?

Have the partners already collaborated on similar projects?

If yes, please describe the context.

Partnership background

1300 characters

For how long have you been working together or exploring new synergies? How did you come up with the idea of working together as partners on this project? What inspired you in addressing this societal problem and developing an innovative solution together?

State of the partnership

1300 characters

What is the current state of your partnership? Is there a written agreement?

If yes, Please provide some details on the date and nature of the agreement.

Role and interest of each partner within the project

Lead partner

1300 characters

What is your interest in developing this project? How is it linked to your organisation global strategy and/or business?

What would be your main role in the project?

Local partner

1300 characters

What is your interest in developing this project? How is it linked to your organisation global strategy and/or business?

What would be your main role in the project?

De minimis regulation (optional)

Recipient company	Denomination of the aid	Amount received	Source of the aid	Date of granting
1				
2				
3				

In accordance with the regulations on 'de minimis' aid, particular attention must be paid to adhering to the aid ceiling, which may not exceed EUR 200,000 over the previous two fiscal years and the current fiscal year, all aid combined. In this context, the lead partner and any associated partners from Luxemburg or the EU are requested to complete the table below. Additional details on the de minimis regulation can be found in the practical guide.

Project

In this section, please focus on the innovative and impactful project you would like to submit for co-financing.

Project title

Country/ies of implementation

Main impact objective

Targeted SDGs

- SDG 1 - No poverty
- SDG 2 - Zero Hunger
- SDG 3 - Good health and well-being
- SDG 4 - Quality education
- SDG 5 - Gender equality
- SDG 6 - Clean water and sanitation
- SDG 7 - Affordable and clean energy
- SDG 8 - Decent work and economic growth
- SDG 9 - Industry, infrastructure and innovation
- SDG 10 - Reduced inequalities
- ...

Proposed project duration

BPF projects should have a duration of one to two years.

Total project budget (EUR)

Amount of BPF co-financing requested (EUR)

Amount requested through co-financing – maximum EUR 200,000 and maximum 50% of the budget.

Maturity of your project

- Feasibility study
- Proof of concept
- Prototype
- MVP
- Pilot
- Scaling

Summary of your project

2500 characters

Summarise the problem you are trying to address via the proposed project, the value proposition of the innovative solution, the market (paying clients), the business model and the impact of your project.

Societal problem addressed by the project (in connection with SDGs)

2000 characters

Please provide a short description of the social and environmental problem you want to address. How many people are affected by this problem? Where is this problem located? Who faces that problem and why?

Innovative solution

2000 characters

What is your proposed solution to this problem?

What makes your solution innovative, especially in the local context? How is your solution innovative compared to other existing solutions? What makes your solution cost-effective (lower cost than alternatives or greater/faster impact than alternative solution)? Is your solution already existing?

Market opportunity

2000 characters

Which market are you targeting? Why is the market especially promising for your solution? How is this market linked to the societal problem you want to address? How will you be able to generate revenue on this market? Who will be your paying customers?

Business model and value proposition

2000 characters

What is the value proposition of your solution? What benefit will it bring to your clients? What would be your revenue stream? Briefly describe what is your business model.

Planned investments and activities

2000 characters

What are the main activities and steps of the project? What are the main types of costs associated with these activities?

Potential for technology transfer/know-how

2000 characters

Are you planning to transfer knowledge, skills, technologies, methods, or manufacturing processes between partners? For example, will you organise training programs, establish licensing agreements, or facilitate the sharing of specific expertise and knowledge among partners?

Impact of the project

2000 characters

What kind of impact will your solution generate?

Have you already tested this solution on other markets to deliver impact? Who will benefit from the use of your solution? How is the intended impact aligned with SDGs?

How many people will directly benefit from your solution? And indirectly? What outcome and impact do you expect at the end of the project?

Additionality of the BPF co-financing

1300 characters

To what extent the project would not have been undertaken by the partners without the support of the BPF, or at least not on the same scale, not in the target county(ies), and/or not in the same timeframe?

Additional information (optional)

2500 characters

Kindly provide any additional information regarding your project that you would like to share with us.

Attachments

To demonstrate their eligibility according to the BPF criteria, applicants are requested to upload the documents listed below . Additional documents that applicants wish to submit, such as CSR or ESG reports, human rights policies, codes of conduct, stakeholder engagement reports, market or technical studies, comparative analyses, pitch decks, etc., can also be uploaded in this section. Please name them clearly according to their content.



Documents to upload by the lead partner

Additional document

Company business registration certification (lead partner)



Document demonstrating the existence of at least 5 employees (lead partner)



Financial statements for the last three years or any other document proving compliance with the turnover criteria for the lead partner



Document involving all partners

Joint commitment of the partners to commit for this call for proposal



Kindly download the document through this link : [Joint commitment](#). This document must be signed by all the mentioned partners.

Additional documents

If you would like to send us documents, you can upload them here (e.g. CSR or ESG reports, human right policy, code of conduct, stakeholder engagement report, market or technical study, comparative analyses, pitch deck, etc.) Please name them clearly according to their content.

Consent for the storage of personal data

Data storage

With your consent, you agree that LuxDev may retain information related to your application for the following periods:

- Up to five (5) years after the end of the financing contract.
- Up to five (5) years after the rejection of the application.

Purposes in the case of a co-financing contract:

- Internal evaluation of projects under MAE/023 portfolio to identify best practices and make them available to future applicants.
- Reporting on the effectiveness of MAE/023 to the Ministry of Foreign and European Affairs, Defence, Development Cooperation and Foreign Trade (MFA) throughout the project duration.
- Enable us to identify multiple co-financings.

The purpose in case of application rejection is to allow LuxDev - during subsequent co-financing cycles - to know which applicants have previously submitted a co-financing request and for what reasons it was rejected.

Consent for the retention of your data can be withdrawn at any time by sending a message to bpf@luxdev.lu, with a copy to rgpd@luxdev.lu.

Withdrawal does not affect the legality of the processing carried out until then. You can find more information in our Notice on the Protection of Personal Data does not affect the legality of the processing carried out until then. You can find more information in our Notice on the Protection of Personal Data does not affect the legality of the processing carried out until then. You can find more information in our Notice on the Protection of Personal Data does not affect the legality of the processing carried out until then. You can find more information in our [Notice on the Protection of Personal Data](#).

Consent for storage of your data

- I hereby consent to have my data stored beyond the legal retention rights described above
- I do not consent to have my data stored beyond the legal retention rights described above

Declaration of honour

- I confirm that the information above is complete and correct and that I have read and understood the provisions relating to data protection

Complaints mechanism

LuxDev complaints mechanism for issues around transparency and fair treatment can be found [Complaints mechanism](#)

