



TEMPLATE FOR CONCEPT NOTE (FOR WINDOW 2 & 3)

Important notes for Applicants

Completing and submitting a Concept Note is the first stage of the Export Readiness Fund (herein after called the "ERF") grant application process for **Window 2 and 3**.

For your grant application to be considered, you must submit your Concept Note in English or Bangla using this form, by no later than the advertised deadline for submission.

Full details of the grant application, including the ERF eligibility and assessment criteria, and the deadline for submission, are set out in the relevant Guidance Notes for Applicants (available for download from the ERF's website www.erf-bd.com).

If you have any questions related to the form, please refer to the Guidance Notes for Applicants or contact us by email, telephone or request a visit to the ERF office. You should also consult the Applicant's Code of Conduct (available for download from the ERF's website www.erf-bd.com), particularly noting our rules on corrupt and illegal practices.

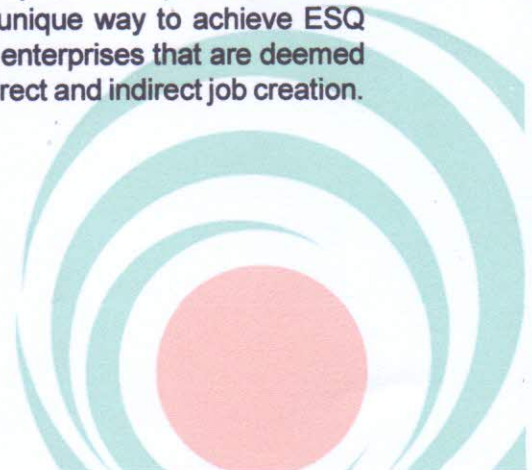
If you have any queries or concerns in this respect, please refer to the Applicant's Code of Conduct for guidance on how to report any suspected corrupt or illegal practices. Please note that by submitting your Concept Note you are confirming that you have read, understood and agree to be bound by the Applicant's Code of Conduct.

After your form has been submitted and the deadline for submission has passed, it will be evaluated according to the process described in the Evaluation Guidance Notes for Applicants (available on the Fund's website www.erf-bd.com). This rigorous evaluation is undertaken against pre-defined criteria.

If your application is shortlisted, you will be invited to submit a full proposal in the second stage of the application process. If your application is not accepted, you will be informed accordingly and given the reasons for the non-acceptance. The ERF's decision on shortlisting is final.

Please note that if your enterprise is a subsidiary of a parent/holding company, you are required to identify the parent/holding company and contacts in the relevant section of the Concept Note. Subsidiary companies are also required to provide a declaration on details of their shareholding.

Large enterprises (having total employees of more than 300) are eligible for the ERF grants on an exceptional basis, i.e. if their proposed project has clear developmental impact and meets one or more of the following criteria: a) promotes an innovative/unique way to achieve ESQ compliance in export markets; b) supports small or medium scale enterprises that are deemed exporters within its supply chain; or, c) contributes significantly to direct and indirect job creation.





ERF contact details are as follows:

Export Readiness Fund Management Unit
Navana Villa Akbar

Address: 257/A (2F), Flat A - 2, Road - 19
Mohakhali DOHS, Dhaka-1206
Bangladesh.

Phone: 01713068946, 01842487411, 01816889236

Email: info@erf-bd.com



1. APPLICANT AND ENTERPRISE INFORMATION

1.1 Are you applying for Window 2 or 3? Please ✓

Window 2 ☐

Window 3 ☐

1.2 Has your enterprise carried out an ESQ assessment under Window 1 of the Export Readiness Fund (ERF)? Please ✓

Yes ☐

No ☐

If Yes, please provide your application reference number. If not known, please leave this out.

Click or tap here to enter text.

1.3 Is your enterprise a potential exporter or an existing exporter (direct or indirect (deemed))? Please ✓

Potential exporter ☐

Existing exporter ☐

1.4 General Information

| | |
|--|----------------------------------|
| Registered Name of your enterprise | Click or tap here to enter text. |
| Starting year of commercial operation | Click or tap here to enter text. |
| Name of your enterprise's Managing Director (MD)/Chief Operating Officer (CEO) | Click or tap here to enter text. |
| Are you a subsidiary or affiliate of a parent company? If yes, please indicate shareholding of parent company | Click or tap here to enter text. |
| Select the legal status of enterprise | Choose an item. |
| Select the sector of your enterprise | Choose an item. |
| Sub-sector/product group of your enterprise | Click or tap here to enter text. |
| Main products of enterprise | Click or tap here to enter text. |



1.5 Address of Enterprise

| | |
|------------------------------------|----------------------------------|
| Registered Office address | Click or tap here to enter text. |
| Factory address(es) | Click or tap here to enter text. |
| Telephone/cell number(s) | Click or tap here to enter text. |
| Fax number(s) (if any) | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| Enterprise website (if any) | Click or tap here to enter text. |

1.6 Details of Contact Person for this Application

| | |
|--------------------------------------|----------------------------------|
| Name of contact person | Click or tap here to enter text. |
| Designation of contact person | Click or tap here to enter text. |
| Telephone/cell number(s) | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |

1.7 Size of Enterprise

| Please Tick Mark | Enterprise Size | Employee Number |
|--------------------------|-----------------|-----------------|
| <input type="checkbox"/> | Micro | 30 or below* |
| <input type="checkbox"/> | Small | 31 to 120 |
| <input type="checkbox"/> | Medium | 121 to 300 |
| <input type="checkbox"/> | Large | More than 300* |

** Enterprises employing less than 31 or more than 300 will be eligible to apply for the ERF grant in exceptional cases. If your enterprise falls in either of these categories, you will have to provide strong justifications (in a separate attached sheet) to explain the need for the grant and how the grant will improve your business to export more or help become more export-ready.*



1.8 Human Resources of the Enterprise

| Manpower | Male | Female | Total |
|---|----------------------------------|----------------------------------|----------------------------------|
| Management | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Administration & HR | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Finance | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Production | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Marketing / distribution | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Quality Control | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Environmental, Social or Product Quality roles/responsibilities | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Other (please specify) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Total: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

| Number of Workers / Work Areas | Skilled | | Semi-skilled | | Unskilled | | Casual | |
|--------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| | Male | Female | Male | Female | Male | Female | Male | Female |
| Production | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |



| | | | | | | | | |
|-------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Packaging | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Marketing | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Transportation | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Other (please specify) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Total: | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

1.9 Legal Documents of Enterprise

| Legal Documents | Registration Number | Date of Issue and renewal |
|-------------------------------------|----------------------------------|----------------------------------|
| Trade License | Click or tap here to enter text. | Click or tap here to enter text. |
| Certificate of Incorporation | Click or tap here to enter text. | Click or tap here to enter text. |
| Tax Certificate (TIN) | Click or tap here to enter text. | Click or tap here to enter text. |
| VAT Registration Certificate | Click or tap here to enter text. | Click or tap here to enter text. |

2. EXPORT PERFORMANCE

2.1. Track Record of Export Business

| | |
|--|-----------------|
| Markets currently being catered to | Choose an item. |
| Starting year of export operation (direct or indirect export) | |



| | |
|--|----------------------------------|
| Name of countries exporting to (if already exporting) | Click or tap here to enter text. |
| Number of buyers in the importing countries, by country | Click or tap here to enter text. |
| Key export products (indirect and / or direct) | Click or tap here to enter text. |

2.2. Sales Performance (Past Three Years)

| Performance/Year | Year – 2017 | Year – 2018 | Year – 2019 | Year 2020 (Forecast) |
|------------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Total local sales (BDT) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Total direct export (BDT) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Total indirect export (BDT) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

3. ENVIRONMENT, SOCIAL AND QUALITY (ESQ) STATUS OF YOUR ENTERPRISE

3.1. ESQ Compliance Certificates Acquired (Existing Certificates) *

** Please submit photocopies of certificates / standards obtained with the application form.*

| List of ESQ Compliance Certificates / Standards the enterprise has acquired so far: | |
|---|--|
| ESQ Compliance areas | Name of Certificates /Standards/ Quality Systems and details including the validity time |
| On Environment | Click or tap here to enter text. |
| On Social | Click or tap here to enter text. |
| On Quality standards (e.g. product quality) | Click or tap here to enter text. |

3.2. Environmental, Social and Quality Policies *

** Please submit photocopies of policy documents with the application form.*

| |
|---|
| Does your enterprise have written policies on the following: |
|---|



| Policy Area | Yes/No | Policy title | Since (year) |
|---|-----------------|----------------------------------|-------------------------------|
| Environment | Choose an item. | Click or tap here to enter text. | Click or tap to enter a date. |
| Social | Choose an item. | Click or tap here to enter text. | Click or tap to enter a date. |
| Quality | Choose an item. | Click or tap here to enter text. | Click or tap to enter a date. |
| Other such as Corporate Social Responsibility (CSR) | Choose an item. | Click or tap here to enter text. | Click or tap to enter a date. |

3.3. Current ESQ Policies, Systems and Procedures of Enterprise

Based on your responses for section 3.1 and 3.2, please provide a short description (in maximum 300 words) of current management, environment, quality, social compliance (e.g. health and safety), and training systems, policies, procedures, equipment and software in place for your enterprise.

Click or tap here to enter text.

4. YOUR PROPOSED WINDOW 2 OR 3 PLAN FOR ERF GRANT

4.1. Please explain why you wish to apply for an ERF matching grant

How will your enterprise benefit from a matching grant contribution from the Export Readiness Fund? (maximum of 300 words)



Click or tap here to enter text.

- 4.2. Please explain the specific areas where the ERF matching grant will contribute to improving and raising environmental, social and / or quality (ESQ) standards of your enterprise? (maximum of 300 words)**

Click or tap here to enter text.



4.3. New or Improved in Processes, Products and Markets

What new or improved products, processes, services, markets or compliance are you aiming to achieve through your investment?

| Particulars | Information |
|--|----------------------------------|
| List new or improved in products (if any) or improvement of any process | Click or tap here to enter text. |
| Improvement in environmental compliance | Click or tap here to enter text. |
| Improvement in social compliance | Click or tap here to enter text. |
| Improvement in quality aspects | Click or tap here to enter text. |
| List of new countries of exports and countries of expanded exports (if any) | Click or tap here to enter text. |
| Expected new export earnings or increase in current export earnings (BDT and US\$) | Click or tap here to enter text. |
| Certificates needed to access export markets with new products: | Click or tap here to enter text. |
| Certificates on Environmental standards: | Click or tap here to enter text. |
| Certificates on Social standards: | Click or tap here to enter text. |
| Certificates on quality: | Click or tap here to enter text. |
| Any other | Click or tap here to enter text. |

4.4. Amount of Matching Grant Seeking



The applicant enterprise should provide strong and authentic evidence of sources of fund which it intends to invest for export development and/or diversification of products, which are subject to verification.

| | | |
|--|---|--|
| Proposed grant amount seeking | In US\$: Click or tap here to enter text. | In BDT: Click or tap here to enter text. |
| Proposed firm's own investment | (BDT): Click or tap here to enter text. | |
| Proposed additional sources of investment (additional sources may be funded through a bank loan, overdraft facility, or equity-type instrument provided that the funding is done on a commercial basis and does not incorporate a grant element) | (BDT): Click or tap here to enter text. | |

5. POSITIVE WIDER IMPACT

The ERF must achieve measurable impact and must directly attribute to achieving:

- *Direct outcomes (additional jobs, output, investment, increased volume of export etc.)*
- *Indirect outcomes (indirect jobs, output, investment, and product benefits)*
- *Wider outcomes (job creation effects, linkages, and technological spill overs)*

Please tell us how wider impact will be achieved through ERF's grant and who will benefit from your project (e.g. producers, workers, or consumers, others)? Think beyond your existing enterprise or your new venture and tell us about others in the sector who may benefit as a result of your project or improvements to your business.

Click or tap here to enter text.

6. DOCUMENTS TO BE SUBMITTED WITH THIS CONCEPT NOTE

- Detailed CV of applicant outlining qualifications and experiences (CEO/Managing Director/Partner/Proprietor and other key personnel involved in the implementation of your proposed project)



- ii. Copy of updated trade license
- iii. Certificate of Incorporation
- iv. Copy of TIN certificate
- v. Copy of VAT registration certificate
- vi. Copy of audited financial statements of last three financial years
- vii. Tax assessment certificate for last financial year (for Window 3 only)
- viii. Copy of Environmental, Social & Quality Certificates acquired (if any)
- ix. Copy of present Environmental/Social/Quality Policies (if any)
- x. If applicable, technical and financial proposal of proposed service provider for the project



Name and Signature of Authorised Applicant

Seal of Enterprise

Date: _____

For internal use of ERF Management Unit only:

| | |
|---|----------------------------------|
| Concept Note Reference Number | Click or tap here to enter text. |
| Date of Submission | Click or tap to enter a date. |
| Name of Grant Officer Assisted the Applicant | Click or tap here to enter text. |



Annex 1 – Concept Note Eligibility Checklist

PART A: Completed by the Applicant

Purpose: This form is an appendix to the concept note application form. It gives basic information on the applicant and allows the ERF Management Unit to give a Safeguards Category for the subproject.

| Your Organization: | | | |
|---|--|--|--|
| Company Name (applicant) | Click or tap here to enter text. | | |
| Is your company part of a Group? | Choose an item. | If Yes – Please specify group name and address: Click or tap here to enter text. | |
| ERF identification number | To be inserted by the ERF MU | | |
| Factory Address (the location where the grant will be used) | Click or tap here to enter text. | | |
| Location and boundary of the factory site and land ownership (these attachments are needed for the Concept Note) – see guideline notes below <i>*Note that subprojects or activities in the leather sector which are not situated in designated industrial zones and not connected to Central Effluent Treatment Plant (CETP) are ineligible.</i> | GPS Co-ordinates of Site (use Google Maps) | Click or tap here to enter text. | |
| | Have you attached a Google Earth map of the site? | Choose an item. | If no, why not? Click or tap here to enter text. |
| | Have you attached a document to show the property boundary/border? | Choose an item. | If no, why not? Click or tap here to enter text. |
| | Is this property rented or owned by the company? | Choose an item. | |
| Sector (please tick ✓ all that apply) | <input type="checkbox"/> Leather and leather goods <input type="checkbox"/> Footwear <input type="checkbox"/> Plastics <input type="checkbox"/> Light engineering | | |



| | |
|--|----------------------------------|
| What does the factory currently manufacture? <i>(list main types of items manufactured at the factory)</i> | Click or tap here to enter text. |
|--|----------------------------------|

| The Grant: | | |
|---|--|----------------------------------|
| What will the grant be used for? (please tick ✓ all that apply) | <input type="checkbox"/> Construction of a new building <input type="checkbox"/> Extension (construction) to the existing building <input type="checkbox"/> Improvement/refurbishment of the existing building <input type="checkbox"/> Training <input type="checkbox"/> Buying new equipment/technology <input type="checkbox"/> Other (describe): Click or tap here to enter text. | |
| For the grant, will you buy: (please tick ✓ all that apply) | <input type="checkbox"/> New land? <input type="checkbox"/> New buildings? | |
| What is the purpose of the grant? (please tick ✓ all that apply) | <input type="checkbox"/> Environmental Improvement <input type="checkbox"/> Social Improvement <input type="checkbox"/> Quality Improvement | |
| What will be the benefits that the grant will bring to your enterprise? (please describe all that apply) | Improved standards and compliance | Click or tap here to enter text. |
| | Use of new / better technology | Click or tap here to enter text. |
| | Improved products | Click or tap here to enter text. |
| | Improved systems/processes | Click or tap here to enter text. |
| | Improved productivity /efficiency | Click or tap here to enter text. |
| | Innovation, not used before | Click or tap here to enter text. |
| | Health and Safety improvements | Click or tap here to enter text. |
| | Improved equal opportunities and diversity (female, older, or disabled staff) | Click or tap here to enter text. |



| | | |
|--|-------|----------------------------------|
| | Other | Click or tap here to enter text. |
|--|-------|----------------------------------|

| Form Completed By: | |
|--------------------|----------------------------------|
| Name | Click or tap here to enter text. |
| Job Title/Role | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |
| Signature | Click or tap here to enter text. |

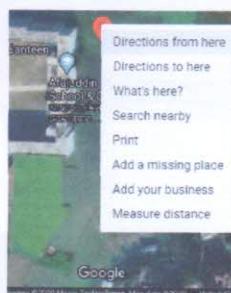
Additional Information – Requested Attachments

Location Map:

This is an example Google map location, showing GPS Co-Ordinates (24.074338, 90.214696)

GPS co-ordinates from Google Maps can also look like this: 24°04'27.9"N 90°12'53.3"E

Find the location of the site on Google Maps or Google Earth. 'Right Click' on the site, click 'What's Here?' to get co-ordinates.



Site Boundary Map:



This is an example site boundary map. It is taken from an existing document that the company already has.

It clearly shows the boundary of the factory property that is owned by the company.



Guidelines on Obtaining Site Boundary Map:

Understanding the site boundary will support assessing the eligibility of the project. At a minimum, the map should clearly show the perimeter of the land occupied with a scale and this should correspond to the legal boundary of the site. The site boundaries map can include pre-existing maps of the site such as the site layout maps that were required for the Environmental Clearance Certificate.

If there are no maps available, then one can be drawn up for this stage. There are several ways of doing this, most of which are free. However, please bear in mind that the PIU and FMU may request clarification regarding this map and that further site layout maps may be required later in the process (dependant on grant activities).

Below is an example of one free method:

Google Maps

1. Visit www.google.com/maps and use satellite imagery.
2. Right click the map and select left click measure distance.
3. Right click the edges of the factory perimeter until you have encompassed the site. (note it should show the Total Area)
4. Take a Screenshot to cover the full perimeter, the measure distance results and the scale bar.
 - a. Windows: Press Print Screen (sometimes labelled PrtScn) on your keyboard; Open and select the area using Snip and Sketch (press and hold Windows Key, Shift; or Snipping Tool).
 - b. Apple: Press and Hold Shift, Command and 3.

