

CFP n° 23-323-GRA

SAFE PACIFIC

Safe Agricultural trade Facilitation
through Economic integration in the Pacific

CALL FOR PROPOSAL (CFP)

SINGLE STAGE

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| Title: | 2 nd Call: Capacity Building Support for Micro, Small and Medium Enterprises (MSMEs) |
| Nature of the Call: | <p>As an activity of SAFE Pacific project (Safe Agriculture trade Facilitation through Economic integration in the Pacific) funded by the European Union, this call focuses on Capacity-building support for micro, small, and medium enterprises (MSMEs) in the kava, coconut, coffee, and turmeric industries*. It is open to those MSMEs wishing to seek capacity-building support in certification, product development, market intelligence, participation at trade shows, business-to-business meetings, technical support in crop production, business mentoring, training and workshops, export-related infrastructure, and equipment for MSMEs to develop and to strengthen their productive export capacity.</p> <p>*See Part 3.2 Purpose, specific objectives for more detail regarding certification support.</p> |
| Date of issue: | 21/09/2023 |
| Closing Date: | 19/10/2023 |
| SPC Reference: | 23-323-GRA |
| Maximum amount per grant/per category | <p>Medium Enterprise – Support up to EUR 100K</p> <p>Small Enterprise - Support up to EUR 50K</p> <p>Micro Enterprise – Support up to EUR 10K</p> |

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Part 1: GUIDELINES FOR APPLICANTS - INTRODUCTION

1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the Agreement Establishing the South Pacific Commission (the Canberra Agreement).

SPC has our headquarters in Noumea, New Caledonia and has regional offices in Fiji, the Federated States of Micronesia and Vanuatu, as well as offices in the Solomon Islands and France. SPC works across the Pacific and has staff in nearly all of our Pacific Island Country and Territory members.

SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge and is guided by a deep understanding of Pacific Island contexts and cultures. Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

1.2 About the EU

The European Union is an economic and political union of 27 European countries. It is founded on the values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities. It acts globally to promote sustainable development of societies, environment, and economies, so that everyone can benefit.

For more information about the EU and our work in the Pacific, please visit our website: https://www.eeas.europa.eu/delegations/fiji_en?s=139

1.3 About the SAFE Pacific project

This Call for Proposal is part of the Safe Agriculture trade Facilitation through Economic integration in the Pacific (SAFE) project. The project funded by the European Union and implemented by SPC.

The overall objective of the SAFE Pacific Project is to contribute to improving the economic and social benefits for the 15 PACP member states arising from stronger regional economic integration. The 15 PACP members are: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Marshall Islands, Samoa, Solomon Islands, Timor Leste, Tonga, Tuvalu, and Vanuatu.

The project will place emphasis on building capacity to enhance market access and penetration for niche and value-added products, and ensure compliance with international trade standards, e.g., Sanitary & Phytosanitary Services (SPS), HACCP, Organic and Fair Trade, and labelling standards (working alongside government agencies, farmer's, service providers and successful applicants). Given its scope and support to these areas, SAFE will take a whole of supply chain approach to develop export capacity and productivity of enterprises within the 15 PACPs.

1.4 SPC's grant activities

SPC's [Grants Policy](#) provides the framework for ensuring that SPC ensure integrity and compliance with international standards along the grant process; demonstrates financial probity and accountability to its members and development partners; manages and prevents the potential for conflicts of interest and manages any other risks.

At SPC, a grant may be used to:

- a) enable an implementing partner to deliver activities or outcomes under a project or programme;
- b) develop the capacity of implementing partners;
- c) deepen the partnership with an implementing partner and build co-ownership of the outcomes.

1.5 SPC's Call for Proposal (CFP) Process

This CFP is a single stage CFP that sets out SPC's requirements for a project to be eligible. This CFP asks you, as an applicant, to submit your proposal in a prescribed format, trying to be as detailed and precise as possible and not omitting to attach the requested supporting documents.

Applicants responding to the CFP will have their proposals assessed by SPC in accordance with the terms of the CFP and will be awarded a grant if their project meets the requirements set out in the CFP and depending on the funds available.

Your participation in this CFP process confirms your acceptance of SPC's General Terms and conditions for Grants.

Part 2: GUIDELINES FOR APPLICANTS – GENERAL INSTRUCTIONS

2.1 Background

SPC invites you to submit your project proposal in order to be eligible for a grant to contribute to its funding and implementation in accordance with the provisions set out in [Part 3](#).

SPC has advertised this CFP on its website and may send it directly to pre-identified potential applicants. The same conditions and submission requirements will be requested from all applicants.

SPC has compiled these instructions to guide potential applicants and to ensure that all applicants receive equal and fair consideration.

Please read the instructions carefully before submitting your application. In order for your proposal to be considered, you must provide all prescribed information by the closing date and in the specified format.

2.2 Submission instructions

Your proposal must be clear, concise, and complete and must include only the information necessary to respond effectively to the call for proposals. Please note that you may be downgraded or excluded from the grant award process if your submission contains ambiguities or lacks clarity.

Your proposal must include the following documents which form [Part 5](#) of the CFP:

- a. Annex 1: Application Form [Concept Note];
- b. Annex 2: Budget, with supporting documents for the budget
- c. Annex 3 : Social and Environmental Responsibility (SER) questionnaire
- d. Annex 4: Project risk identification form
- e. Annex 5: Applicant declaration
- f. Annex 6: Conflict of interest declaration

Your proposal must contain all supporting documents and be submitted in English in as a single attachment by email to grants@spc.int with the following subject line: **CFP 23-323-GRA - 2nd Call for capacity building support to MSME's**.

All applications submitted must be in Word or PDF formats. Please note the maximum capacity for an email sent to SPC mailboxes is 10Mb.

Your proposal must be received no later than **19/10/2023** and **by 11.59PM Fiji Time**.

SPC will send an official acknowledgement of receipt to each proposal received by the closing date.

SPC reserves the right to exclude from consideration any proposal not received by the deadline, with incomplete information or in incorrect form.

2.3 Grant Information Sessions

Information sessions will be arranged to provide guidance to potential applicants regarding the application process, required documentation, eligibility, and evaluation criteria. The sessions will allow applicants to ask questions about submitting successful applications. Two information sessions will be held as follows:

1st Session - 03 October 2023

2nd Session - 06 October 2023

SPC strongly encourages all potential applicants to attend one of the two information sessions. To register for the information sessions please email your interest to attend to grants@spc.int by **02/10/2023**.

2.4 Clarifications

You may submit questions or seek clarifications on any issue relating to this CFP. The questions are to be submitted in writing to grants@spc.int with the subject line: **Clarification CFP 23-323-GRA - 2nd Call for capacity building support to MSME's**. The deadline for submission of clarifications is **10/10/2023** and by **11.59PM Fiji Time**.

Details will be kept of any communications between SPC and applicants. This assists SPC to ensure transparency of the grant award process. While SPC prefers written communication in the CFP process, at any point where there is phone call or other conversation, SPC will keep a record or a file note of the exchange with applicants.

2.5 Evaluation

Preliminary checks

Each proposal received will be assessed by SPC for compliance with the eligibility criteria and submission requirements set out in this CFP.

To assist in the examination, evaluation, and comparison of proposals, SPC may ask the applicant for clarification of its proposal or additional information. The request for clarification will be in writing.

If a proposal is responsive (it conforms in all material respects to the requirements set out in the CFP), it will proceed to evaluation. If a proposal is found not to be responsive, it will be excluded from further evaluation.

Due diligence, capacity, and risk assessments

SPC will carry out due diligence on the shortlisted applicants to verify the information provided in the application form. Capacity and risk assessments will also be undertaken for all shortlisted applicants to determine their ability to manage a grant in accordance with the requirements set out in this CFP and in accordance with the provisions of SPC's *Grant Policy*.

These assessments may be carried out at the applicant's premises or remotely. Shortlisted applicants will be notified prior to the commencement of due diligence and capacity and risk assessment activities. By applying, applicants agree to participate in these due diligence and capacity assessment processes.

The outcome of these assessments will be used to support SPC's Evaluation Subcommittee and Procurement Committee with their decision making.

Proposal evaluation

All responsive proposals will be assessed against the evaluation criteria set out in [Part 4](#). The criteria are provided with weighted scores according to the relative importance of each. SPC will not change the evaluation criteria set out in the CFP at any stage of the grant process.

The evaluation of the proposals is carried out in two stages:

- In the first stage, all proposals will be evaluated in accordance with the evaluation criteria set out in [Part 4](#), by a dedicated Evaluation Subcommittee which will propose a ranking of all proposals received.
- In the second stage, the Procurement Committee will make the final evaluation of the applications, taking into account the ranking established by the Evaluation Subcommittee,

the findings of the respective capacity assessments of the applicants, and the overall value of grants to be awarded.

Following the evaluation of all proposals, SPC may, without limiting the other options available to it, decide not to proceed with the CFP process or to launch a new CFP process on a similar or different basis to that described in this call.

2.6 Grant award

SPC may award one or more grants to one or more beneficiaries upon the decision of the Procurement Committee and subject to availability of funds. The award of a grant is made by signing a grant agreement.

Details of grants that have been awarded will be published on the SPC website and may be published on the European Commission website within 30 days (including the title of the contract/agreement/project, nature and purpose of the contract/agreement/project, name and locality of the grantee, amount of the contract/agreement/project, the start and end dates of the activity and the geographical scope of the activity).

Unsuccessful applicants will be notified, and feedback will be provided on their submissions if requested.

SPC's standard terms and conditions for grant agreements ([Part 6](#)) will apply to any grant awarded under this CFP, unless otherwise agreed. Any requested changes to the standard terms and conditions for grant agreements must be foreshadowed in the submission.

2.7 Key dates

Please see the proposed grant timetable in the table below. This timetable is intended as a guide only and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

| STAGE | DATE |
|--|------------|
| CFP advertised | 21/09/2023 |
| 1 st Grant Information Session | 03/10/2023 |
| 2 nd Grant Information Session | 06/10/2023 |
| Deadline for seeking clarification | 10/10/2023 |
| CFP Closing Date | 19/10/2023 |
| Award of a Grant | 31/01/2024 |
| Conclusion of Grant Agreement/end of Project | 31/12/2024 |

2.8 Legal and compliance

Child and vulnerable adult protection: SPC is committed to the well-being of children and vulnerable adults. All SPC grantees are required to commit to the principles of SPC's Child and Vulnerable Adult Protection Policy ([XI.G Manual of Staff Policies](#)). Breach of this requirement can result in SPC terminating any grant agreement with a grantee. Any allegations of potential misconduct in relation to this CFP involving children or vulnerable adults should be sent to complaints@spc.int.

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the CFP are already in the public domain when shared with the applicant, applicants shall at all times treat the contents of the CFP and any documents related to the grant award process as confidential. Unless clearly indicated otherwise, such as for 2.5 above, SPC will treat the information it receives from the applicants as confidential during the entire grant award process.

Conflict of interest: Applicants must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could

constitute a conflict of interest during the CFP process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the grant award process. Breach of this requirement can result in the exclusion of the applicant from the CFP process or in SPC terminating any grant agreement with a grantee.

Cost of preparation of submissions: Under no circumstances will SPC be liable for any proposal submission costs, expenditure, work, or effort that you may incur in relation to your provision of a proposal (including if the grant process is terminated or amended by SPC).

Currency, amount, and taxes: Unless otherwise requested, all proposals must include a provisional budget in their local currency and indicate the overall cost of each activity by item of expenditure without adding charges or taxes. If the project is selected, the total amount of the grant mentioned in the grant agreement is a total and final amount. Under no circumstances may the beneficiary request an increase or accumulation of the amount of the grant awarded. No price variation due to escalation, inflation, exchange rate fluctuations or any other market factor can constitute a valid justification for requesting an increase in the amount. If additional funding is required, a new grant process must be initiated.

Eligibility: Applicants are required to disclose to SPC whether they are subject to any sanction or temporary suspension imposed by any international organisation, or whether they are subject to bankruptcy proceedings. You may not be bankrupt or suspended, debarred, or otherwise identified as ineligible by any international organisation. Failure to disclose such information may result in debarment and termination of any grant agreement issued to the grantee by SPC.

Fraud and corruption: SPC has zero tolerance for fraud and corruption. All grantees have an obligation to report potential fraud and corruption. Breach of this requirement can result in the exclusion of the applicant from the CFP process or in SPC terminating any grant agreement with a grantee. Allegations of potential misconduct by an SPC staff member or applicant involving fraud or corruption can be sent to complaints@spc.int.

Good faith: The information in this CFP is provided by SPC in good faith. No representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability will be accepted by SPC in relation to the adequacy, accuracy, completeness or reasonableness of this CFP or any information provided by SPC in relation to this CFP.

Modifications: Any clarifications, corrections or modifications will be published on the SPC website prior to the deadline. In the event an applicant has submitted a project before the clarification, correction or modification, the applicant will be informed and may modify its proposal. The modified proposal will still need to be received before the deadline.

No offer of a grant: This CFP does not constitute an offer of a grant or an invitation from SPC to enter into a grant agreement with you.

Privacy: The applicant is to comply with the requirements of applicable legislation and regulatory requirements in force for the use of personal data that is disclosed for the purposes of this CFP. SPC will handle any personal information it receives under the CFP in line with its Grant Policy, [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#). Applicants understand that their proposal and their personal information will be stored and used by SPC in accordance with these policies and guidelines.

Right to amend, seek clarity, withdraw, not award: SPC reserves the right to: (1) amend, add to or withdraw all or any part of this CFP at any time, or to re-invite applicants on the same or any alternative basis; (2) seek clarification or documents in respect of any applicant's proposal; (3) choose not to award a grant as a result of this CFP; (4) make whatever changes it sees fit to the timetable, structure or content of the grant process, depending on approvals processes or for any other reason. Please note that while SPC will not change the evaluation criteria set out in the CFP without the CFP process being re-issued, SPC does reserve the right at the time of award of a grant to vary the requirements for the project to be implemented by the grantee specified in the CFP and to accept or reject any proposal at any time prior to award a grant without incurring any liability to

the affected applicant or any obligation to inform the affected applicant(s) of the grounds for SPC's action.

Right to disqualify: SPC reserves the right to disqualify: (1) any applicant that does not submit a proposal in accordance with the instructions in this CFP; (2) any applicant that misrepresents information to SPC; (3) any applicant that directly or indirectly canvasses any SPC employee concerning the award of a grant.

Use of material: Applicants shall not use the contents of the CFP or any related material for any purpose other than for the purpose of considering submitting or submitting their proposal to SPC.

Warranty, representation, assurance, undertaking: The applicant acknowledges and agrees that no person has any authority to give any warranty, representation, assurance or undertaking on behalf of SPC in connection with any grant which may (or may not) follow on from this CFP process.

2.9 Complaints process

Applicants that consider they were not treated fairly during any SPC grant award process may lodge a protest. The protest should be addressed to complaints@spc.int. The applicant must provide the following information: (1) full contact details; (2) details of the relevant CFP; (3) reasons for the protest, including how the alleged behaviour negatively impacted the applicant; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

Part 3: GUIDELINES FOR APPLICANTS - DESCRIPTION OF THE CFP AND ITS CONTEXT

3.1 Background/Preliminary

The SAFE Pacific Project, funded by the European Union, is seeking to support and build capacity of enterprises and consortiums in 15 Pacific members of ACP for: certification, product development, market intelligence, participation at trade shows, business to business meetings, technical support in crop production, business mentoring, training and workshops, export related infrastructure and equipment for MSMEs to develop and to strengthen their productive export capacity **in kava, coconuts, coffee and turmeric industries**, with a focus on intra-regional, inter-regional, and international trade including export to the European Union (EU) market, through the EU-Pacific States Economic Partnership Agreement (EPA) and/or other EU trade preferential schemes. SAFE will work with new and existing enterprises including growers, processors, exporters, and actors in the value chain that are interested in developing and expanding their export capacity and operation.

The SAFE Pacific Project, implemented by SPC Land Resources Division, will engage with selected enterprises through a competitive selection process to enhance and develop export capacity of successful enterprises. A total of EUR 760,923 has been allocated for this component.

3.2 Purpose, specific objectives

Specifically, the objective of the support made available under this CFP is to increase/strengthen the capacity of MSMEs trading in **in kava, coconuts, coffee, and turmeric industries** targeting intra-regional and international trade including export to the European Union (EU) market, through the EU-Pacific States Economic Partnership Agreement (EPA) and/or other EU trade preferential schemes and to increase the private sector's participation in economic integration.

This initiative aims to support MSMEs in leveraging cutting-edge solutions to address environmental challenges and create positive social impact. Through this Call for Proposals, we seek to identify and fund promising projects that align with sustainability principles and demonstrate the potential for scalable and replicable models in the agriculture sector.

SAFE will have a greater focus on developing environmentally friendly production systems (organic agriculture, agro-forestry systems, low carbon footprint, and eco-certification with a gender focus and will assist exporters in adapting to the impacts of climate change in export operations using appropriate technology.

The support provided to MSMEs will be in the following forms:

- Voluntary Market Certification* (refer note in next page)
- Participation at trade shows, Business to business meetings.
- Technical and scientific support, training, and workshops
- User friendly equipment
- Feasible technologies promoting emission reduction.

Only one proposal per applicant is permitted, but applicants may apply for multiple forms of support. Subject to the eligibility requirements set out in section 4.1, cooperatives, associations, social enterprises, growers, and processors are eligible to apply for support. Women-led enterprise are strongly encouraged to apply. Enterprises operating in countries with existing EU-Pacific States Economic Partnership Agreement (EPA) are strongly encouraged to apply. These countries include Fiji, Papua New Guinea,

Samoa, Solomon Is, Timor-Leste and Tonga.

*** Note**

Support for certification, including Organic, HACCP, Fair Trade, and other schemes, will be available in all 15 ACP countries listed at 3.1 above, and will be considered beyond the four targeted commodities of kava, coconuts, coffee, and turmeric. In addition to the support forms listed above, proposals may include support for organic certification (3rd party or Participatory Guarantee System [PGS] development, governance/management systems, certification fees, especially for start-up, infrastructure/equipment, and labour necessary to achieve certification, seeds, and planting stock.

3.3 Expected results

The expected result of the project is to strengthen competitiveness of sustainable agricultural value-chains in the Pacific and recognising that the results of each successful applicant supported will cover one or more key result areas as follows:

- MSME's supported in enhancing their sustainable production capacity
- MSME's assisted in obtaining internationally recognised quality/sustainability certifications
- An increase in trade with EU markets through the EPA (European Partnership Agreement)
- An increase in business export capacity of selected MSMEs
- MSME's trained in Climate smart agriculture, value chain development, and marketing
- MSME's supported to attend trade shows, industry learnings, EU- Pacific States business to business meetings

3.4 Timelines

The engagement will commence upon signing of the grant agreements with the selected MSMEs and will conclude no later than 31 December 2024. The key dates for this project are set out in paragraph 2.7.

3.5 Reporting obligations

Recipients of the Grant will be required to provide at least bi-annual progress reports until the project is completed. These reports must provide, inter alia, information on the activities implemented, results achieved, the problems encountered, and solutions found as well as a provisional timetable and budget forecast for the activities still to be carried out. The timeframes for the grant support will be agreed upon by SPC and the Grantee. Technical and financial reporting will be required for all project costs, including those covered by co financing.

A final report must also be submitted by the end of the grant period.

3.6 Location

The project will take place across 15 Pacific members of ACP (the African, Caribbean and Pacific Group of

States). The 15 PACP members are: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Marshall Islands, Samoa, Solomon Islands, Timor Leste, Tonga, Tuvalu, and Vanuatu.

3.7 Other Key Conditions

Under this grant scheme, the selected MSMEs will be provided with direct support from SPC. All procurement and payment for actions under the grant will be facilitated and led by SPC in line with its policies and procedures.

SPC will assess the environmental impact of the goods and services it purchases against informed and internationally recognised standards and methods. Practical steps will include due consideration of:

- longevity (reusability, recyclability).
- the energy efficiency ratings of equipment (e.g., 5-star rather than 1-star) and whether the extra costs can be recouped over the operating life of the equipment.

All assets procured under the grant agreement will need to be managed and disposed of in accordance with the terms of the grant agreement.

Part 4: GUIDELINES FOR APPLICANTS - ELIGIBILITY CRITERIA FOR RECEIVING FUNDS

Successful applicants will be awarded a grant based on their business turnover as indicated in the financial report submitted under paragraph 4.1.4. Grant support will be made available as follows:

| Enterprise Classification | Annual Sales Turnover | Grant Support |
|---------------------------|-----------------------|-------------------|
| Micro | 10,000 - 50,000 EUR | up to 10,000 EUR |
| Small | 50,001 –250,000 EUR | up to 50,000 EUR |
| Medium | over 250,000 EUR | up to 100,000 EUR |

4.1 Eligibility criteria

There are 3 categories under which applicants can apply (Micro Enterprise, Small Enterprise, Medium Enterprise) and the eligibility criteria under each are as follows:

4.1.1. Eligibility criteria for Micro Enterprises

- The enterprise must be a legally registered entity in at least one of the 15 PACPs
- The enterprise must have any required business licence for the export of kava, coconuts, coffee, or turmeric, or provide confirmation as to why such a licence may not be required
- The enterprise must have an annual turnover between EUR 10,000 - EUR 50,000
- The Grantee is required to make at least thirty percent (30%) financial contribution towards the total cost of the Approved Activities. SPC will assess the proposed contributions by the applicants in their application form to determine which contributions are allowable under the grant. As a benchmark the contributions proposed must be directly towards the proposed activities.

4.1.2. Eligibility criteria for Small Enterprises

- The enterprise must be a legally registered entity in at least one of the 15 PACPs
- The enterprise must have any required business licence for the export of kava, coconuts, coffee, or turmeric, or provide confirmation as to why such a licence may not be required
- The enterprise must have an annual turnover of more than EUR 50,001 and less than EUR 250,000
- The Grantee is required to make at least thirty percent (30%) financial contribution towards the total cost of the Approved Activities. SPC will assess the proposed contributions by the applicants in their application form to determine which contributions are allowable under the grant. As a benchmark the contributions proposed must be directly towards the proposed activities.

4.1.3. Eligibility criteria for Medium Enterprises

- The enterprise must be a legally registered entity in at least one of the 15 PACPs
- The enterprise must have any required business licence for the export of kava, coconuts, coffee, or turmeric, or provide confirmation as to why such a licence may not be required
- The enterprise must have an annual turnover of more than EUR 250,000
- The Grantee is required to make at least thirty percent (30%) financial contribution towards the total cost of the Approved Activities. SPC will assess the proposed contributions by the applicants in their application form to determine which contributions are allowable under the grant. As a benchmark the contributions proposed must be directly towards the proposed activities.

4.1.4. Supporting documentation required to verify eligibility:

| | Micro Enterprises | Small Enterprises | Medium Enterprises |
|--|--|--|--|
| Supporting documents required to verify eligibility | <ul style="list-style-type: none"> a. Business registration certificate. b. Business License (if applicable). c. 1-year financial report. d. Completed application form. | <ul style="list-style-type: none"> a. Business registration certificate. b. Business License (if applicable) c. 2-year financial reports. d. Completed application form. | <ul style="list-style-type: none"> a. Business registration certificate. b. Business License (if applicable) c. 3-year financial reports. d. Completed application form. |

Note: Financial reports from 2019 -2022 will be accepted. Financial statements lodged as part of most recent enterprise annual Income tax return will be preferred.

4.2 Eligible actions

The following actions can be eligible under this grant provided they operate in the value chain for kava, coconuts, coffee, or turmeric:

- Voluntary Market Certification **
- Participation at trade shows, Business to business meetings.
- Technical and scientific support, training, and workshops
- User friendly equipment
- Feasible technologies promoting emission reduction.

**** Refer Note in 3.2 above**

Successful applicants may also benefit from SPC's large pool of experts through the SAFE Pacific Project. Applicants are encouraged to carefully assess its business needs and the types of assistance required to effect changes that will enhance its ability to better position itself and be competitive in its targeted markets.

4.3 Eligibility of costs

No funding will be awarded directly to successful applicants and no costs will be reimbursed to successful applicants under this project.

Applicants must, as part of the grant application, be able to show that they will be in a position to make a financial contribution of 30% of the value of the total grant awarded. This is the applicant's contribution to co-funding the grant action.

All proposed contributions from applicants will be reviewed and verified as part of the due diligence process. Applicants must be able to objectively evidence that their contribution is 30% of the value of the total grant awarded by SPC. Financial contributions will typically need to be made by the applicant in advance of SPC purchasing goods or services. Financial contributions must contribute directly towards the activity being proposed and must be supported by documents objectively evidencing the applicant's 30% contribution.

SPC will in its sole discretion determine whether a contribution proposed by an applicant meets with the requirements set out above. Applicants are encouraged to enquire with SPC, in advance of submitting their application, if they have any uncertainty as to whether their proposed contribution will meet with SPC's requirements.

SPC will, following the award of a grant and receipt of the successful applicant's 30% co-financing contribution or verification and approval of the applicant's 30% financial contribution, purchase the goods and/or services awarded to the successful applicant, subject to such costs being:

- Necessary for the implementation of the action
- Reasonable and justified and in line with the usual practices of the enterprise, regardless of the source of the funding
- Covered by one of the sub-headings indicated in the estimated budget of the grant
- Comply with applicable tax and social legislation, taking into account SPC's privileges and immunities

For the avoidance of any doubt, the following costs are ineligible for this project:

- Full-purchase cost of equipment and assets
- Duties, taxes, and charges, including VAT, that are recoverable/deductible
- Debts and debt service charges
- Provision for losses, debts, or potential future liabilities
- Banking charges for the transfers from and to SPC
- Costs incurred during the suspension of the implementation of the agreement.

4.4 Evaluation criteria

A grant is awarded to the top-ranking proposals according to the total score. Applicants will be selected based on the following evaluation criteria:

| Evaluation Criteria | Maximum Weighting |
|---|-------------------|
| <p>1. Relevance to SAFE and LRD objectives.</p> <p>The proposal must be aligned with SAFE’s objectives (refer to 3.2). Preference will be granted to export value chains directed to the EU. This section may be supported with a business plan if available.</p> <p>Clear identification of the proposed activities, implementation schedules, and how these actions contribute to achieving not only the outputs/targets and objectives of the project but of the business as well.</p> | 20 |
| <p>2. Capacity of the enterprise to implement the proposal.</p> <p>Clear description of the key personnel involved in the day-to-day operation of the business, including their experience and area/s of expertise, and any gaps that may exist in your current organizational structure.</p> <p>Applicants must demonstrate that sound managerial and financial capability/systems are in place and that the applicant is able to implement the proposed activities and demonstrate commercial viability of its proposed plans within 3-5 years. Furthermore, elaborate on the mitigation of associated risks both, internally and externally to the business.</p> <p>The application must also include the efficient use of resources (such as water, energy, and land), adapt to, or build resilience against climate change through awareness building, and innovative services, and products and should be able to provide updates and reports when required.</p> | 20 |
| <p>3. Business relationships and current export business challenges, export Potential including regional value chains.</p> <p>This may include how critical the role other actors or players may have in the value chain in which your business is dependent on e.g., suppliers, service providers, farmers etc., also include your business’s challenges to increasing exports, e.g., policy, regulation, access to finance, raw material supply, certification, product development, market access etc.</p> <p>Clear outline of the businesses plans with regards to regional markets, and intra-regional trade, and increasing export potential.</p> | 20 |
| <p>4. Sustainability, Social impact, social inclusion, and gender equity</p> <p>Clear outline of how enterprise contributes to improving food security through a sustainable approach, increased knowledge (crop production, certification, and standards etc.), income, gender equality, and opportunities for women.</p> | 15 |
| <p>5. Environmental Impact</p> <p>Clearly outline in detail how your business supports primary production systems to reduce environmental impacts. What mitigation strategies has your business put in place to minimize harmful impacts to the environment including supportive/innovative measures to protect the environment (e.g., CO2 reduction, circular economy, reforestation, etc.). Applicants must ensure efficient use of resources (such as water, energy, and land), adapt to, or build resilience against climate change through awareness building, and innovative services, and products.</p> | 15 |

| | |
|---|------------|
| 6. <i>Effectiveness of the proposed budget</i> | |
| How necessary are the expenditures for the proposed project? | 10 |
| How does this translate to the best value for the money to be spent? | |
| Clear indication of how the 30% contribution requirements will be met | |
| TOTAL | 100 |
| Minimum Qualification Score | 70 |

4.5 Other - Due Diligence Assessments

SPC will carry out due diligence on the shortlisted applicants to verify the information provided in the application form. The outcome of these assessments will be used to support the Evaluation Subcommittee with its decision-making. The following areas will be assessed:

- Ability to sustain the support provided
- Ability to manage any assets provided through the grant support over their useful life
- Ability to maintain any certification standards and requirements that are provided through the grant support
- Ability to report back to SPC in the required format in relation to results of the support provided
- Ability to make the required 30% contribution
- Other operational and risk considerations for the grant
- Business registration verification
- Business license verification (as applicable)
- Financial statement verification

Part 5: SUBMISSION FORMS

ANNEX 1: Application Form



SAFE Pacific Project

The project looks to contribute to increasing exports from the 15 participating Pacific Island States through interregional, intraregional, and international trade. Applications from enterprises registered in the following countries will be accepted: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Marshall Islands, Samoa, Solomon Islands, Timor Leste, Tonga, Tuvalu, and Vanuatu.

Applicants are required to complete the application form in totality.

By completing this proposal, you understand and agree to the way in which SPC, and its partners and third-party service providers collect and manage your personal information. Information provided in this form may be used for purposes of research on a de-identified basis. For further information on SPC's Privacy Policy and SPC's Guidelines for handling personal information of bidders and grant applicants go to <https://www.spc.int/grants>.

SECTION 1: BUSINESS DETAILS

a. Please indicate which commodity/commodities, industry/industries your enterprise is engaged in.

Coconut Coffee Kava Turmeric Other

Other (Organic): _____

b. Please indicate the grant category applied for:

Micro Small Medium

Pacific ACP Country

Indicate the Pacific ACP country/countries where the applicant is legally registered.

| | | |
|---|--------------------------------|--|
| <input type="checkbox"/> Cook Islands | <input type="checkbox"/> Nauru | <input type="checkbox"/> Solomon Islands |
| <input type="checkbox"/> Federated States of Micronesia | <input type="checkbox"/> Niue | <input type="checkbox"/> Timor Leste |

| | | |
|---|---|----------------------------------|
| <input type="checkbox"/> Fiji | <input type="checkbox"/> Palau | <input type="checkbox"/> Tonga |
| <input type="checkbox"/> Kiribati | <input type="checkbox"/> Papua New Guinea | <input type="checkbox"/> Tuvalu |
| <input type="checkbox"/> Marshall Islands | <input type="checkbox"/> Samoa | <input type="checkbox"/> Vanuatu |

c. Registered Name of Applicant:

| |
|--|
| <p><i>In the case of consortium applications, consortium members will be required to nominate a member of the consortium to complete the application forms on behalf of the consortium. The nominated consortium member will enter their details under "Registered Name of Applicant" above and will add the names of all other consortium members below and attach any relevant supporting documentation.</i></p> |
| |

d. Trading Name of the Applicant: (if different from above)

| |
|--|
| |
|--|

Please provide a valid copy of the Applicant's business registration certificate and business license (refer to section 4.1 - if a business license cannot be provided, please justify reasons in the 'Other comments' below)

Other comments

| |
|--|
| |
|--|

e. Annual Turnover & Currency, and Employee numbers

| | | |
|---|---------------|--|
| Sales Turnover: \$ _____ [insert currency] | Male | |
| | Female | |
| | Other | |
| | Disadvantaged | |

f. Authorized persons contact details

| | | | |
|--|---------------------------------|--------|----------------------------------|
| The authorised person is the person who is authorised by the applicant to sign a Grant agreement (representative of the applicant) | | | |
| Name: | [insert name of representative] | Title: | [insert title of representative] |
| Phone number: | [Phone number] | Email: | [email address] |

g. Applicant Profile

[Please provide a brief overview (maximum 1 page) of your organisation, including its date of establishment, its main activity, a brief description of its business structure and its financial management system or processes.]

Supporting documents: presentation document of the organisation, governance document, organigram, etc.

Financial management

| | | |
|--|------------------------------|-----------------------------|
| Is your organisation willing and able to provide annual financial records, accounts for verification by SPC? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is your organization willing and able to provide audited annual financial reports for verification by SPC? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does your organisation have the financial management structure/system to manage the grants and assets? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

h. Applicant Address

| | | | |
|-----------------|--|-------------------|---|
| Postal Address: | <i>[insert name of representative]</i> | Website: | <i>[insert title of representative]</i> |
| Phone number: | <i>[Phone number]</i> | Physical address: | <i>[email address]</i> |

i. Independent Certification:

Please list any third-party certification the business holds (e.g., Organics, ISO 22000, HACCP etc.)

| Certificate | Issued by | Valid to (date) |
|-------------|-----------|-----------------|
| | | |

j. Please list any certifications that the enterprise is currently processing.

| Certification being processed. | Rationale |
|--------------------------------|-----------|
| | |

SECTION 2: Evaluation Criteria

Criteria 1: Relevance to SAFE and LRD objectives (20%) (Refer to Section 3.3)

Objective of the proposal and outputs/target to be achieved (1 page max)

The proposal is aligned with SAFE’s objectives (refer to 3.2). Preference will be granted to export value chains directed to the European Union. Please support this section with a business plan if available.

| |
|--|
| |
|--|

Description of main activities to be implemented with this proposal (3 pages max)

Clear identification of the proposed activities, implementation schedules, and how these actions contribute to achieving not only the outputs/targets and objectives of the project but of the business as well.

| |
|--|
| |
|--|

Criteria 2: Capacity of the enterprise to implement the proposal (20%)

Organisation and management (1/2-page max)

Clear description of the key personnel involved in the day-to-day operation of the business, including their experience and area/s of expertise, and any gaps that may exist in your current organizational structure.

| |
|--|
| |
|--|

Provide a brief description of your business and products including the businesses' ability to implement your proposal (2 pages max)

Applicants must demonstrate that sound managerial and financial capability/systems are in place. The applicant is able to implement the proposed activities and demonstrate commercial viability of its proposed plans within 3-5 years. Furthermore, elaborate on the mitigation of associated risks both, internally and externally to the business.

| |
|------------------------------------|
| Business description and products: |
| Operational management capacity: |
| Financial management capacity: |
| Business sustainability: |
| Business viability: |
| Succession planning: |
| Risk mitigation: |

Criteria 3: Business relationships and current export business challenges, export Potential including regional value chains (20%)

a. Please elaborate on the segment of the value chain your business operates in and the key factors that contribute to your business's ability to increase exports (1 page max)

This may include the role other actors or players have in the value chain and which your business is dependent on e.g., suppliers, service providers, farmers etc., also include your business's challenges to increasing exports, e.g., policy, regulation, access to finance, raw material supply, certification, product development, market access etc.?

| |
|--|
| |
|--|

b. Regional value chains and trade (1 page max)

Clear outline on the businesses plans with regards to regional markets, inter and intra-regional trade.

| |
|--|
| |
|--|

Criteria 4: Sustainability, social impact, social inclusion, and gender equity (15%)

a. Involvement, and Social Impact (2 pages max)

Explain in detail how your enterprise contributes to improving food security through sustainability, increased knowledge (crop production, certification, and standards etc.), income, gender equality, and opportunities for women?

| |
|---|
| How does your business affect or improve food security through sustainability? |
| How does your business contribute to increased knowledge and participation? |
| How will your business contribute to improved livelihood generation and income? |
| How does your business address gender equality and social inclusion? |
| What are the opportunities for women? |

Criteria 5: Environmental Impact (15%)

a. Environmental practices including, emissions reduction and energy saving technology (Value Addition and Innovation) (1 page max)

Please describe in detail how your business supports primary production systems to reduce environmental impacts. What mitigation strategies has your business put in place to minimize harmful impacts to the environment including supportive/innovative measures to protect the environment (e.g., CO2 reduction, circular economy, reforestation, etc.). Applicants must ensure efficient use of resources (such as water, energy, and land), adapt to, or build resilience against climate change through awareness building, and innovative services, and products.

| |
|--|
| |
|--|

Criteria 6: Effectiveness of the proposed budget (10%)

a. How necessary are the expenditures for the proposed project?

| |
|--|
| |
|--|

b. How does this translate to the best value for the money to be spent?

| |
|--|
| |
|--|

c. Please indicate in detail how your business plans to meet the 30% contribution requirements for any proposed support. Please indicate the source of the funding, indicate the contribution, the value of the contribution, and how you have arrived at the value for the contribution. To give your proposal the best chance of success, we encourage you to propose up to 3 different specific types of financial contribution, and to make the order in which you would like each proposed contribution considered by SPC clear.

Financial Contribution

| |
|--|
| |
|--|

* Please fill in Annex 2 “Budget Form” containing budget for the proposed activities. Provide necessary documents such as quotations to support your budget and to evidence your financial contribution.

SECTION 3: SUPPORT REQUESTED AND CONTRIBUTION:

Description of support requested:

Please indicate the kind(s) of assistance or support requested from the SAFE Pacific Project:

- Voluntary Market Certification including Organic, HACCP, Fair Trade etc.
- Participation at trade shows, Business to business meetings.
- Technical and scientific support, training, and workshops
- User friendly equipment
- Feasible technologies promoting emission reduction.

SECTION 4: DECLARATION

I hereby certify that I have the authority to submit this proposal on behalf of the applicant and I certify that the above and attached information is true and accurate.

.....

Signature of CEO/ Managing Director/General Manager/Manager

Date:

Checklist

| Documents | Description | Check |
|----------------------------------|---|-------|
| Application form and attachments | Completed application form and all required attachments | |
| Business registration | Copy of certificate of registration | |
| Business license | Copy of business license (refer to section 4.1) | |
| Financial Statements | Copy of financial statements. | |
| Business Plan (if available) | Copy of the enterprises business plan, if available. | |

ANNEX 2: Budget Form**BUDGET – GRANT APPLICATION**

The budget must be presented in your local currency. Where possible, supporting documents such as quotations to support the amount being proposed must be included. Applicants must, as part of the grant application, be able to show that they will be in a position to make a financial contribution of 30% of the value of the total grant awarded. Progress reports will be required to include both SPC and the grantee's contribution.

| | | | |
|---|--|------------------------|-------------|
| Title of the action: | <i>[mention the title of the action]</i> | | |
| Item of expenditure | (A) | (B) | (A+B) |
| | SPC Funding Request | Applicant contribution | Total Costs |
| <i>Activity 1 - [name of Activity 1] - Project costs</i> | | | |
| <i>[Describe precisely the costs required to implement Activity 1. For example, detail the equipment that you would like to propose for purchasing or the certification or product development that you would like to propose.]</i> | | | |
| <i>[Describe the costs required to implement Activity 1]</i> | | | |
| <i>[Describe the costs required to implement Activity 1]</i> | | | |
| <i>[Provide details on every cost]</i> | | | |
| Sub-Total Activity 1 Project costs | | | |
| <i>Activity 2 - [name of Activity 2] - Project costs</i> | | | |
| <i>[Describe the costs required to implement Activity 2]</i> | | | |
| <i>[Describe the costs required to implement Activity 2]</i> | | | |
| <i>[Describe the costs required to implement Activity 2]</i> | | | |
| <i>[Provide details on every cost]</i> | | | |
| Sub-Total Activity 2 Project costs | | | |
| <i>Activity 3 - [name of Activity 3] - Project costs</i> | | | |
| <i>[Describe the costs required to implement Activity 3]</i> | | | |
| <i>[Describe the costs required to implement Activity 3]</i> | | | |
| <i>[Provide details on every cost]</i> | | | |
| Sub-Total Activity 3 Project costs | | | |
| Grand total of the Action (Activity 1+ 2+3) | | | |

Other (open section for the applicant)

[Insert any other detail related to the budget]

For the Applicant: *[insert name of the organisation]*

Signature:

Name of the applicant's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

ANNEX 3: Social and Environmental Responsibility (SER) Screening Questionnaire

SER SCREENING QUESTIONNAIRE – GRANT APPLICATION

1. Labour and Working conditions

| | | |
|---|------------------------------|-----------------------------|
| 1.1 Will the project present unsafe, indecent, or unhealthy working conditions for stakeholders involved? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 1.2 Is there potential for the project to apply adverse discriminatory practices based on religious, racial, gender, disability, or political considerations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

2. Climate change

| | | |
|---|------------------------------|-----------------------------|
| 2.1 Could the project adversely contribute to climate change by generating greenhouse gas emissions, including through deforestation or forest degradation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2.2 Could the project negatively affect the resilience to climate change? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

3. Resource Efficiency and Pollution Prevention

| | | |
|---|------------------------------|-----------------------------|
| 3.1 Will the project generate hazardous waste? Is the project likely to lead to environmental damages due to an uncontrolled management of waste? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3.2 Is the project likely to lead to pollutants release? Are chemicals (including pesticides) likely to be used during the project? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

4. Human Rights

| | | |
|--|------------------------------|-----------------------------|
| 4.1 Is the project likely to negatively impact on the human rights of the affected populations? (e.g., their rights to water, work, health, to a healthy environment, etc.)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4.2 Is the project likely to create less favourable treatment of, or discrimination against, any person or group? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

5. Impacts on Affected Communities

| | | |
|--|------------------------------|-----------------------------|
| 5.1 Is there any risk that populations perceive they did not receive enough opportunities to raise their concerns regarding the project? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5.2 Is there a risk that the project would create or exacerbate conflicts with or within affected populations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5.3 Is the project likely to increase community exposure to disease (water borne, water based, water related, and vector borne diseases as well as communicable diseases)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

6. Gender

| | | |
|---|------------------------------|-----------------------------|
| 6.1 Is there a likelihood that the project would have adverse impacts on gender equality, and/or the situation of women and girls? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6.2 Have community groups/leaders raised gender equality concerns regarding the project during the stakeholder engagement process? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6.3 Would the project potentially limit women's ability to access or use natural resources upon which they depend for a livelihood? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

7. Resettlement

| | | |
|--|------------------------------|-----------------------------|
| 7.1 Could the project involve the physical relocation of people? (Encompassing displacement as well as planned relocation) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|

| 8. Use of natural resources | | |
|--|------------------------------|-----------------------------|
| 8.1 Could the project lead to adverse impacts on biodiversity or natural habitat? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8.2 Is the project likely to negatively impact a protected area? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8.3 Is the project likely to introduce invasive alien species to the project area? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8.4 Is the project likely to restrict people's access to natural resources and their means of livelihoods? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8.5 Is the project likely to favour unsustainable exploitation of a renewable resource? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| 9. Peoples right and tenure | | |
|--|------------------------------|-----------------------------|
| 9.1 Is the project likely to negatively affect peoples or communities' rights: rights of affected populations, including procedural rights such as the right to be consulted or to have access to information, or substantive rights (real or personal) such as the right of access to natural resources or benefit-sharing related to these natural resources (carbon rights, benefits from access to genetic resources ...). | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9.2 Could the project require the relocation of peoples from their homes or lands subject to traditional ownership or customary use? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| 10. Cultural heritage | | |
|---|------------------------------|-----------------------------|
| 10.1 Is the project likely to negatively affect cultural heritage? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10.2 Is the project likely to negatively affect a legally protected cultural heritage area? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| Risk identification table | | | |
|---|---|--|---|
| <i>If you have answered 'yes' to any of the above questions, please fill in the associated identification and risk assessment table and mention the question identification number.</i> | | | |
| Question ID number | Risk Description | Risk assessment | Score the risk level |
| 1.2 | <i>[Where applicable describe potential issues, specify activities causing the risk identified. Characterise the identified risk or impacts (likelihood, intensity, duration, reversibility). Indicate the risk localization (local/national/global)]</i> | <i>[Where applicable, identify the remedial actions that would mitigate the identified risk]</i> | <i>[Choose between high, medium, and low]</i> |
| 6.3 | <i>[insert risk description]</i> | <i>[insert risk assessment]</i> | <i>[Choose]</i> |
| 8.5 | <i>[insert risk description]</i> | <i>[insert risk assessment]</i> | <i>[Choose]</i> |
| Etc. | <i>[insert risk description]</i> | <i>[insert risk assessment]</i> | <i>[Choose]</i> |

For the Applicant: *[insert name of the organisation]*

Signature: _____

Name of the applicant's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

ANNEX 4: Project Risk Identification Form

| RISK IDENTIFICATION FORM – GRANT APPLICATION | | | |
|---|--|--|--|
| <i>Project Risks</i> | | | |
| Describe and rank the four most significant risks that could negatively impact the project. Risks are potential future events that have the potential to negatively impact your ability to achieve the project results and could, for example, include financial, environmental, or social risks. | | | |
| Risk | What is the likelihood (high, medium, or low) that the risk will occur? | If the risk occurs, what would the impact (high, medium, or low) on the project be? | Mitigation strategy – how will you manage the risk? |
| <i>[Risk 1 identified]</i> | <i>[Choose between high, medium, and low]</i> | <i>[Choose between high, medium, and low]</i> | <i>[Describe your mitigation strategy to reduce the likelihood of the risk occurring.]</i> |
| <i>[Risk 2 identified]</i> | <i>[Choose between high, medium, and low]</i> | <i>[Choose between high, medium, and low]</i> | <i>[Describe your mitigation strategy to reduce the likelihood of the risk occurring.]</i> |
| <i>[Risk 3 identified]</i> | <i>[Choose between high, medium, and low]</i> | <i>[Choose between high, medium, and low]</i> | <i>[Describe your mitigation strategy to reduce the likelihood of the risk occurring.]</i> |
| <i>[Risk 4 identified]</i> | <i>[Choose between high, medium, and low]</i> | <i>[Choose between high, medium, and low]</i> | <i>[Describe your mitigation strategy to reduce the likelihood of the risk occurring.]</i> |

For the Applicant: *[insert name of the organisation]*

Signature:

Name of the applicant's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

ANNEX 5: Applicant Declaration

The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present call for grant proposals, representing any co- applicant(s) in the proposed action, hereby declares that:

- The applicant is eligible in accordance with the criteria set out in the Guidelines for Applicants (Part 1, Part 2, Part 3, and Part 4);
- The applicant has sufficient financial capacity to carry out the proposed action or work programme;
- The applicant certifies the legal status of the applicant and of its partners, if any, as reported in the application;
- The applicant is directly responsible for the preparation, management, and implementation of the action with the co-applicant(s), if any, and is not acting as an intermediary;
- The applicant (and any co-applicant/s) is not, or are not, in any of the following situations that will exclude them from participating in any SPC grant process or award:
 1. They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
 2. They have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
 3. They have been guilty of grave professional misconduct proven by any means which the applicant cannot justify;
 4. They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established, or with those of the country of the applicant, or those of the country where the grant is to be performed;
 5. They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity.

It is recognised and accepted that if the applicant and/or co-applicant(s) (if any) participate notwithstanding being in any of these situations, they may be excluded from the grant process or any future SPC processes.

For the Applicant: *[insert name of the organisation]*

Signature:

Name of the applicant's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

ANNEX 6: Conflict of Interest Declaration

INSTRUCTIONS TO APPLICANTS

What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the applicant and any person connected with SPC** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the applicant from taking part in a grant process. **However, the declaration of the existence of such a conflict by the persons involved is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Applicants are therefore invited to declare any situation, fact, or link which, to their knowledge, could generate a real, potential, or apparent conflict of interest.

Declaration at any time

Conflicts of interest may arise at any time during the grant award process or the implementation of a project (e.g., new partner in the project) or as a result of a change in personal life (e.g., marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

Declaration for any person involved

A declaration must be completed for each person involved in the application process (principal representative of the applicant, possible partners, etc.).

Failure

Failure to declare a potential conflict of interest may result in the exclusion of the applicant from the process or the non-award of a grant.

DECLARATION

I, the undersigned, *[name of the representative of the applicant]*, acting in the name and on behalf of the organisation *[name of the entity]*, declare that:

| | |
|--------------------------|--|
| <input type="checkbox"/> | To my knowledge, I am not in a conflict-of-interest situation |
| <input type="checkbox"/> | There is a potential conflict of interest with regard to my <i>[Choose an item]</i> . relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>[mention position/role/personal or family link with the person concerned]</i> , although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the grant award process |
| <input type="checkbox"/> | I may be in a conflict of interest with regard to my <i>[Choose an item]</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned]</i> , as this person is, to the best of my knowledge, directly or indirectly linked to the grant award process |
| <input type="checkbox"/> | To my knowledge, there is another situation that could potentially constitute a conflict of interest: <i>[Describe the situation that may constitute a conflict of interest]</i> |

In addition, I undertake to:

- declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
- not to grant, seek, obtain, or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
- to provide accurate, truthful, and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my organisation and/or partners who are jointly and severally applying for a grant, may be subject to sanctions, if it is established that false statements have been made or false information has been provided.

For the Applicant: *[insert name of the organisation]*

Signature:

Name of the applicant's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*