

Open Call for Applications: Entrepreneurship Support Organisations for CATAL1.5°T Pre-Acceleration Programme in West Africa (Phase 1) 2024-2025

This document covers the application process for accessing grants for ESOs for CATAL1.5°T Pre-Acceleration Programme West Africa (Phase 1).

This programme is sponsored by the German Agency for International Cooperation (GIZ), however all IPR titles and interest in the materials produced shall vest in the Climate-KIC International Foundation.

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Overview

Project background

The [CATALYST 1.5° Initiative](#) is jointly funded by the Green Climate Fund (GCF) and the German Federal Ministry for Economic Cooperation and Development (BMZ). The Initiative is implemented by Climate-KIC International Foundation (CKIC) and the German Development Cooperation (GIZ) in partnership with *Investisseurs & Partenaires Entrepreneurs & Développement* (IPED) in West Africa and *Instituto Tecnológico y de Estudios de Monterrey* (TEC) in Latin America. The aim of the initiative is to support small enterprises with strong climate mitigation potential, called ‘climate ventures’ and support entrepreneurial ecosystems through the capacity building of Entrepreneurship Support Organisations (ESOs).

The initiative offers regional support programmes for businesses at pre-acceleration stage and at acceleration stage, in two regions: Latin America and West Africa, where barriers to technical assistance and early finance are high for starting businesses.

The goal of the CATAL1.5°T Initiative is to build a portfolio of micro and small enterprises, offering solutions for reducing GHG emissions in the following areas:

- Energy access & power generation
- Low-emission transport
- Buildings, cities, industries and appliances
- Forestry & land use

The objective of each regional CATAL1.5°T Initiative is to trigger venture capital investments in start-ups and young businesses with the highest climate mitigation impact and business growth potential. Each regional initiative will provide support for: (i) climate ventures through pre-accelerators (phase 1 and phase 2), accelerators, (ii) Entrepreneurship Support Organisations (ESOs); and (iii) VC firms and other investors. Additionally, to encourage potential entrepreneurs to develop early ideas for climate businesses, CKIC will run “Climathons” – unique community-building and ideation events.

This call for applications focusses on the Pre-Accelerator (Phase 1) in the West Africa region.

Project structure

To achieve the objectives above, the CATAL1.5°T Initiative will identify, select and build the capacity of regional ESOs and climate-focussed ventures, through a capacity building programme, Climathons, a pre-accelerator and an accelerator programme. The initiative is structured as follows:

1. **ESOs Selection, Diagnosis & Capacity Building:** selecting local ESOs from 8 West African countries to first build their capacities on four main topics, referred to as Climate Advisory topics and including **Climate Mitigation Impact Assessment, Paradigm Shift & System Transformation Potential, Adaptation & Resilience**, and

Gender Equality & Diversity. Then, together support from CKIC, trained ESOs will deliver different climate and business-related modules to selected climate ventures during phase 1 of the pre-accelerator.

2. **Climathons:** Climate hackathons organised by CKIC local partners (to be selected for the purpose of this project through a different call) aimed at defining local climate challenges and activating citizens (early-stage founders) for climate action. We plan up to 24 Climathons in 3 years in 8 West African countries.
3. **Pre-Accelerator programme:** Structured into two phases, phase 1 implemented by CKIC with selected local ESOs from this open call, and phase 2 implemented by GIZ, the aim is to select and support climate ventures at pre-seed to develop climate solutions (MVPs) and enter local/regional markets. **We plan to onboard 80 ventures for phase 1 from which 60 move to phase 2 throughout 3 years.** Phase 2 will be implemented by a third-party contractor, managed, and led by GIZ. We plan to run the pre-accelerator over two cohorts, a first in 2024 and a second in 2025.
4. **Accelerator Program:** Support climate ventures at seed and growth stage to achieve investment readiness and scale 30 ventures throughout 3 years. The program is on a rolling basis and implemented by IPED.

Aims of the call

The aim of the call is to select a number of Entrepreneur Support Organisations (ESOs) to plan, organise and implement Phase 1 of the Pre-Accelerator programme, in Benin, Burkina Faso, Cote d'Ivoire, Guinea, Mauritania, Niger, Senegal and Togo.

During Phase 1, selected local ESOs will launch a call for applications for climate innovators in the 8 countries mentioned above, and together with CKIC, will select the ventures that will join the pre-accelerator. In a co-creation process, local ESOs and CKIC will design the Pre-Accelerator curriculum before rolling out its delivery to ventures. Successful start-ups will then move to phase 2 of the Pre-Accelerator programme, where they will receive further training and support to continue polishing their sustainable business models and value proposition, to sharpen their climate and social impact proposition, and to receive extensive mentoring and financial support. Please note that Phase 2 is managed by GIZ via an external contractor and will not be implemented by selected ESOs from this call. The financial granting to the venture will only happen in Phase 2 and will be managed by GIZ and IPED.

Prior to the launch of the call for applications and as a first step in the project implementation, selected organisations will receive capacity development trainings from CKIC on Climate Advisory Modules and guidance on business modules for the Pre-Accelerator curriculum. **The Climate Advisory Modules include:**

1. **Climate Impact**
2. **Paradigm Shift & Systems Transformation**
3. **Adaptation & Resilience**
4. **Climate & Gender Mainstreaming.**

In addition to this, CKIC will provide some business educational content to be included in the curriculum, complementing some of the existing ESO content.

Based on learning materials produced by CKIC, a series of group virtual sessions (and potentially in-person sessions, when possible) will be conducted to build the capacities of the local ESOs.

The following section details the scope of the call and outlines the activities expected to be carried out as part of the Phase 1 of the Pre-Accelerator.

Scope of the call

CATAL1.5T Pre-Accelerator Activities

Phase 1 of the pre-acceleration programme will provide technical assistance to at least 40 pre-seed climate ventures for a period of 3 to 4 months per cohort. Phase 1 will consist of a blend of online trainings and mentoring sessions and will lead up to the phase 2, where start-ups can access financial support. During phase 1 of the programme ESOs will:

Select and Onboard Local Climate Ventures

During phase 1 of the Pre-Accelerator, local ESOs will be responsible for launching an open call for local start-ups to join the CATAL1.5T Pre-Accelerator programme. With the support of CKIC, local ESOs will lead on the application phase, selection process and onboarding of start-ups into the Pre-Accelerator. Local ESOs should ensure that start-ups attend all training sessions (online and in-person, when applicable), engage in all activities laid out for phase 1, and successfully transition into phase 2 of the Pre-Accelerator.

Organise & Run Online (or in-person) Training Sessions for Ventures

The core part of phase 1 is the delivery of trainings to start-ups covering the climate impact topics on which the local ESOs will be trained by CKIC, prior to the launch of the Pre-Accelerator, and core business modules as part of the Pre-Accelerator curriculum (which will be shared by CKIC with the selected ESOs). The business content will be further discussed and designed with the ESOs, who will then be expected to deliver the modules to start-ups as part of the Pre-Accelerator phase 1, either through their trained staff or external trainers (selected and coordinated by the local ESO)

Mentoring

Following the online training, each venture will benefit from one-to-one mentoring. The mentor will be based in (or affiliated with) the local ESOs and will follow-up regularly on the venture's progress. The local mentors will also provide guidance and support on how to overcome country-specific entrepreneurship challenges.

Please note that prior to the launch of the pre-accelerator, selected local ESOs are expected to go through the self-diagnosis process, the capacity building trainings on the

Climate Advisory Topics and a programme co-design with Climate-KIC for the business modules. **It is also worth noting that most of the pre-accelerator's activities will be carried out in French, including the call for application, trainings, and mentoring for start-ups.**

Further details on the expectations from selected ESOs are also listed in the section below.

ESOs Expected Targets

The pre-accelerator program is a co-creating process involving the Climate-KIC team and the selected local ESOs to select, train and support local climate innovators. The collaborative work spans the capacity-building activities, the selection and onboarding of climate ventures, the design and delivery of the pre-accelerator, and the ongoing mentoring and coaching of the ventures. It is expected that ESOs meet the following targets:

- Selected local ESOs to go through the self-diagnosis process using the CKIC diagnosis tool (that CKIC will introduce to selected organisations) and the assessment of results.
- Selected local ESOs to go through the capacity building trainings covering the Climate Advisory Services: Climate Change, Paradigm Shift & Systems Transformation, Adaptation & Resilience and Climate & Gender including the Gender Mainstreaming Handbook. Selected ESOs should ensure that at 2 to 3 members of their full-time staff are trained (external trainers and consultants are not considered full-time staff).
- Selected local ESOs to coordinate and launch the application call, evaluation, selection and onboarding of the climate start-ups, co-design with CKIC the full curriculum for start-ups in the pre-accelerator and ensure the delivery of trainings and all pre-accelerator activities.
- Local ESOs, with the support of CKIC, to deliver the (online and in-person) training sessions to selected climate ventures based on a curriculum of modules designed in Pre-Accelerator Phase 1.
- Build a pool of mentors together with CKIC to offer mentoring services to selected climate ventures.
- Qualify at least 60 ventures to potentially enter Phase 2 of the Pre-Acceleration programme.

ESO Expected Reporting

The grant will be divided into two reporting periods:

- An interim reporting period covering the grant activities for roughly the first half of the project.
- A final reporting period covering the remainder of the grant activities after the interim reporting period until closure.

Specific timelines and deadlines for each period will be outlined in the Award Agreement.

The interim and the final reports must include the following:

- An overview of work, data points on activities conducted, updates on activities, and lessons learned;
- An **interim cost report** containing the individual financial statement detailing the eligible costs and an explanation of the use of the resources.

The final report will include:

- An overview of work, data points on activities conducted, updates on activities, lessons learned, sustainability of future work (for final report) and a case study that showcases the most change.
- A **final cost report** containing the individual financial statement detailing the eligible costs and an explanation of the use of the resources.

Expected quantitative results to be collected (indicative):

For the larger project reporting, selected local ESOs, as project partners, are expected to provide data covering certain instrumental indicators for the CATAL1.5T initiative. The following are examples of such indicators:

- # applicant ventures to pre-accelerator programmes, with breakdown by country, Impact Area, Gender
- # selected start-ups with breakdown by country, Impact Area, and Gender
- % women-lead ventures participating in Pre-Accelerator programmes
- % women in selection panel, trainers, coaches, and jury members

DEI and gender considerations

CATAL1.5T Initiative considers diversity, inclusion, and equity (DEI) in implementation of programmes important criteria to be considered. Therefore, certain requirements for implementation of pre-accelerator in West Africa must be met. Specifically selected ESOs must:

- Ensure all major regional outreach products and communications contain gender-sensitive language and attract all genders to apply to the pre-acceleration programme
- Hold events to promote the pre-acceleration programme at times and places that are suitable for all participants, including women and other marginalized groups.

The detailed DEI requirements for reporting will be shared in final contract draft.

CKIC Support Available to ESOs:

In addition to offering capacity building trainings and developing the ESOs capabilities in climate and impact, CKIC will be supporting the selected local ESOs to successfully plan, organise and implement the phase 1 of the pre-accelerator by providing:

- Financial assistance of up to €40,000 (more details in upcoming section)
- Access to a Knowledge HUB covering climate, impact and business educational content in French and English (when requested)
- A software to manage end-to-end an accelerator programme (AcceleratorApp), including the corresponding training. This software allows to process application and selection processes, manage pools of mentors and coaches, gather progress data from startups, etc.
- CATAL1.5^{PT} initiative communications and branding templates and access to the initiative's website and social media as well as CKIC's online platforms for promoting the pre-accelerator
- Possibility to connect with a larger community of ESOs through CKIC's global community

Call Timeline

Climate-KIC International Foundation has set the following indicative timeline for this call:

Date / Time (CET)	Item	Link (if applicable)
March 4th, 2024	Release of call documents	See call and application information on our Open Call page here .
March 13th, 2024 (11:00 CET) (English)	Information sessions	INSERT REGISTRATION LINKS Register here for English Session Register here for French Session
March 14th, 2024 (11:00 CET) (French)		
April 2nd, 2024 (12:00 CET, Noon)	Deadline to submit applications	N/A
April 3rd – April 22nd, 2024	First screening – evaluation of application forms for shortlisting	N/A
April 23rd, 2024	Communication of first screening outcomes	
April 25th – April 30th, 2024	Second screening - interviews	
May 3rd, 2024	Communication of final results	N/A
May 2nd – May 24th, 2024	Due diligence and contracting	N/A

May 27 th - 31 st , 2024	Expected starting week of planned activities	N/A
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Eligibility criteria

Eligibility criteria are used to ensure applications submitted under the call meet mandatory requirements as agreed between CKIC and GIZ. Eligibility criteria are assessed on a pass/fail basis whereby applications must pass on all of the below criteria. If applications do not satisfy the criteria, they will not be able to proceed to the next stage of the process and therefore may be rejected from the call outright.

The pass/fail eligibility criteria for this call are:

1. ESOs must be formally registered companies in one of the eight West African countries (Benin, Burkina Faso, Cote d'Ivoire, Guinea, Mauritania, Niger, Senegal, Togo).
2. The applicant must be an ESO. ESOs include incubators, accelerators, start-up associations, chambers of commerce, entrepreneurship or business creation units at universities or research institutes, or any other organisation with a core focus on supporting early-stage ventures develop business ideas.
3. The ESO has been active in the entrepreneurship support market for at least the last two years.
4. The ESO can demonstrate commitment to the programme and operational capacity to ensure effective delivery of the envisaged activities.
5. The ESO has a need for funding and requires funding up to EUR 40,000 to carry out ClimateTech start-up support programs.
6. The products and services offered by the ESO in the market must serve the public interest in line with GIZ guidelines (Environment, Climate, Public Goods, Social Benefits, Employment Creation, Poverty Reduction, etc.).
7. None of the ESO activities fall under the [IFC exclusion list](#).

Finance and Level of Funding

Applicants can request a maximum grant amount of up to **€40,000**.

The total available budget under this call is €160,000. Climate-KIC International Foundation intends to allocate this funding across 4 – 5 ESOs.

Applicants are asked to request a level of funding based on the specific needs of the project. Spending plans are requested in **question 44** of the application form. This plan will be pre-approved by CKIC at the contracting stage.

Cost eligibility

Eligible activities/costs that can be included in spending plans are:

- Management costs (staff costs to manage and coordinate the local programme)
- Venue and catering costs for local in-person sessions with ventures.
- Provision of regular venture building services, virtual or in-person (formal sessions such as group trainings or 1:1 sessions). This will include hiring of local experts, coaches, trainers or mentors, if not available in-house.
- Local programme promotion and outreach costs.
- Travel costs for ESO staff or selected climate ventures to attend programmatic activities in the region.

Please note, the following costs will be deemed ineligible for funding:

- Purchase of land, buildings or rent
- Deposit for assets
- Purchase of physical assets (vehicles, laptops, etc.)
- Operating and administrative expenses for another organisation
- Non-economy class travel (First, Business etc.)
- Contingencies, miscellaneous expenses
- Upgrading of facilities
- Indirect costs and organisational overheads
- Debt and debt service charges
- Insurance costs
- Currency exchange rate losses
- Costs or charges incurred due to financial transfer

Grant Disbursement

In general, the disbursement plan shall be based on following approach (to be specified at a case-by-case basis by Climate-KIC):

Payment	% of total amount	When triggered	How assessed?
Pre-financing Payment	40 % *	Upon signature of contract	<ul style="list-style-type: none"> • Acceptance in Pre-Acceleration Programme, Phase 1 • Signature of Grant Contract with Climate-KIC
Interim Payment	40 % *	After interim report	<ul style="list-style-type: none"> • Interim report, assessed by Climate-KIC
Final Payment	20% *	Achievement of all activities, including final report	<ul style="list-style-type: none"> • Final report, assessed by Climate-KIC

* Percentages might vary depending on the cost items and timeline of activities agreed in the Disbursement Plan. In any case all ESOs will have a three instalments disbursement plan.

How to apply

Please read the eligibility and assessment criteria within this document carefully. These will be used by CKIC and our evaluators to assess your application.

Submission

To apply to this call, please submit your applications through the following Form.

Before submitting your application, you should ensure that you have read this document carefully and to double check that:

- You meet the eligibility criteria;
- Your application falls in line with the objectives of the Pre-Accelerator West Africa Programme, as well as the eligible activities and topics;
- You have provided a sufficient response to all required questions in the application form (without the availability of the relevant information, your application may not be progressed);
- The funding requested does not exceed €40,000.

Submission language

Applications must be submitted in English. Supporting documentation may be submitted in either English or French.

Please note that a French version of this open call document is also available on the [website](#).

Submission deadline

All applications must be submitted by the date specified in the call timeline section of this document. Please note that late proposals will not be accepted.

Review, Notification and Complaints Process

Review Process

This call will follow a three-step evaluation process with each proposal being assessed for:

- **Eligibility** – where applications are assessed internally to ensure they meet the basic eligibility criteria and were submitted on time (before the call deadline).
- **First screening (shortlisting)** – where CKIC evaluators scrutinise the responses in the application form and provide a score (of 0-5) against the call assessment criteria. Highest scoring applicants will move to the second screening (see below).
- **Second screening (interview)** - where shortlisted applicants are invited to attend an interview via video call to answer follow-up questions on the assessed applications. The interview panel will consist of CKIC staff members and representatives from GIZ, who will each score applicants' responses to follow-up questions using the score system and assessment criteria in this

document. The purpose of the interview is to give shortlisted applicants an opportunity to further inform CKIC and GIZ about their application and for the panel to seek further clarifications.

All submissions will be assessed fairly and transparently in the scope of the objectives, eligibility and assessment criteria outlined in this call document.

Conflicts of interest between evaluators and applicants are mitigated through a disclosure process. If a conflict is identified, CKIC staff will assess how it may affect the evaluator’s judgement and act accordingly. In some cases, this may result in a full recusal.

Decisions as to whether a proposal is accepted or rejected will be communicated as detailed in this document.

Eligibility criteria checklist

The pass/fail criteria for this call are the following:

#	Eligibility criterion	How Demonstrated on Application Form
1.	Organisation is registered legal entity in one of the eight eligible countries	Self-declaration – Question 13
2.	Company meets organisational eligibility (is an ESO)	Self-declaration – Question 14
3.	Company has been active in entrepreneurship support for a minimum of two years	Self-declaration – Question 15
4.	Has demonstrated commitment to programme and operational capacity	Self-declaration – Question 16
5.	The application is not over EUR 40,000	Self-declaration in Question 17 & 44
6.	Offers products and services in public interest	Self-declaration – Question 18
7.	Company activities are not on IFC exclusion list	Self-declaration – Question 19

Applications must comply with the full set of the eligibility criteria if they are to proceed to the assessment stage. Please note, if selected supporting documentation is requested as part of due diligence.

Score System

The following score system will be used to assess applicants for both the first and second screening:

Score	Description
0	Application fails to address the criterion or cannot be assessed due to missing or incomplete information.
1	Poor. The criterion is inadequately addressed or there are serious inherent weaknesses.
2	Fair. The application broadly addresses the criterion, but there are significant weaknesses.
3	Good. The application addresses the criterion well, but several shortcomings are present.
4	Very good. The application addresses the criterion very well, but a small number of shortcomings are present.
5	Excellent. The application successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

Assessment criteria

The following assessment criteria (see table below) are scored using the above score system. The assessment criteria will be applied to both the first and second screening. The assessment for both screenings will be as follows:

- First screening (shortlisting) - scores will be allocated to each application based on the below criteria by 3 CKIC reviewers.
- Second screening (interview) - scores will be allocated to each shortlisted application based on the below criteria by 3 CKIC reviewers & 2 GIZ reviewers.

For both screenings, reviewers will be asked to provide a score for each of the below criteria areas using the 0-5 score system. Each reviewer has a total of 30 points at their disposal per application. Individual reviewer scores will be collected by CKIC and collated with other reviewers' scores to produce an aggregate score and a ranked list of applications (total points that can be achieved in each round = 90 in first screening & 150 in second screening).

The assessment criteria of this call are:

Criteria Areas	Criteria Weight & Description	Examples of related questions in the Application Form
Business Model (20%)	0 to 5: The value proposition of the ESO in the entrepreneurship support market segment is clear and aligned to the objectives of this programme. The financial model of the ESO is clear and solid. The organisational structure of the company is clear and	<ul style="list-style-type: none"> • Please attach a brief presentation outlining your organisations' structure, activities, entrepreneurship support mechanisms and financing model (Question 20) • How do you finance and sustain your organisation

	adequate for the objectives of this programme.	and current operations? (Question 21)
<p>Expertise and operational capacity (20%)</p>	<p>0 to 5: Can demonstrate interest and commitment to the programme with solid arguments and ideally with past experiences. Has previous experience (at least 2 years) organising entrepreneurship support programmes for early-stage ventures (ideally with focus on deep-tech, inclusive, social and/ or climate entrepreneurship)</p> <p>The individuals proposed for the programme have the right skills and capabilities for the programme (evidenced by CVs)</p> <p>The organisation has the required organisational capacity to deliver the activities proposed in the programme.</p>	<ul style="list-style-type: none"> • Has your organisation previously run accelerator programmes, competitions, hackathons or other programme initiatives targeted at entrepreneurs outside of your main country of operations and run online? If yes where? If yes, please describe (Questions 25 to 27) • Questions 28 and 29 • Have you ever supported climate innovations as part of your current or previous programmes? If yes, please share with us how you supported the climate innovations (Q33 & 34) • Has your organisation previously developed its own entrepreneurship curriculum, business support materials and/or content for entrepreneurs? (Q35) • Question 36
<p>Access to relevant networks (20%)</p>	<p>0 to 5: Has access and knows how to source early-stage ventures in the respective target country(ies). Has access to networks to support access markets to ventures in the respective target country (ies). Has access to local or national investor networks for early-stage ventures. Has access to pools of experts/advisors/coaches/mentors in relevant areas to</p>	<ul style="list-style-type: none"> • Does your organisation have a solid network of trainers, coaches and mentors who can be engage in supporting the climate start-ups and innovations taking part in the programme? (Q.37) • If yes, please share more details like the scope of expertise, involvement, and a brief track record of work with these experts (Q.38)

	<p>support ventures. Has access and engages with other SOs in the region or the continent</p>	<ul style="list-style-type: none"> • Please also indicate (if known) which of these experts would work with Climate-KIC International Foundation to deliver the programme and attach their CVs or LinkedIn (Q.40)
<p>Quality, feasibility and viability of proposed financial requirements (if any) (20%)</p>	<p>0 to 5: The proposed budget for the programme is clear and well substantiated. The proposed activities and cost estimates suggest good-value-for-money. The ESO has previous experience managing public grants and the required infrastructure to manage such fund</p>	<ul style="list-style-type: none"> • Please indicate the amount of funding you are requesting. (Q.44) • Can you please briefly describe how you plan to use the budget for this program? Please give details on how you will distribute it across activities, external expertise or trainers, mentors, coaches, etc.? (Q.45)
<p>Alignment as capacity building recipient (20%)</p>	<p>0 to 5: The ESO has clear interest to build its organisational capacities in the proposed capacity building areas. The ESO can demonstrate time and resources to participate in the capacity building activities. The ESO sees the value and utility of the proposed capacity building topics and is open or committed to incorporate these in future entrepreneurship programming.</p>	<ul style="list-style-type: none"> • Please tell us more about your motivations for joining this program and your expectation for the capacity building trainings for your organisation (Q.47) • How many of your staff are you planning to have join the capacity building trainings on the four main modules of the program? (Q.48) • How will you ensure commitment of your staff and organisation to the capacity building trainings as part of this programme? (Q.49) • How are you planning to transfer knowledge gained from the capacity building in the pre-accelerator to

Gender (+10%)		selected climate ventures? (Q.50) <ul style="list-style-type: none"> • Question 51
	<p>0 to 5: Is the ESO female-led, defined as the founder being a woman?</p> <p>Where there is more than one founder, are the majority of founders (50% or more) women?</p> <p>Does the ESO offer services that address a gender-related socio-economic problem or increase female participation in male-dominated activities?</p>	<ul style="list-style-type: none"> • Please share with us the gender distribution of your organisation’s management team, general staff, and advisory board (when applicable) (Q.22) • Does the ESO offer services that address a gender-related socio-economic problem or increase female participation in male-dominated activities? (Q. 23)

Decision communication

Climate-KIC International Foundation will communicate the outcome of the submissions as follows:

- First screening – April 23rd, 2024
- Second screening – May 3rd, 2024

Due diligence

Upon notification of selection, prospective grantees will be required to undertake a due diligence exercise, prior to any grant agreement being issued. Climate-KIC International Foundation’s due diligence process covers the following risk domains:

- Financial/economic: e.g., liquidity/solvency, operational risk, fraud/bribery/corruption, financial crime, sanctions, etc.
- Operational: e.g., prior performance, technical and professional capacity, funder compliance, etc.
- Legal: crime, breach of tax or social security obligations, litigation, etc.
- Ethical: e.g., child labour, modern slavery, terrorist offences, etc.

Any subsequent grant allocation and contract will be contingent upon satisfying this process and failure to comply with these requirements may result in the withdrawal of any offer of grant funding.

Complaints

Who may submit complaints

Complaints may be submitted by interested parties who participated in this call process if they are not satisfied with the outcome.

When should a complaint be made

Complaints shall be made by complainants within five business days from the date of the unsuccessful award notification.

What should be in a complaint

A complaint shall be submitted in writing and shall specify the detail and the grounds asserted for the complaint regarding **a law, rule, procedure, or call process provision**. The complaint shall contain facts or evidence sufficient for CKIC to investigate and determine the validity of the complaint. The complaint shall be sent to the email address specified in this call document.

When possible, the complaint should be in English. When submitting a complaint in English poses a significant barrier to the Complainant, it may be submitted in another language. When a complaint is submitted in another language, CKIC reserves the right to extend complaints deadlines to properly translate the complaint.

What happens when a complaint is received

CKIC shall send a written acknowledgement of the complaint upon receipt. If the complaint is received within the five business days, CKIC shall have fifteen business days to provide a written response. Additional time to investigate and conclude complaints shall be granted in accordance with the level of complexity and availability of information. Once the complaint is received, an internal review is activated, bringing together the relevant information into a written response.

Use of data

Data

All applicants agree to accept Climate-KIC International Foundation's [Privacy Policy](#), [Cookie Policy](#) and [Ethical Standards for Contractual Counterparties](#) and warrant and represent that they have the authority to agree and accept these on behalf of the named organisation. Personal data provided may be processed, including sharing with other organisations, by Climate-KIC International Foundation and certain sensitive data elements will be visible to other partners or potential partners of Climate-KIC International Foundation. The named partner organisation or potential partner of Climate-KIC International Foundation warrants and represents that in providing personal data in connection with the application, the data subjects have consented to the provision

of this personal data and the processing of it by Climate-KIC International Foundation in the manner indicated in accordance with our Privacy Policy, and that the partner organisation or potential partner of Climate-KIC International Foundation provides the personal data in accordance with applicable law.

Personal data provided may be processed and shared with other organisations by Climate-KIC International Foundation. The applicant warrants and represents that in providing personal data in connection with the application, the data subjects have consented to the provision of this personal data and the processing of it by Climate-KIC International Foundation in the manner indicated in accordance with our Privacy Policy, and that the organisation provides the personal data in accordance with applicable law.

Confidentiality

Climate-KIC International Foundation will treat all applications confidentially, as well as any related information, data and documents received in accordance with Climate-KIC International Foundation's Privacy Policy or as otherwise indicated throughout the application form (i.e. organisation name, project title, summary description), subject to the Data section in this document.