

**Quick Scan 2024**

Subsidy Programme for Responsible Business (SPVO)

**Do you have questions, or would you like a non-committal consultation with one of our project advisors before completing the quick scan? Then** **email us** **or call +31 (0) 88 042 42 42.**

The lead applicant, which can be a (Dutch) company with a branch or permanent office in the Netherlands or a (Dutch) NGO with a branch or permanent office in the Netherlands, must complete the quick scan before applying for a subsidy. The SPVO team uses this quick scan to discuss your project ideas with you. You will receive a non-binding advise from us. After completing the advisory process, you can decide whether to submit a formal subsidy application.

We will use this quick scan form also to check if you meet the conditions and if your project idea is eligible for funding. To assess that, we check what you already know about the social sustainability risks in your value chain and what your project ideas are (research and action plan).

Please note that your quick scan answers should be at most 7 pages.

**Process**

* After submitting your quick scan, our SPVO project advisor will contact you to arrange an (online) meeting to discuss your project ideas.
* After this meeting, you will receive a non-binding advise within a week. A positive recommendation from our project advisor does not mean you will get a subsidy.
* We handle your information confidentially.
* We will only use your information to advise you.

Use the project proposal form to apply for a subsidy. You will find this form on the [SPVO apply page](https://english.rvo.nl/subsidies-financing/subsidy-programme-responsible-business-spvo). Follow the steps.

**Documents**

Send your quick scan and the following documents (if available) to spvo@rvo.nl:

* Social sustainability risk analysis;
* Relevant reports related to the social sustainability issues;
* The (Dutch) company's RBC policy;
* The (Dutch) company's Code of Conduct (optional);
* The (Dutch) company's integrity policy on preventing inappropriate behaviour (if not included in the RBC policy).

If your project partners do not have an RBC or integrity policy, there is still time to develop this during the project's first phase. Please inform us if you need help developing these documents.

# General data

Project partner information

* Complete all the relevant fields in English.
* Add more information if needed.

Specify which party is the main applicant.

**A.1** Proposed project title

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**A.2 Dutch or international company**

Company name

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Name of contact person

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Email address of contact person

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Website

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**Local company (in SFF country)**

Company name

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Name of contact person

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Email address of contact person

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Website

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**Dutch or international civil society organisation**

Name of organisation

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Name of contact person

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Email address of contact person

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Website

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**Local civil society organisation**

Name of organisation

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Name of contact person

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Email address of contact person

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Website

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**Other partner companies or civil society organisations**

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**More information**

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**A.3** Which sector are the companies active in?

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**A.4** In which country and **regions** do you want to carry out the project?

See the [SPVO country list](https://english.rvo.nl/subsidies-financing/social-sustainability-fund-ssf#eligible-countries) for more information.

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**A.5** Does your company have an RBC risk policy?

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| [ ]  | Yes > Please send these documents as annexes. |
| [ ]  | No |

**A.6** Does your company have an integrity policy?

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| [ ]  | Yes > Please send this policy as an annex. |
| [ ]  | No |

**A.7** Please state whether you agree to receive formal correspondence via email for the SPVO quick scan and subsidy application.

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| [ ]  | I agree > please enter your email address. |
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| [ ]  | I do not agree |

**A.8** Contact details

We will contact you to make an appointment to discuss your quick scan.

Email address(es)

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Telephone number(s)

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**A.9** Where did you hear about the Social Sustainability Fund?

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# Risk Analysis results

In this quick scan form, we will ask you to submit information on the following topics:

1. Project summary (at most 1 A4 page);
2. Risk analysis;
3. Local impact assessment (phase A); and
4. Action plan (phase A/B).

## Project summary

Please write a summary of your project idea (at most 1 A4 page), including the following:

* What are the main social issue(s) your project idea focuses on?
* What is the context of the sector and value chain?
* What are its main negative social impacts?
* What is the role and position (upstream/downstream) of the company(s) in its value chain?
* What is the size of the company(s) and its trading volumes?
* Who are the main beneficiaries of your project within the value chain?
* What is the scope of your project? How many beneficiaries will it reach in total?
* Why do you choose to cooperate with this local NGO in your partnership? Describe this NGO's leverage and knowledge level?

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## Risk analysis

This risk analysis assesses the social sustainability risks in your value chains. Base the analysis on available research and publications. You may support your risk analysis with your value chain knowledge and experience.

**2.1** Has your company started a risk analysis to identify the main social sustainability risks in its value chains? The analysis should look at risks for:

* Specific countries;
* Regions;
* Suppliers;
* Sectors;
* Products; and so on.

Please summarise the main conclusion and outcomes of the analysis. If available, send relevant reports as an annex.

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**2.2** Based on the risk analysis, please explain which social sustainability issues are most relevant

in your context. Choose 1 or more of the following themes and explain the situation for these issues.

* Combatting child labour;
* Living wages or income;
* Good working conditions.

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**2.3** How do you monitor your suppliers' sustainability risks? Do you use an internal risk management system?

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**2.4** How do you communicate with your suppliers about identified social sustainability risks?

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## Local impact assessment

A project with funding from SPVO consists of 2 phases:

* A: Local impact assessment and developing an action plan; and
* B: Applying the action plan.

A local impact assessment evaluates the social sustainability issues and main causes. Your assessment should focus on the proposed project area in the target country. The local impact assessment gives detailed insights into the current situation. The assessment is also a starting point for developing your action plan and implementing effective measures.

**3.1** Have you carried out a local impact assessment or a similar assessment? A local impact assessment should include:

* Stakeholder mapping;
* Value chain mapping;
* Baseline research;
* In-depth research of the main causes of issues;
* Corporate connection: How much do the lead party and its partners contribute to possible main causes?

Please state if you have researched elements from this list. If so, which ones? Please summarise the main conclusions and send us your local impact assessment as an annex.

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**3.2** What do you still need to research in the local impact assessment during phase A?

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**3.3** Have you received previous funding from RVO or any other financial institutes to carry out projects that address the social sustainability risks? Are you currently carrying out a similar project?

If so, what lessons have you learnt from the project(s)?

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## Action plan

Developing and carrying out an action plan is essential to an SPVO project.

In phase A, you develop your action plan. In the action plan, you agree to share responsibilities. Also, you address the value chain's social sustainability challenges with local partners. For example, the partners can take steps to ensure a living income and decent working conditions or combat child labour. The international company can adapt its purchasing conditions and pricing strategy or invest in sharing relevant knowledge.

In phase B, you take your action plan's first (short-term) steps and start carrying them out.

**4.1** How will you start the negotiation process for your joint action plan? And which (local) parties or actors will you involve in these negotiations?

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**4.2** Which potential measures could you include in the plan? Why do you think these will work? And how innovative are these measures for your sector, producing country and/or local partners?

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**4.3** You and your partners should develop a joint action plan you agree on. What challenges do you expect during the negotiations?

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**4.4** Which company departments will you involve in developing the action plan? How will you ensure that all the relevant company departments are involved and committed to supporting and carrying out the plan to address the social sustainability issues?

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**4.5** How will you involve the company's management team in creating the action plan?

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**4.6** Which potential internal company measures could you carry out? For example, do you include adapting purchasing conditions and pricing strategies in your action plan?

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Remember: The answers of your quick scan should not exceed a maximum of 7 pages.