

## Draft application form LDF Kosovo

Welcome to the application form for the Second Edition of the LuxAid Demonstration Fund in Kosovo!

Before starting your application, please make sure you comply with ALL the eligibility criteria below by the submission deadline. You will be asked to upload documents to attest your eligibility.

### **(box) LuxAid Demonstration Fund**

*LuxAid Demonstration Fund welcomes applications that meet ALL of the following eligibility criteria on submission deadline:*

1. *The applicant is a formal commercial or cooperative company, legally registered in Kosovo before 01/11/2022 (sole proprietorships/individual businesses, associations and NGOs are not eligible);*
2. *The applicant can demonstrate having at least 5 individuals with legal employment contracts (List of Employees by the Tax Administration of Kosovo) and a turnover below EUR 50 million;*
3. *The applicant has not obtained more than EUR 500.000 in external funding (grants, equity, loans etc.) within the three years preceding the submission deadline;*
4. *The applicant has a project proposal centered around an innovation in one of the following areas:*
  - a. **Digital innovation**
    - ICT and digital transformation as key enablers of growth and exports — supporting companies that provide or adopt digital tools (AI, data analytics, software development, automation, fintech, e-commerce, and cybersecurity).
    - Export-ready ICT service providers and outsourcing companies scaling their digital innovations and expanding international partnerships.
    - Private-sector-led skills-to-jobs initiatives focused on building digital and green skills directly linked to employment opportunities in emerging industries.
    - HealthTech and e-health innovations in relation to cardio-vascular health.
  - b. **Green innovation**
    - Energy efficiency and clean-energy transition in business operations (renewable integration, smart energy management, energy-saving technologies).
    - Circular economy and waste valorization (reducing resource use and promoting reuse, recycling, and recovery of materials across production chains).
    - Sustainable agribusiness and circular agri-processing, turning agricultural by-products and organic waste into new products and materials, and promoting low-carbon, resource-efficient production models.
    - Climate adaptation and resource-security solutions (water efficiency, nature-based solutions, circular materials).

### **Cross-Cutting Priorities (Apply to All Thematic Areas)**

All supported projects must demonstrate measurable contributions to the SDGs and especially to one the following categories:

- Job creation and income generation, especially for youth, women, and vulnerable groups.
- Energy efficiency and green transition.

- Digital transformation and innovation adoption.
  - Social inclusion and gender equality. Scalability and replication potential in Kosovo's innovation ecosystem.
5. *The innovative product/service proposed has been tested on the market and generated sales revenue for at least one year by the submission deadline and has a clear scale-up plan to allow for significant SDG related impact.*
  6. *The proposed business project has a duration of 1 to 2 years and requires grant co-financing between 100.000 EUR and 350.000 EUR;*
  7. *The applicant can co-finance at least 50% of the total project costs via external investments, founders' own funds, the enterprise's own free cash flow available in the beginning of the project and/or sales.*

On behalf of the applicant, please confirm the following:

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

Congratulations, you can now start your application!

We are sorry, only applicants who can confirm all the points above can submit applications.

Applications must be written in English. Please note that responses are limited to a specific number of characters, as indicated under each question. Please answer the questions as precisely as possible to facilitate the evaluation of your application.

Please provide all figures in euros and use a comma as the decimal separator and a period as the thousand's separator.

In case of technical problems, please contact [ldf@luxdev.lu](mailto:ldf@luxdev.lu) for LuxAid Demonstration Fund.

*It is compulsory to respond and upload files for each in order to submit the application. However, applicants can continue to the next page without having added all documents.*

Applicant information	
First and last name of contact person	
Gender	
What role/function do you play within the enterprise?	
E-mail	
Phone number	
Name of enterprise	
Country of registration of the enterprise	
Date of business registration of the enterprise (at ARBK/KBRA)	
Upload a copy of the Company Business Registration certificate (provided by ARBK/KBRA)	
Upload a copy of the enterprise 's articles of incorporation – Statute of the Company	
Upload a copy of the tax compliance certificate or any other document that can demonstrate tax compliance	
Full address of your enterprise (street number and name, postal code, city, country)	
Economic sector(s)	
Activity /core business of the enterprise	Please describe in 3-5 sentences the commercial activities of the enterprise.
Country/countries where the enterprise has commercial activities	
Number of employees declared (in full-time equivalents - FTE), gender disaggregated	To be eligible.  For LDF, the applicant employs at least 5 individuals with legal employment contracts (List of Employees by the Tax Administration of Kosovo).  Total number of employees:  Total number of female employees:
Upload any documentation that demonstrates that the enterprise has at least five employees with legal employment contracts	
Sales revenue in the previous financial year	

Profit / loss in the previous financial year	
Upload a copy of the latest official financial statements (ideally audited)	
Upload a list/table of all external funding received to date (grants, equity, loans etc.) specifying the amount in EUR, the capital provider and the year.	To be eligible for LDF, the applicant must not have obtained more than EUR 500.000 in external funding (grants, equity, loans etc.) within the three years preceding the submission deadline.
Website	
Social media or other links to videos explaining your solution(s)	

In this section, please focus on the specific project you would like to submit for co-financing i.e. if the project is a limited business unit within your enterprise, focus on that, otherwise the project might overlap with the entire commercial activity of your enterprise.

Innovative & effective solution	Additional info
Summary of the project in max 1300 characters	<p>Summarize the problem you are trying to address via the proposed project, the value proposition of the innovative solution, the market (paying customers) and the business model. Next, indicate the commercial traction and progress to date (number of customers, annual/monthly revenue, impact achieved on target). If the proposed solution is only a business unit within your enterprise, please explain how this solution emerged within your existing commercial activity.</p> <p>Finally, define your impact statement "An investment of [XX EUR] will allow us to reach [YY] customers over the next 12/18/24 months and create [ZZ] of [social impact]."</p>
The thematic axis of the call for proposals	<ol style="list-style-type: none"> <li><b>Digital innovation</b> <ul style="list-style-type: none"> <li>ICT and digital transformation as key enablers of growth and exports — supporting companies that provide or adopt digital tools (AI, data analytics, software development, automation, fintech, e-commerce, and cybersecurity).</li> <li>Export-ready ICT service providers and outsourcing companies scaling their digital innovations and expanding international partnerships.</li> <li>Private-sector-led skills-to-jobs initiatives focused on building digital and green skills directly linked to employment opportunities in emerging industries.</li> <li>HealthTech and e-health innovations in relation to cardio-vascular health.</li> </ul> </li> <li><b>Green innovation</b> <ul style="list-style-type: none"> <li>Energy efficiency and clean-energy transition in business operations (renewable integration, smart energy management, energy-saving technologies).</li> <li>Circular economy and waste valorization (reducing resource use and promoting reuse, recycling, and recovery of materials across production chains).</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• Sustainable agribusiness and circular agri-processing, turning agricultural by-products and organic waste into new products and materials, and promoting low-carbon, resource-efficient production models.</li> <li>• Climate adaptation and resource-security solutions (water efficiency, nature-based solutions, circular materials).</li> </ul>
Project duration	Eligible projects can have a duration ranging from 12 to 24 months.
Societal problem addressed by the project (in connection with the SDGs)	Detail the problem (social or environmental) that you are addressing by answering the following questions: Who is affected by this problem, where are they located geographically and what are their living conditions? What is the extent and trend, the number of people affected? What are the causes - why does this problem exist?
Innovative, commercial solution	Please describe your solution to the problem. What is the innovation in the solution and the value proposition? Explain and quantify the positive impact of your solution and how it addresses the problems you have described. Why is the solution more cost-effective and impactful? Why is the solution commercially viable?
Market & competition	<p>Please present the market for your product/service.</p> <p>Location: Where is your market located?</p> <p>Customers: Who are your current and future paying customers (individuals, companies, public entities) – are they different from the population affected by the problem? How are your customers related to the social problem? How much can they afford to pay?</p> <p>Market size: What is the size of the market and the growth trends? How many potential customers are there?</p>
Product/service*	<p>What exactly do you sell and how? Please describe the key steps in the production and sale of your product/service: Design and Manufacturing, Promotion, Distribution and Implementation, After-Sales Support.</p> <p>What is the cost to provide the product/service? How much do you charge? How does the customer pay for it/what is the payment model?</p> <p>Please describe the user experience journey: Illustrate step by step how the user encounters you, learns about your product/service, decides to purchase, makes the payment (payment model), receives the product/service, and benefits from after-sales service.</p>
Competition and competitive advantage	<p>Please indicate the other solutions with which you are competing. How do you differentiate yourself from providers of alternative and substitutable solutions? What is the unique value proposition of this solution and why will it survive in the future? For each competitor, please compare your offer in terms of price level, quality, customer service, and more generally, the strengths and weaknesses of each solution.</p>

Impact of the project	<p>What is the theory of change and impact the solution aims to achieve?</p> <p>How many people have been positively affected by your solution and how has it impacted their lives? What monitoring systems are in place and what data/indicators do you monitor?</p> <p>Try to describe the impact by explaining the following elements:</p> <ul style="list-style-type: none"> <li>• Outputs: tangible goods and services produced by the project's activities. Outputs are under the direct control of the company responsible for executing the project – e.g. number of products sold to a certain number of customers etc.</li> <li>• Intermediate outcomes (effects): results likely to be achieved when the target group uses the project's outputs. Results are generally achieved in the short and medium term – e.g. increase in test scores, increase in soil productivity or farmers' revenue etc.</li> <li>• Final outcomes (impact): the project's ultimate objectives can be influenced by many factors and are generally achieved in the longer term – e.g. improved livelihoods, reduced number of chronic diseases, improved rates of highschool graduation etc.</li> </ul>
Commercial traction & strategic growth plan	<p>How far down the line is the development and commercialisation of this solution and business model – how stable is your sales revenue and list of customers for this specific innovation?</p> <p>What is your customer acquisition and expansion strategy and how big is your pipeline of prospective customers? Describe in few sentences what are the strategic plans and milestones for the next 1-3 years for this innovation.</p>
Financial/Investment plan of the project	<p>Please detail your investment needs which will enable you to achieve the project outlined above and explain when in the project's lifetime these investments are necessary.</p> <p>How do you plan to fund this investment plan – do you have other funders eager to provide capital to your enterprise or are you currently looking for funding and if so, what type (equity, grants, loans etc.) and at which stage are you?</p>
Upload your financial/investment plans	<p>Using <a href="#">this template</a>, please provide an overview of your financial plan. Please schedule a project start date no earlier than July 2026, with a duration of 12-24 months.</p>
Motivation & Team	<p>Please give us an overview of the size and composition of the team in charge of rolling out this innovation, why you started this business, what kind of experience and skills qualify you/your team to tackle this problem and what human resources are you lacking. If the project proposed for co-financing represents a limited business unit in your enterprise, please provide also an overview of the size and composition of the team employed by your enterprise.</p> <p>Feel free to upload an organigram if available.</p>

Upload your proposed results matrices	Using <a href="#">this template</a> , please provide an overview of your results matrix. Please schedule a project start date no earlier than July 2026, with a duration of 12-24 months.
Risks	<p>What risks is the enterprise facing and what kind of unintended negative impacts could the enterprise generate that could hinder its impact and scale? For example:</p> <ul style="list-style-type: none"> <li>• Does the solution modify habitats/ecosystems/forests (reduction, degradation, change) as well as any change in aquatic resources?</li> <li>• Does the solution introduce invasive species?</li> <li>• Does the solution cause or accelerate land degradation?</li> <li>• Is the solution involved in livestock management, cocoa, coffee, palm oil, soybeans, timber, rubber, charcoal and paper production?</li> <li>• Does the solution increase environmental pollution, particularly hazardous waste, energy needs, use of water resources?</li> <li>• Does the solution change rights/access to land, and protection of communities?</li> </ul>

If you wish to send us documents, you can upload them here (e.g. customer contracts, customer feedback, comparative analyses, pitch deck, etc.).  
Please name them clearly according to their content.

### Consent for the Storage of Personal Data

#### Data Storage

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

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

Purposes in the case of a co-financing contract:

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

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

Consent for the retention of your data can be withdrawn at any time by sending a message to [ldf@luxdev.lu](mailto:ldf@luxdev.lu), with a copy to [rgpd@luxdev.lu](mailto:rgpd@luxdev.lu).

Withdrawal does not affect the legality of the processing carried out until then. You can find more information in our Notice on the Protection of Personal Data ([https://luxdev.lu/files/documents/LuxDev\\_privacy\\_en.pdf](https://luxdev.lu/files/documents/LuxDev_privacy_en.pdf)).

**Consent for the storage of your data (only one selection allowed)**

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

Do you accept that LuxDev can share the name of the enterprise, the title of the proposed project and the summary section of this project proposal with trusted partners who might show an interest to co-finance or invest in this or other future projects carried out by the enterprise?

- Yes
- No

**Declaration of Honor**

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

**Complaints mechanism**

LuxDev complaints mechanism for issues around transparency and fair treatment can be found at <https://luxdev.lu/en/contact/complaint>.

**Thank you for submitting your application!**

We look forward to learning more about your innovation. In case you wonder how the selection process works, here some information:

The selection process includes several preselection filters. If your application is preselected, you will be invited to pitch your project in front of the Selection Committee. Through one of our partners, you will be offered support to prepare your pitch and make a lasting impression on the Committee.

The Committee will then retain the shortlist applications to perform a site visit and a due diligence review. Based on the due diligence, the Committee will decide the projects which will receive the co-financing provided by the Luxembourg Ministry of Foreign and European Affairs, Defence, Development Cooperation and Foreign Trade (MFA). We expect co-financed projects to start in July 2026.