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|     Application Form 2023 |
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# Actis Acts Application Form

In order to improve comparability across applications, the Board of Trustees requests that each applicant not alter the application form or exceed the allotted pages. Please use the final section under Project Overview to add any relevant details that have not specifically been requested. Please submit your completed application electronically to the respective Grant Manager (rsheridan@act.is or dcmota@act.is mjohnson@act.is), rrughani@act.is and flo@act.is

| **General Information** |
| --- |
| Project Title |  |
| Project Description  |  |
| Project Location |  |
| Actis Investee Company |  |
| Actis Investee Company Lead & Team |  |
| Actis Team (PPs & IPs involved) |  |
| Project Partners |  |
| Budget Requested ($) |  |

| **Development Theme** |
| --- |
| **Category** | **Check if Applies** | **Explanation** |
| Education | (✓/ X) |  |
| Gender | (✓/ X) |  |
| Skills Development | (✓/ X) |  |
| Entrepreneurship | (✓/ X) |  |
| Capacity Building | (✓/ X) |  |
| Health | (✓/ X) |  |
| Environment | (✓/ X) |  |
| Financial Inclusion | (✓/ X) |  |
| Provision of Essential Infrastructure  | (✓/ X) |  |
| Other | (✓/ X) |  |

| **Project Overview** |
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| **What need is the Project addressing?** |
|  |
| **What are the objectives of the Project and are the Project’s interests aligned with those of Actis Acts?** |
|  |
| **What activities will the Project undertake in order to meet its objectives?** |
|  |
| **Who are the direct and indirect beneficiaries of the Project and how essential is the Project for the beneficiaries?**  |
|  |
| **What sustainable benefits will the Project provide post Actis Acts’ direct engagement?** |
|  |
| **Can the Project be replicated or scaled by other parties' post Actis Acts’ direct engagement?** |
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| **Are there any additional factors that should be considered with the Project?** |
|  |

| **Project Monitoring & Evaluation** |
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| **What metrics will you use to measure and monitor the Project outcomes?**  |
|  |
| **What targets have you set for progress that will define if it is successful?** |
|  |
| **What are the key risks associated with the Project not achieving its outcomes?** |
|  |
| **How will the Project team mitigant the key risks identified above?** |
|  |

Note: Examples of risks include, but not limited to corruption, fraud, money-laundering, terrorism, any potential opposition, potential additional funding required to complete the project, reliance on external factors, etc.

| **Project Partners** |
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| **How will the Actis Investee Company be involved in the Project?** |
|  |
| **What resources will the Actis Investee Company contribute to the Project? Please comment on how much time and the number of staff of the Actis Investee Company will be involved in the Project.**  |
|  |
| **Will the Actis Investee Company continue to be involved in the Project beyond Actis Acts’ direct engagement?** |
|  |
| **With whom would Actis Acts be partnering on the Project (if anyone), and what is their experience, track record, reputation and source of funding? Please also provide details on the extent of discussions with the partner to date and confirm who will be the signatory to and take responsibility for delivering the partnership agreement.** |
|  |

| **Project Budget** |
| --- |
| **Sources** | **($ 000’s)** | **Uses** | **($ 000’s)** |
| Actis Acts |  | [Use of Funds] |  |
| Portfolio Company |  | [Use of Funds] |  |
| [Partner] |  | [Use of Funds] |  |
| [Partner] |  | [Use of Funds] |  |
| **Total Sources** |  | **Total Uses** |  |

Note: Actis Acts funding should equal the sum of all funding amounts included under Project Timeline table below.

| **Project Funding** |
| --- |
| **Is the Project likely to be funded by other sources if Actis Acts is not involved?** |
|  |
| **How much funding is the Portfolio Company that is applying for the Grant funding allocating to this?** |
|  |
| **How will the Project continue to be funded once Actis Acts’ direct engagement ends?** |
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| **Project Timeline** |
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| **Key Milestones** | **Estimated Date** |
| Initial Planning Meeting |  |
| Initial Funding ($[Include amount and source (Actis Acts, Portfolio Co, Other)]) |  |
| [Completion of Project Specific Milestone Required to Request Second Funding] |  |
| [Completion of Project Specific Milestone Required to Request Second Funding] |  |
| Second Funding ($[Include amount and source (Actis Acts, Portfolio Co, Other)]) |  |
| [Completion of Project Specific Milestone Required to Request Final Funding] |  |
| [Completion of Project Specific Milestone Required to Request Final Funding] |  |
| Final Funding ($[Include amount and source (Actis Acts, Portfolio Co, Other)]) |  |
| Project Completion |  |
| Initial Performance Monitoring Meeting & Report |  |
| Final Performance Monitoring Meeting & Report |  |
| Final Project Report Submission to the Actis Acts Trustees |  |

Note: Includes most critical milestones to ensure continued progress of Project. Number of funding stages can vary by project.

| **Compliance** |
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| **Question** | **Confirmed** | **Comments (if any)** |
| Have you used the tools set out in the [Counterparty Risk Toolkit](https://actisportal.sharepoint.com/sites/InvestmentGovernanceEssentials/SitePages/Counterparty-Risk-Assessment.aspx) on the Project, its relevant senior members and partners? | (✓/ X) | [Please note all relevant findings here] |
| Has the Project or its partners been accused or found guilty of any criminal or unethical practices? | (✓/ X) |  |
| Do you have any reason to suspect that the Project poses a risk from a bribery, corruption, fraud, money-laundering or terrorism perspective? | (✓/ X) |  |
| Have you verified that there is no opposition, negative publicity or reputation risk associated with the Project or partners? | (✓/ X) |  |
| If working with a charity partner, is it formally registered? If so, provide registration number. | (✓/ X) |  |
| Are you aware of any actual, potential or perceived conflicts of interest should we decide to partner with this Project?  | (✓/ X) |  |
| Does the Project have a policy on anti-bribery and corruption, whistleblowing and gifts? | (✓/ X) |  |

Note: Actis Acts cannot disburse funds directly to the Project or the Project Partners. Approved Actis Acts funding will be disbursed directly to the Portfolio Company. It is the responsibility of the Actis Investee Company to undertake the necessary due diligence on the Project and Project Partners and ensure the compliance of the parties involved.

# Appendix: Actis Acts Overview

**Background**

Actis Acts is Actis’ vehicle for supporting charitable activities. It has been established as a UK Charitable Incorporated Organization in 2017 and is governed by regulations around the use of funds, due diligence practices, monitoring and reporting under UK Charities laws.

The programme aims to initially commit to a total of US$300,000 in new grants per calendar year and will be funded from the Actis balance sheet. Actis Acts will provide grants for:

* Charitable activities linked to Actis investee companies
* Partnerships with charities operating in Actis countries
* Local charities nominated by Actis offices

**Selection Criteria**

All of the merits of each project will be taken into consideration before an award is granted. The key selection criteria include the following six dimensions, which help guide our understanding of a project’s impact on society and the environment.

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| **What** | * What is the overall desired impact outcome (e.g., improve health, empower females, job readiness training, etc.)?
* What is the intended outcome from the proposal, and how important is the proposition to the people or to the environment experiencing it?
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| **Engagement** | * How will the Actis Investee Company be involved in the Project?
* What level of monetary commitment is the Portfolio Company contributing toward this proposal? What % of the total sources of funding needed come from the Portfolio Company?
* How much time and resources will the Actis Investee Company dedicate to the Project?
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| **How Much** | * How much of the outcome occurs within the time period that Actis Acts will be providing grant funding?
* Are the benefits sustainable and/or scalable?
* Is the impact marginal or deep, short term or long term, benefiting a few or many?
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| **Who** | * Who experiences the benefit(s) of the outcome, and how underserved are the beneficiaries in relation to the outcome? (e.g., marginalized groups, disadvantaged groups, youth, women/girls, indigenous people, etc.)
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| **Contribution** | * How does the intended outcome compare and contribute to what is likely to occur anyway without any grant funding from Actis Acts? (i.e., does Actis Acts’ contribution provide additionally)?
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| **Risk** | * Which risk factors are material?
* The occurrence of which risk(s) will cause a material impact to the intended outcome? How do we propose to mitigate these risk(s) from occurring?
* How likely is the intended outcome to be different from expectations?
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**Each project will be ranked on a scale of 0-18, with points equally weighted & allocated across the six dimensions listed above**

**Committee**

The Board of Trustees and the Actis Acts team will review applications on a quarterly basis and more frequently when there is a more immediate need for a high impact project.

In the first instance, please feel free to contact the following two people should you have any questions.

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| Fanny Lo | Ravi Rughani |  |
| flo@act.is | rrughani@act.is |  |

The Actis Acts team and the Board of trustees would like to extend its sincere gratitude to each applicant for taking the time to complete the application and having the ambition to make a positive, sustainable impact in our markets.