**Support Fund “Joint Implementation of HREDD in Fair Trade Supply Chains” for Partners of Fairtrade Deutschland and/or Forum Fairer Handel**

**Concept Note**

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Aim of the Fund**

*This fund aims to support you with Human Rights and Environmental Due Diligence (HREDD) processes, which are the basis to comply with EU regulations. The following steps may guide your application:*

**Step 1: Commit yourself** to respecting human rights and environmental sustainability. **Embed responsible business conduct** into policies and management systems.

**Step 2:** **Identify & assess adverse impacts** in operations, supply chains & business relationships.

**Step 3:** **Address and Remediate:** **Cease, prevent or mitigate** adverse impacts**; Provide for or cooperate in remediation** where appropriate.

**Step 4:** **Track Progress** implementation and results.

**Step 5: Communicate (externally)** how impacts are addressed

**Funding Rounds 2025**

Three funding rounds are planned in 2025 according to the following schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deadline for submission of Concept Notes** | **Invitation for Full Proposal** | **Deadline for submission of Full Proposal** | **Notification on funding decision** | **Earliest starting Date of Implementation\*** |
| 24.03.2025 | 17.04.2025 | 19.05.2025 | by 04.07.2025 | 01.08.2025 |
| 16.06.2025 | 09.07.2025 | 04.08.2025 | by 15.09.2025 | 01.10.2025 |
| 15.09.2025 | 08.10.2025 | 03.11.2025 | by 17.12.2025 | 01.01.2026 |

\*Subject to signature of contracts

This template is intended for the **first application step** to the Support Fund “Joint Implementation of HREDD in Fair Trade Supply Chains”.

**Instructions**

Please kindly note the following instructions for completing the sheet (this page can be deleted before handing in the proposal):

* When completing your concept note sheet, please do not exceed the space limits and follow the key questions in the description. The proposal **must not exceed 6 pages** (excluding cover page and signature page) in total.
* Please provide information as accurately as possible and avoid repetitions when responding to the key questions to simplify the assessment of your proposal.
* Your Concept Note must be submitted in either **English, Spanish or French**.
* Please submit your completed Concept Note sheet as **a signed PDF document as well as in MS Word format (without signatures)** to the following email address: [hredd-fund@fairtrade-deutschland.de](mailto:hredd-fund@fairtrade-deutschland.de) (please note that the max. data volume of attachments is 180 MB. If your attachments surpass this limit, please separate them into several e-mails)

**Please read before designing your project**

The **Terms & Conditions** for the Support Fund provide all necessary information regarding the application criteria and eligible project contents. You can find the Terms & Conditions in English, Spanish and French here:

<https://www.fairtrade.net/de-de/fuer-unternehmen/Mehr-Erfolg-mit-Fairtrade/EU-Verordnungen-in-Fairtrade-Lieferketten/HREDD-Support-Fund.html>

# **1. Applicant Information**

Please note: Applications must be **developed and handed in jointly** by a consortium of at least one producer partner and at least one commercial partner from the European Economic Area, UK or Switzerland.

# **Producer Partner**

|  |  |
| --- | --- |
| Name of Organization |  |
| If applicable: FLO ID and status of certification |  |
| Address |  |
| Start date of the sourcing partnership between you and the commercial partner(s) of this consortium |  |
| Name of contact person, position in organisation, phone number and email address |  |
| Previous engagement with the HREDD concept? Yes/No – if yes, short description of steps taken (see HREDD steps above) |  |

[please copy and paste this table if your consortium should be made up of more than 1 producer partner]

# **Commercial Partner**

|  |  |  |
| --- | --- | --- |
| Name of organization |  | |
| Address |  | |
| Is the company an affiliate part of or owns another company? If yes, please provide details |  | |
| Fairtrade certification, Fairtrade license contract or FFH membership: Since DATE |  | |
| No. of employees / Full Time Equivalents (FTE) |  | |
| Name of contact person, position in organisation, phone number and email address |  | |
| Previous engagement with the HREDD concept? Yes/No – if yes, short description of steps taken (see HREDD steps above) | |  |

[please copy and paste this table if your consortium should be made up of more than 1 commercial partner]

2. Project Idea

|  |  |
| --- | --- |
| Project title |  |
| Country and region of implementation |  |
| Commodity |  |
| Approximate project duration |  |
| Total planned project budget (in EUR and local currency) incl. administration cost and PN cost (if applicable) |  |
| Own contribution of applicants (minimum 25%) divided by applicant and cash/in-kind |  |
| Approx. no. of small-scale farmers to be reached with the proposed project (% men / women / young people below the age of 35 years) |  |
| The regulation(s) you wish to target with your project (German Supply Chain Act, EUCSDDD, EUDR, EU Organic regulation[[1]](#footnote-2)) |  |

### **Short description of the project (up to max. 1 page)**

**A) Problem description (up to 1/3 page):**

*Please describe the* ***problem(s) and risk(s) for compliance with EU regulations and/or the German Supply Chain Act that you have identified in your supply chain and wish to solve with this project.*** *(If you are not sure about your risks, please get in touch with your Producer Network for advice/you may start with step 1 of the Human Rights and Environmental Due Diligence – HREDD – process, see above).*

*What are the identified* ***needs******of small-scale farmers or other rights-holders*** *(women, men, youth separately if applicable) of each producer partner that you have identified?*

**B) Summary of project objective and planned activities (up to 2/3 page):**

*How will your project make a significant and direct contribution to solving your identified problem(s)/risk(s) and supporting compliance with the German Supply Chain Act, and/or EU regulations?*

*Please describe the overall project objective in one sentence:*

*Please list the foreseen activities and their intended impact/outcomes:*

*How will the project activities address the identified needs of the small-scale farmers/ other rights-holders? (Please explain shortly the project logic)*

*How will your project activities address women and young farmers in particular?*

### **Contribution to HREDD**

*Please indicate with yes/no in each box if your project will contribute to risk mitigation or remediation of these risks and elaborate briefly how.*

*Please note that it is sufficient if only one or a few of the risks are addressed.*

|  |  |  |
| --- | --- | --- |
| **Addressed Risks in the Project** | | |
| **Environmental Focus** | | **Please elaborate briefly**  a. your risk  b. how the project contributes to directly or indirectly remediate/mitigate it. |
| * Environmental degradation (air, water, soil) | *yes/no* |  |
| * Hazardous chemicals |  |  |
| * Biodiversity |  |  |
| * Deforestation |  |  |
| * Climate |  |  |
| * Access to seeds/ Agrobiodiversity |  |  |
| * Protection of pollinators, |  |  |
| * Agroecological practices |  |  |
| * Protection of water bodies |  |  |
| * Waste reduction & management |  |  |
| * no burning of fields |  |  |
| * Other: *[please specify]* |  |  |
| **Human- and Labor Rights Focus** | | **Please elaborate briefly**  (a+b as above) |
| * Child labor |  |  |
| * Forced labor |  |  |
| * Freedom of association |  |  |
| * Collective bargaining |  |  |
| * Sexual harassment and gender-based violence |  |  |
| * Discrimination |  |  |
| * (Living) wages |  |  |
| * Working hours |  |  |
| * Occupational health and safety |  |  |
| * Minority rights |  |  |
| * Other: *[please specify]* |  |  |
| **Others [if any, please specify]** |  |  |

3. Indicative Budget

*Please fill out the provided table below. This is intended to give a first idea. Budget lines will have to be further elaborated in the Full Proposal.*

*The total budget amount can divert plus/minus 20% in the Full Proposal from this indicative budget.*

|  |  |
| --- | --- |
| **Project Expenses** | |
| Staff and / or consultancies (salaries and fees) | EUR |
| Activity costs (e.g. travel cost, workshop cost, per diem, rent of locations, investments etc.) | EUR |
| Activity 1 xxxx | EUR |
| Activity 2 xxxx | EUR |
| *Add more lines if needed* | EUR |
| **Subtotal** | **EUR** |
| Administrative Overhead (up to 7% of Subtotal) | EUR |
| Project management and monitoring Support by Producer Network (if needed – XX% of Subtotal (to be discussed with respective Producer Network) | EUR |
| External Financial Audit  (obligatory if total project budget is above 50.000 EUR) | EUR |
| **Total Expenses\*** | **EUR** |

|  |  |  |
| --- | --- | --- |
| **Project Income** | | |
| **Amount requested from HREDD Matching Fund** | EUR | **%** |
| **Amount of own contribution** | EUR | **%** |
| **Total Income (has to be the same as total expenses above):** |  | **100 %** |

\*Please note that the **total sum of expenses** including administrative overheads and PN costs (if applicable) is relevant for the 25% match-funding calculation.

**Declarations**

We hereby confirm that this proposal was developed jointly within the consortium and is in line with all parties’ needs and priorities. Participation of rights-holders in the development of the Full Proposal that we will develop if selected will be ensured and the proposal document will be made available in local language(s) to participating rights-holders before finalization.

We also confirm that we will make the corresponding financial and in-kind contributions to the project as stated in the proposal and that all provided information above is complete and correct.

We hereby declare that our organisation has not broken the law, no allegations of corruption or breaches of social compliance such as child labor, forced labor, sexual harassment or other have been raised, nor have any relevant investigations been conducted that involve our organisation and, to our knowledge, the executive staff members/management.

We acknowledge the Terms and Conditions of the Fund.

***Optional application for early start:***

*We apply for an early start of measures starting from [DATE]\_\_\_\_\_\_\_ for the following reason(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*We understand that this happens at our own risk and an approval of the early start does not imply an approval of the application. We confirm that the early measures are implemented in the context of the proposal and would not have been undertaken otherwise.*

**Applicant 1** [NAME]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and place, signature

**Applicant 2** [NAME]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and place, signature

**Applicant 3** [NAME] *– please delete or add applicants as needed*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and place, signature

1. For further information you can check the following links: [German Supply Chain Act](https://www.bmas.de/EN/Europe-and-the-World/International/Supply-Chain-Act/supply-chain-act.html), [[EU Deforestation Regulation](https://www.ble.de/EN/Topics/Forest-Timber/Deforestation-free-products/Supply-chains_node.html)](https://www.ble.de/EN/Topics/Forest-Timber/Deforestation-free-products/Supply-chains_node.html); [[[EUCSDDD](https://commission.europa.eu/business-economy-euro/doing-business-eu/corporate-sustainability-due-diligence_en)](https://commission.europa.eu/business-economy-euro/doing-business-eu/corporate-sustainability-due-diligence_en)](https://commission.europa.eu/business-economy-euro/doing-business-eu/corporate-sustainability-due-diligence_en); [EU Organic Regulation](https://agriculture.ec.europa.eu/farming/organic-farming/organic-production-and-products_en) [↑](#footnote-ref-2)