



WE4F MENA Open Call for Innovations – Full Proposal Q&A Webinar

Q:

سؤالنا هو كيف بإمكاننا الحصول على مساعدة في تعبئة الطلب الكامل حيث يوجد في بعض الاسئل

مربع للكتابة 1000 حرف

وكذلك رابط جدول

for upload وايضا يوجد

هل علينا ملء كل هذا في كل سؤال

Our question is whenever there is a box for uploading documents, do we have to answer the related question in the box containing a max of 1000 words and upload a document or only do one of the two actions?

A: You have to answer the question on the document and upload any requested document unless they are optional. If uploading the document is optional, it will be indicated in the question itself. If you don't have the requested document, you can answer by indicating that the document is not available and advise if you are planning to have it soon.

Q: هل علينا افتراض التوقعات المستقبلية على اساس اننا استلمنا المنحة او بدون

Do we have to build our projections on the assumption that we have been awarded the requested grant or not?

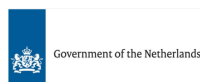
A: We do expect that you put your future targets based on you receiving the grant. And again, please clarify the assumptions and calculations that you used in identifying these targets. Make sure you are able to match the grant amount you are asking for. Don't raise high expectations with a 500k investment, when you in reality can't match more than 100k. Be realistic!

Q: ماذا اذا كان نظام الشركة المحاسبي يدوي كتابي في سجلات. ؟

كيف علينا جمع المعلومات وتوثيقها ؟

What if the accounting system used in the company was manual one, how can we collect and document the requested information?

A: We're assuming that you have an accounting system, even if it's manual. But you must at one point be able to compile the data to issue financial statements. We assume that you have also subledgers for sales and purchases with names of at least credit customers and suppliers. You must have a plan to track you unique customers and potentially suppliers.



Q: هل يجب ان يكون المقابل ١/١ مبالغ نقدية فقط ؟

او يمكن ان تكون أيضا عينية ؟

? مثل سلاسل توريد آلات ديون

Does the one-to-one matching fund have to be only in cash? Could it include also in-kind contributions? Like supply chain financing?

A: In-kind contributions can be part of the matching fund. Examples of in-kind contributions: For instance, the cost share may be in the form the labour of the grant recipient employees or volunteers; or it may be the use of a recipient's meeting room to hold a workshop for the grant activity. Value chain financing like special payment terms from suppliers could be accounted for a part of the matching fund if they have a tangible impact on the business.

Q: Does support include expanding and developing innovation, even if it is an asset, or is it limited to operational expenses only?

A: Grant expenses can cover sales and marketing expenses to expand and develop the innovation. If by expanding and developing innovation, you mean Research & Development (R&D) expenses, the grant budget can fund efforts that can materialize quickly or (small improvement done in 1- 3months) - if it takes longer then it doesn't fit in this program. If expanding and developing innovation requires buying an asset above 5000 USD, it is best to fund it from the matching fund. If the cost of the equipment is beyond the matching fund amount, then a contribution from the grant budget can be investigated provided the Environmental impact of the Equipment is well assessed, and risk mitigations actions are with implemented or easily implementable and provided this innovation has good social impact.

Q: Where do we get our Application ID from?

A: It is sufficient to add your organization name for now.

Q: I filled out my proposal, but I am missing one template. How can I upload it again for my application? Can I send missing documents by email?

A: Please re-submit the application with placeholder text for all questions answered in the previous submission (you don't need to answer again questions you have answered earlier, you just put XXX as an answer or an indication "please refer to my previous submitted application on Date X) and upload the missing document where it is requested. We cannot accept by submissions by email.

Q: Can we apply in French?

A: Yes, you can respond in Arabic, English, French. For French submissions, please insert your responses into the English form as we don't have a dedicated French form.

Q:

حاولنا الاطلاع على جميع الأسئلة ولكن في اخر صفحة يوجد كلمة استمرار

هل يعني انه يوجد ايضا اسئلته اخرى ولا يمكن الاطلاع عليها الا بعد الاجابه على الاسئلة السابقة ؟



We tried to get an overview of all questions but at the end of the page, you can find the word “continue”, does it mean that there are additional questions and that we cannot access and read the following questions before answering the current one?

A: Questions should be responded chronologically. We suggest responding to the forms offline, then inputting your answers online not to lose any data.

If you want to have an overview of the whole application, please go to the solicitation document published on the we4f.org/apply-mena herein [ENG-WE4F-Solicitation-Document-Open-Call-for-Innovations-OCFI.pdf](https://we4f.org/wp-content/uploads/2023/07/AR-WE4F-Solicitation-Document-Open-Call-for-Innovations-OCFI.pdf) Section VII. Appendices, Appendix 2 – Full Application Criteria (Stage 2 – Proposal Stage) pages 46 to 52

Q: Where can I download this document?

A: For English version -

<https://we4f.org/wp-content/uploads/2023/07/AR-WE4F-Solicitation-Document-Open-Call-for-Innovations-OCFI.pdf>

For Arabic version -

<https://we4f.org/wp-content/uploads/2023/07/AR-WE4F-Solicitation-Document-Open-Call-for-Innovations-OCFI.pdf>

Q: Matching the grant can be in contracts, right? Or in other grants?

A: A part of the matching fund needs to come from your own money as special injections or loans from existing shareholders or recurrent profit of the company. Besides that, debt, loan, special payment terms with some suppliers, funds from new shareholders are also potential sources, including other grants within specific conditions.

Q: هل يجب علينا ملء كل للبيانات بنفس الجلسة وبنفس الوقت ولا يمكننا حفظها للمواصلة لاحقاً مثلاً اليوم التالي او انقطاع الانترنت لماذا يعاد تقديم النموذج وفتح الموقع من جديد

Do we have to answer all questions in one session, or can we save the completed parts of the application and get back to it later to complete/update the missing parts?

A: As we stand today, you can't save the completed questions without submitting the application, which is why we recommend filling them out offline first and then copying it into Jotform.

Q: Does the number of months start from the date of the final result (April / May) or from now?

A: It counts from April/May, i.e. from the effective day of the grant agreement.

Q: اذا كان الابتكار هو اختراع ولم يتم توثيقه بعد حيث ان العمل جاري للحصول على براءة اختراع هل تدعمونا بالحماية الفكرية او منح شهادة منكم بذلك

If the innovation is an invention which was not documented yet i.e. if work in ongoing to get the innovation patented, would you support us in obtaining IP or do give an IP certification from your end?



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A: We cannot grant any Intellectual Property rights, it's not under the scope of WE4F. However, Part of the grant and Technical Assistance can go towards helping you obtaining the Intellectual property certification or patent. If you have are working on getting a patent and are counting on it to unlock your growth plan, then we can't take that risk. You should be selling already, and the patent should be an add-on, but not a requirement for growth in the short-term. If you are already selling but working on getting the patent within the next year or so, then we can support potentially.

Having said that, all our WE4F and consultants sign a non-disclosure form before they receive information about applications.

Q: المقصود هل تمنحون شهادة ملكية فكريه او تمنحون شهادة:

What we mean is: do you grant an IP certification?

A: We don't provide a certificate for Intellectual Property, but we can recognise you as an alumnus if you meet your targets as a certification of completion of the program in case you meet the agreed upon targets.

We can provide you with technical assistance (advisory) on some aspects which could help you obtain a patent for intellectual property if this could contribute to your short-term impact.

Q: Do you recommend reading the full 62 page document or only main sections?

A: We would advise you to read the whole document if you can. You can also use the document when there are aspects that are unclear for you, you can probably find all relevant information in there. Start with the full proposal section and consult the specific areas that aren't clear to you.

<https://we4f.org/wp-content/uploads/2023/07/AR-WE4F-Solicitation-Documents-Open-Call-for-Innovations-OCFI.pdf>

Q: Can you clarify the process of interviews?

A: The interviews will be conducted with innovators whose applications will score higher than the cut-off score. The objective is to allow the scorers to address specific challenges, risks, or weak areas that they need clarification on. It'd take an hour and most hub specialists participate. We'd ask you 7-10 questions concerning specific areas in your application.

Q: Can it be several means of funds against total requested?

A: It can be different sources of funds. Make sure to account in your cash flow projections to start funding the activities to be covered by the grant, before we give you the grant. It might take us a month to disburse, and we pay on milestones, so there may be a mismatch between the activity we are covering in the grant budget and the disbursement.

Q: ماهي الطرق المعتمدة من قبلكم لتوثيق المعلومات من بيانات والإحصاءات التي نقدمها

What are the accepted methods to document the projections and reported data?

A: If you used a study/report to write certain data, i.e., about the market size, whether published or unpublished, you may cite it with the appropriate reference and add links. If the data is based on your own internal studies or research or surveys, let us know what you based it on. We just need to be able to trace back this data.

Each Key performance indicator has specific documentation requirements. For instance, for end-users, you need to document unique identifiers numbers (names, customer numbers,



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..) , or have letters from your B2B customers advising you of the number of unique customers or end-users at their end.

Q: If we are moving to a new production site. And the new site is owned by a shareholder. Can the leasing value of this site be considered as part of the matching fund?

A: If you are using the production site for free, as part of a partnership, then yes, the equivalent of the leasing value can be considered part of the in-kind of the matching fund. But then you need to tell us how you're estimating the leasing value (i.e., other contracts, market analysis...). if you have only one shareholder and are paying of the cost of the leasing of the new production site, this cost cannot be considered as part of the matching fund. If you have shareholders other than the one owning the new leased production site and if they own X% of the company than the leasing cost can be considered as part of the matching fund up to X% of the cost.

Q: هل تعتبر شهادات الجهات الحكوميه من مكاتب الزراعة والصناعة مدعمة للحصول على المنحة؟

A: If you mean that you already have product or production site certification from stakeholders and governmental parties, and if these certifications will help better reach your customers and better achieve your impact then YES, please highlight that in your application. It can be a positive point for the application.

Q: What kind of support/advise can you give after and what is the frequency of meetings? Remotely?

A: We have a country coordinator based in Morocco, and we can do virtual meetings, but we prefer to have as many face-to-face meetings as possible. We have strategic meetings once every 2 weeks in the beginning, and then once a month. We're not here to audit you, but to help you achieve your targets, so that's what we will be discussing and focussing on. In addition, there are two physical gatherings: the regional bootcamp in May and the global Annual Convening in the last quarter of the year where you will meet the other innovators supported by all the hubs in the program.

Q: من هو المنسق من قبلكم في اليمن ؟

A: The Lebanon country coordinator also coordinates innovators in Yemen.

Q: ماذا تعني ياتي بعد خيار الاستمرار او العودة في نهاية الاسئلة

A: تعني أنه هل تريد الاستمرار في مواصلة الاجابه علي الاسئلة ام تريد الرجوع للصفحة السابقه . برجاء ملاحظه انه يمكن أن يتم محو الإجابات في حاله الرجوع . لذلك من الضروري الاحتفاظ بنسخه من الاجابات في فايل وورد خارجي للحفاظ علي إجاباتك

Q: كيف يمكنني الاطلاع عليها هل يعني الضغط على خيار الاستمرار انه تم اعتماد الاجابات السابقة دون القدره على الرجوع والمراجعه او ملء

A: If you want to have an overview of all the questions in the application, please go to the solicitation document published on the we4f.org/apply-mena herein [ENG-WE4F-Solicitation-Document-Open-Call-for-Innovations-OCFI.pdf](#) Section VII. Appendices, Appendix 2 – Full Application Criteria (Stage 2 – Proposal Stage) pages 46 to 52

Q: Regarding question 6a: Our business has more than 330 different SKUs thus making it “Inappropriate” to fill the excel file needed, since we are unable to find an accurate average of the “Unit Cost” and the “Selling price”. We plan to explain in detail and in writing our financial model. Would that be an issue?



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In Schedule Q6a.: You can either choose to enter the information by product category/line or choose your 3 to 5 top products and communicate the share of these products in your total sales, on top of explaining in detail and in writing your financial model.

Q: Regarding question 8: The question refers to an Appendix 3, however we are unable to find it. Appendix 3 can be found in the solicitation document herein, page 55: ENG-WE4F-Solicitation-Document-Open-Call-for-Innovations-OCFI.pdf published on the <http://www.we4f.org/apply-mena> “Q8a Budget template”. Can you please advise if we should fill both the Gant budget table AND the Grant detailed budget table? Or should we link them together?

A: Yes, you should complete both tables. There is no need to link them, but totals should by subcategory be the same.

Q: Regarding question 8b. “Fin Viability Full Proposal templates Q8b”. If I am not mistaken, the information to be filled in this file is the same as the one filled in Q8a Grant table, right?

A: The information to be filled in this template Q8b is the total cost of your scale-up plan: it includes both expenses to be funded by the grant and by other sources and it includes a section where you need to detail the sources of the funding: the grant, and the other sources be it equity injections from current shareholders, new shareholders, shareholder loan, debt loan, retained earnings and company yearly profits etc.... Initially, the matching funds meant the funds provided by the current shareholders be it equity injection, re-invested profits or shareholder loan and this is how we refer to it in Q8b. However, the definition was later extended to encompass all the fund sources other than the WE4F grant, including a reasonable share of current shareholders injections.

Q: Can you please confirm if our understanding of the below terms is correct (All of them figures in questions 8 & 8b)?

Grant: Amount that WE4F will be granting the innovator? A: Yes.

Funds to be granted and injected/raised: is this also the grant? Or the amount we will be injecting? A: It refers to both.

Capital Funds to be injected and/or raised: This is our matching fund? A: It includes all fund sources other than the WE4F grant and should include a reasonable share of current shareholders injections/reinvested profits/positive cash flows.

Matching Fund: The amount we will be injecting as a matching fund? A: Yes, in the schedule of sources, it is next to equity injections, it means the share to be provided by current shareholders.

Cost Sharing In kind/Cash: This is also the amount that we will be injecting as a matching fund, right? A: Under this term, this would mean the matching funds as all sources of funds other than WE4F grant.

