This Concept Note is to request support from the Opportunity Fund. This form will be completed by the Anchor Firm when submitting a request for support from IME.

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| **To:** | **IME** Project |
| **From:** | **Organization Name:** |  |
| Address: |  |
| Email: |  |
| Telephone #: |  |
| Fax #: |  |
| Contact Name, Title: |  |
| **Date:** | DD-MM-YY |

We request consideration by the IME Opportunity Fund for the investment described below.

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| **Investment Name:** | Short Title | |
| **Sector:** |  | |
| **Location:** | Geographic coverage of Activity | |
| **Timing:** | Month-Year to Month-Year | |
| **Partners:** | * *Other organizations, including government providing support*. . . | |
| **Activity Cost:** | IME Support | MKD 00,000 |
| Co-Investment by Partners | MKD 00,000 |
| **TOTAL** | **MKD 00,000** |

1. **Background about the company**

* *Describe the history of your company, when it was established and the main stages of growth.*
* *Describe the number of people employed, including management. Describe the technical and management skills as relevant to implement the investment.*
* *Describe how may suppliers or partners you work it. E.g. if you are an agribusiness state how many farmers supply to you, and value of annual supplies. If you an adventure tour provider, describe how many hotels, etc. you work with*
* *What is the strategic vision for your company for the next five years: which new products, new markets etc.*

1. **What is the problem your company is facing that the Opportunity Fund will addresses?**

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| * *What is the specific problem and how does the problem impact your business?* * *How does the problem impact your ability to increase revenues, improve efficiencies, expand supply chains and/or employ new people?* |

1. **Describe what you would like to obtain through the Opportunity Fund**

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| * *Describe the support you are requesting.* * *How will this investment be innovative for your current business model? Will it allow you to enter a new market, design/improve a new or existing product; will it allow you to reach your strategic plans sooner?* * *Can other companies benefit from this investment? Examples will your suppliers and service providers see an increase in sales and/or employment and if so how. Will you work with other companies to implement this investment through an alliance – please describe how this will work and how these companies will benefit.* |

1. **Methodology to implement the investment**

* *Describe the key steps to implement the investment, including pre-tasks. Describe what else needs to be done to implement the activity. For example, if you are requesting support to purchase bikes for adventure tourism, describe whether you need a specialized van to move the bikes from one location to another. If you are purchasing equipment for your agribusiness, describe whether you have trained staff to operate the equipment, and if you do not, how you will train staff*
* *Provide timing for each key step.*

1. **Explain why you need IME’s suport to make this investment (*this is a Qualifying Criteria*)**

* *Describe why your company can’t make the investment without IME support. This may include one or more of the following (note IME will conduct further discussions with the applicant where necessary to ensure that IME’s contribution is needed. The applicant is encouraged to provide detailed responses to these answers below as this is a Qualifying Criteria):*
* Your company does not have the cashflow to finance the investment and this will help you reach your strategic goals sooner?
* You are not able to access a loan because you already have many loans, or other reasons
* You do not have the in-house capabilities and knowledge to implement the investment and need to attain technical assistance
* Other reasons why you cannot do this without IME support

1. **Sustainability of the investment**

* *Describe how you will ensure that the investment will be sustained. This includes how you will secure the financial and technical resources to continue to operate the investment*

1. **Decribe the changes that will occur in your company as a result of the support**

* *How this investment increases your sales?*
* *How this investment increase employment, and how many of those employed will be women and youth?*
* *How the investment increases the number of suppliers you are working with?*
* *For each of the above, provide values for increases and timing. For example, provide how much additional sales you expect in Year 1 through to Year 5*

### **Who else will benefit from the investment**

* *Will the investment lead to an increase in the number of people your suppliers, service providers or alliance members will employ? What do you expect this will be?*
* *Will the investment lead to an increase in the sales for your suppliers, service providers or alliance members. If so by what amount (estimate)?*

### **Women & Youth**

* *Willl there be any other benefits for women and youth through this investment?*

1. **Timeframe for the Investment**

* *Provide the timeline to implement the investment, with expected timing for each main task*

1. **Implementing Partners (roles and responsibilities)**

* *Will any other organizations, government, partners be contributing to the investment? If so, please describe*

1. **Human Resource practices and policies**

* *Will this investment lead to improved practices in your company for human resources?*
* *Will this investment lead to practices to incentivize more women and youth to work for your company?*