# **CONCEPT NOTE APPLICATION FORM:GENERAL Window**

***What is a Concept Note?***

The Concept Note is the first part of the application process to the PROSPER Salone Facility. Applicants wanting to participate for consideration for PROSPER Salone funding must initially complete a Concept Note.

The Concept Note allows applicants to briefly present how ideas respond to the funding window requirements. A Concept Note is a brief outline of your proposed project. It is designed to provide the PROSPER Salone Investment Committee, which makes all the decisions on PROSPER Salone grants, with an overview of your business and proposed project. Those applicants that are successful at this stage will pass to the second stage of the competition where the Fund will work with the applicant to develop a full intervention note, outlining the plans for grant outcomes, along with other such details, according to the format provided by the PROSPER Salone team.

***What are requirements do I need to address?***

The PROSPER General window targets impact investors, institutional investors, domestic investors and international corporates seeking to invest in Sierra Leone firms.

***How do I complete this Concept Note?***

Add your information by typing in the boxes below each section. Questions are provided under each section to help guide your responses. The form must be completed in English. The form **must not exceed 6 pages in length** and must be readable. Please also refer to the Concept Note Guidelines, and the Frequently Asked Questions page on the [Invest Salone website](https://investsalone.com/prosper-salone/).

**We advise that you discuss your planned submission with the PROSPER Salone fund management teams well in advance of finalising your Concept Note** to ensure that the ideas are presented correctly and are complete.

 ***How should I submit the Concept Note?***

Please send the completed Concept Note, by email attachment, to: cclarklowes@nathaninc.com and pkukreja@investsalone.com. Applications are accepted on a rolling basis.

|  |
| --- |
| 1. **Name of investment firm / initiative and type:**
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| Name:Type: *[Insert for example, domestic or international investor, venture capital fund, DFI, debt fund, etc.]*Website URL: |
| 1. **Lead contact person for this submission:**
 |
| Name :Address: Telephone:Email: |
| 1. **Partner organisations (if any)**
 |
| Name :Address: Telephone:Email:  |
| 1. **Project summary**
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| Please summarise the key objective of the project for which funding is desired, and the rationale for seeking funding for the same from PROSPER Salone.

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| 1. **Approach and key activities of the project:**
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|  Being as precise as possible, indicate which of the eligible areas of one or more of the following your project will address for which you are seeking the grant:  * Develop a viable investment pipeline
* Conduct scoping trips
* Conduct a feasibility study
* Provide technical assistance
* Disburse investment capital
* Conduct due diligence for investments
* Support follow-on investment
* Other (please explain).

Please address the following questions:* Highlight the scale of investment ($) that the project plans to undertake, along with the development rationale and projected social impact (in terms of jobs creation, income increase, energy saved etc.).
* Explain where you are in the stage of the project (for example, early launch stage, pipeline development stage, investment stage, etc.).
* Explain why you want to implement this project and your prior investment experience in the region (if any).
* How will the project be commercially sustainable after PROSPER Salone funding?
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| 1. **Expected impact and outcomes**
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| How will this project deliver significant benefits to firms and the overall investment climate in Sierra Leone? Does your project address any of the following:* Increase in productivity of competitiveness to x number of companies
* Increase in exports or purchase orders of x number of companies
* X new permanent or part-time jobs created by this project
* Development of institutional investor network in Sierra Leone
* Increase in investment committed in Sierra Leonean firms
* Facilitation initiatives that strengthen the ecosystem of investors and buyers
* Any other impact outcomes planned.

Explain briefly how the project aims to achieve the above outcomes.1. **Estimated risks**

Please layout the potential or existing risks for the project activity being proposed:

|  |  |  |
| --- | --- | --- |
| ***Risk description*** | **Level of risk****high/medium/low** | **Mitigation measures**  |
| 1. |  |  |
| 2.  |  |  |
| 3. |  |  |
| 4.  |  |  |
| 5.  |  |  |
| *The above table shows 5 nos., the applicants can add more nos. (but no more than 10) if needed.* |

1. **Project workplan and timelines**

|  |  |
| --- | --- |
| Please layout the Key activities / milestones for the project: | **Indicative completion date** |
| 1. |  |
| 2.  |  |
| 3. |  |
| 4.  |  |
| *5.* |  |
| *Applicants can choose to add more activities (but no more than 15) to the above table.* |

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| **9. Estimated project budget:** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Please note that the* ***minimum contribution from bidders is 20% of the project’s costs****. This contribution can be through in-kind and cash contribution. However, applicant contributions made through a high proportion of in-kind contributions (existing resources, staff etc.) will be considered dependent on the logic of the individual project proposed.**The budget for the project should be proportionate to the activities of the project proposed.* ***The applicant company will need to share evidences for certain assumptions submitted if needed.***

|  |  |  |
| --- | --- | --- |
| ***Project Items Requiring Funding, by Broad Category*** | **Source** | **Investment Amount for the Project (in GBP)** |
| 1. Category – for examplePipeline development | Applicant |  |
| PROSPER Salone Contribution |  |
| 2. Category – for example Scoping trips | Applicant |  |
| PROSPER Salone Contribution |  |
| 3. Category – for example Technical assistance | Applicant |  |
| PROSPER Salone Contribution |  |
| **Total Contribution** | Applicant |  |
| PROSPER Salone Contribution |  |

*The above tables show 3 categories, but applicants are welcome to break down the category items into a greater number (but no more than 10), if you wish.* |

By signing this form our organisation and consortium partners accept the following terms and conditions:

* We accept that we are bound by the process and rules of the PROSPER Salone Facility that have been highlighted on the [Prosper Salone webpage](https://investsalone.com/prosper-salone/) and shall accept the outcome of the process without any deviation or reservation.
* We shall bear any and all costs related to the preparation and/or submission of the proposal, regardless of whether its proposal is selected or not. We accept that PROSPER Salone nor its implementing donor, UK Foreign, Commonwealth and Development Office (FCDO) shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the process.
* We accept that PROSPER Salone’s determination of our responsiveness to this funding window is to be based solely on the contents of the written application forms or intervention notes.
* We accept that information relating to the examination, evaluation, and comparison of business proposals, and recommendation of contract award shall not be disclosed to us or any other persons not officially concerned with such processes.

Signature: …………………………………………………..

Name: ………………………………………………………..

Date: .…………………………………………………………