

Sample form, not for offline completion.

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



Business Partnership Facility



Project name

[Blank application form in pdf](#)

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

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

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

- ☐ The lead partner is a commercial or cooperative enterprise that has been legally registered in Luxembourg or the European Union for at least three years by the application submission deadline

Associations, NGOs, foundations, sole proprietorships/individual businesses or higher education institutions do not qualify as lead partners.

- ☐ The lead partner is employing a minimum of five employees at the date of the application submission deadline

- ☐ The lead partner is demonstrating an average turnover of at least EUR 500,000 or three times the co-financing amount requested over the three financial years preceding the year in which this call for project is launched

- ☐ The lead partner is compliant with the “de minimis” regulation

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

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

- ☐ The lead partner is capable of co-financing, with its partners, at least 50% of the project budget with cash reserves, free cash flows, capital increase or debt financing, among others. Other grants obtained from another public entity are not eligible as partner's cofinancing.
- ☐ **On behalf of all the partners submitting the project proposal, I confirm:**
- The partners are neither responsible for nor involved in environmental degradation, human rights violations, forced labour, or child labour;
 - The partners and the proposed project do not present any significant risks to people or the land
 - The partners are not subject to any ongoing criminal proceedings related to fraud, corruption, money laundering, terrorism, human trafficking or any other legal obligations, and do not engage in discrimination based on race, colour, age, sex, gender identity and expression, ethnic or national origin, disability, pregnancy, religion, political affiliation, union membership, veteran status, protected genetic information, or marital status in hiring and employment practices, including wages, promotions, rewards, and access to training;
 - The partners are not subject to sanctions by the European Union (EU) and their representatives (owners or executives) are not listed on the EU sanctions list;
 - The partners have fulfilled their obligations relating to the payment of taxes and social security contribution in accordance with the legal provisions of the country in which they are established;
 - The partners comply with the United Nations Guiding Principles on Business and Human Rights and with the OECD Guiding Principles on Human rights (chapter IV) for themselves and throughout their entire value chain;
 - The partners are not bankrupt, insolvent, are not being wound up, have not ceased operations, are not having their affairs administered by the courts, have not entered into an arrangement with creditors and are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
 - The proposed project does not imply operations in the following sectors: weapons, mining, alcohol, gambling, tobacco, pornography, extractive industries, and non-renewable energy;
 - In the event of being awarded co-financing, the lead partner commits to developing an action plan to strengthen its responsible business conduct, in accordance with the guidelines and support provided by LuxDev;
 - I understand there is no legal obligation to co-finance the proposed project;
 - I accept that LuxDev, through the selection committee of the Business Partnership Facility, may delegate the analysis of applications to LuxDev employee, collaborators and/or external providers in order to preselect the best applications, organise field visits, and conduct due diligence for each preselected project and partners. Any person involved or having access to documents provided by the companies will have a confidentiality obligation.

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

Identity of the lead partner

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

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

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

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

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

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

The partnership must include at least one lead partner and one local partner. Additional local and/or associated partners may also be included to enhance the partnership and the project. An associated partner is an entity based in

the European Union that works alongside the lead and local partners, contributing complementary expertise and additional financing to the project. To ensure effective project implementation, we recommend including no more than four partners.

Identity of the lead partner

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

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

Name of enterprise

Country of registration (headquarters)

Please note that the lead partner must be a commercial or cooperative enterprise that has been legally registered **in Luxembourg or the European Union**

Business sector

Activities/core business of the enterprise 500 characters

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

Number of employees (gender disaggregated)

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

Year of registration of the enterprise

Turnover of the last three years (EUR)

	Year	Turnover
1	2023	
2	2024	
3	2025	

Country (markets)

In which countries is your enterprise operational/active? Does your enterprise have experience in doing international business in developing countries? Is your enterprise already active in the country of implementation of the project? If yes, in which context?

Website

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

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

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

Administrative details

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

Trade register number

VAT number

Share capital (EUR)

Financial information		
	Indicators	
1	Net income	20242025
2	Cash & cash equivalents	
3	Short term liabilities	

Contact person

Last name and first name

Function

Email

Phone number

Identity of the local partner

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

Name of the organisation

Country of registration (headquarters)

The local partner(s) refer(s) to an entity/ies based in developing country/ies where the project is implemented. BPF-supported projects must be implemented in a developing country eligible for Official development assistance as defined by the Organisation for Economic Co-operation and Development (OECD) Development Assistance Committee (DAC). [DAC list](<https://www.oecd.org/en/topics/sub-issues/oda-eligibility-and-conditions/dac-list-of-oda-recipients.html>)

Type of organisation

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

Sector of activity

Activities/core business of the organisation

500 characters

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

Number of employees (gender disaggregated)

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

Year of registration of the organisation

Turnover of last year (EUR) (optional)

If applicable (i.e. if the organisation is a commercial enterprise)

Country (markets)

In which countries is the organisation operational/active?

Website

Responsible Business Conduct and ESG approach

2000 characters

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

Administrative details

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

Trade register number (optional)

If applicable

VAT number (optional)

If applicable

Share capital (EUR) (optional)

If applicable

Contact person

Last name and first name

Function

Email

Phone number

Additional partner 1

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

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

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

Do you wish to add another partner?

☐ Yes

☐ No

Additional partner 2

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

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

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

To complete the candidate identity for step 2, kindly provide, if needed, an update of the partners for your BPF project, and fill out the additional questions.

Do you wish to add another partner?

☐ Yes

☐ No

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

Previous collaborative experience of the partners

1300 characters

Is it a new partnership? Have the partners already collaborated on similar projects? If yes, please describe the context.

Partnership background

1300 characters

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

State of the partnership1300 characters

What is the current state of your partnership? Is there a written agreement? If yes, Please provide some details on the date and nature of the agreement.

Role and interest of each partner within the project

Lead partner1300 characters

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

Local partner1300 characters

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

De minimis regulation (optional)

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

In accordance with the regulations on 'de minimis' aid, particular attention must be paid to adhering to the aid ceiling, which may not exceed EUR 300,000 over the previous two fiscal years and the current fiscal year, all aid combined. In this context, the lead partner and any associated partners from Luxemburg or the EU are requested to complete the table below. Additional details on the de minimis regulation can be found in the practical guide.

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

Project title

Country/ies of implementation

Main impact objective

- Targeted SDGs
- ☐ SDG 1 - No poverty
- ☐ SDG 2 - Zero Hunger
- ☐ SDG 3 - Good health and well-being
- ☐ SDG 4 - Quality education
- ☐ SDG 5 - Gender equality

- ☐ SDG 6 - Clean water and sanitation
- ☐ SDG 7 - Affordable and clean energy
- ☐ SDG 8 - Decent work and economic growth
- ☐ SDG 9 - Industry, infrastructure and innovation
- ☐ SDG 10 - Reduced inequalities
- ☐ ...

Proposed project duration

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

Total project budget (EUR)

Amount of BPF co-financing requested (EUR)

Amount requested through co-financing – maximum EUR 300,000 and maximum 50% of the budget.

Cofinancing of the partners

	Cofinancing amount
1	Lead partner
2	Local partner
3	Additional partner 1
4	Additional partner 2

Partners should collectively commit to co-financing at least 50% of the project budget. Please provide a breakdown of how this co-financing will be distributed among the partners.

Maturity of your project

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

Summary of your project

2500 characters

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

Societal problem addressed by the project (in connection with SDGs)2000 characters

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

Innovative solution2000 characters

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

Market opportunity2000 characters

In which country(ies) and sector(s) will you operate? Who are your paying customers? What need or demand are they seeking to address? What is the approximate size of the addressable market? Have you conducted any market research, fieldwork or pilot testing to validate this opportunity?

Business model and value proposition2500 characters

Please describe your business model.

- What exactly you sell (product/service/subscription/etc.)
- Your core value proposition for paying customers
- Your main revenue streams
- Your pricing logic
- Your expected revenue timeline within or beyond the project period

Provide the most precise information available at this stage of development.

Planned investments and activities2000 characters

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

Indicative Budget summary

	Category	Estimated Amount	Short description
1	Human Resources		
2	Investments (equipment, infrastructure, software, etc)		
3	Soft needs (training, consulting, technical support, etc)		
4	Other costs (supplies, travel, etc)		
5	Total project budget		

Potential for technology transfer/know-how2000 characters

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

Impact of the project2000 characters

What kind of impact will your solution generate? Have you already tested this solution on other markets to deliver impact? Who will benefit from the use of your solution? How is the intended impact aligned with SDGs? How many people will directly benefit from your solution? And indirectly? What outcome and impact do you expect at the end of the project?

Impact indicators

	Indicators	Values	Explanations
1	Number of additional people accessing and using your solution		
2	Number of additional people experiencing improvements in their lives and/or livelihoods		

Please provide an estimates for the following indicators during the project period

1. Number of additional people accessing and using your solution
2. Number of additional people experiencing improvements in their lives and/or livelihoods

Briefly explain the basis for your estimates

Additionality of the BPF co-financing2000 characters

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

Additional information (optional)2500 characters

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

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

Documents to upload by the lead partner

Additional document

Company business registration certificate (lead partner)



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



For example : list of employees duly signed (export from a software possible), certificate of the administration

Financial statements for the last three years (lead partner)



The financial statement must be complete (not an abridged version) and the turnover must be clearly visible

Years 2023, 2024, 2025

Document involving all partners

Joint commitment of the partners to apply as candidates for this call for proposal



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

Additional documents

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

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.

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.

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

Consent for storage of your data

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

Declaration of honour

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

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

Communication

Before submitting your application, we would be grateful if you could indicate the main source of information through which you discovered this call for projects. This will help us optimize the dissemination of our opportunities in the future.

How did you hear about this open call?

- ☐ Word of mouth
- ☐ LinkedIn
- ☐ Facebook
- ☐ WhatsApp group
- ☐ Other social media
- ☐ Newsletter or website of a Luxembourg / EU-based actor
- ☐ LuxDev website
- ☐ LuxAidBusiness4Impact.lu website
- ☐ Advertisement on the web
- ☐ During an event
- ☐ ...

☐ I would like to receive updates from the BPF (new calls for projects, events...) and consent to receiving emails on this topic. I can unsubscribe at any time. (optional)

