

NAME PROJECT

Country

BUSINESS COACHING REPORT

Business coach:

SusTech4Africa ………… (country) ……………… (year)

|  |
| --- |
| Dear coaches,  If you wish to submit a request for funding to OVO’s Investment Committee (IC), please have the following documents ready:   * Business Coaching report (underlying template) * SDG assessment (OVO template) * Financial plan (OVO template) * Business plan (no mandatory template)   ONLY if all these documents are available and complete, will the IC discuss the case. To get on the IC's agenda, upload the four documents mentioned above via (and only via)  <https://form.jotform.com/bjornmacauter/funding-request>  An OVO staff member will then check whether the quality of the documents is satisfactory. If positive, the IC members will receive the documents in preparation for the meeting. You will be informed of this. If there is still work to be done, you will be notified so that you can complete/adjust the documents.  Thank you for your cooperation !  The Investment Committee |

# The company

|  |  |
| --- | --- |
| Brief description of the company |  |
| Sector |  |
| Year of (formal) establishment |  |
| Location (country, region, city…) |  |
| Owners of the company |  |
| Corporate vision |  |
| Corporate mission |  |
| Number of employees |  |
| Turnover in the past year |  |
| Profit/loss for the past year |  |
| Website |  |

# The management team

|  |  |
| --- | --- |
| CEO |  |
| Name |  |
| Mail |  |
| LinkedIn\* |  |
| COO |  |
| Name |  |
| Mail |  |
| LinkedIn\* |  |
| CFO |  |
| Name |  |
| Mail |  |
| LinkedIn\* |  |
| Sales manager |  |
| Name |  |
| Mail |  |
| LinkedIn\* |  |
| HR manager |  |
| Name |  |
| Mail |  |
| LinkedIn\* |  |
| Organizational chart and management structure | Add as an attachment to the report |

(\*) If no LinkedIn profile is available, please attach a short CV.

# The business project

|  |  |
| --- | --- |
| Brief description of the investment project |  |
| Purpose of the investment |  |
| Is this investment project yet to start or have steps already been taken ? |  |
| What are the requirements in terms of manpower, machinery, services etc ? |  |
| Is the opportunity of the investment time-bound? For example, should seasons be taken into account ? |  |

# The business model & plan

|  |  |
| --- | --- |
| How does the investment fit into the company's continued growth ? |  |
| What are the main adjustments to the business model and plan versus the pre-coaching situation ? |  |

# Social-economic and environmental impact

|  |  |
| --- | --- |
| To what extent does the proposed investment contribute to making the company more sustainable ? |  |
| What is the expected impact of the investment |  |
| on employment ? |  |
| on the society ? |  |
| on the environment ? |  |
| Main SDGs to which the company contributes ? |  |

# Risk and Mitigation

|  |  |
| --- | --- |
| Brief description of (potential) risks | 1. |
|  | 2. |
|  | 3. |
|  |  |
| Measures to minimise risks | 1. |
|  | 2. |
|  | 3. |
|  |  |

# Project budget

|  |  |
| --- | --- |
| Total budget |  |
| Company’s own contribution |  |
| Requested loan of OVO |  |
| Other funders (grants, loans, equity) |  |
|  |  |
| Proposed refund period OVO loan |  |
| Desired grace period |  |
| Motivation for grace period |  |
| Collateral |  |

# Collaboration

|  |  |
| --- | --- |
| Make a summary of the coachee's progress, achievements, and areas of improvement throughout the coaching process. |  |
| What are your insights on the coachee's performance, behaviour, attitude, strengths, weaknesses, and development areas.? |  |
| How would you describe the coachee's communication skills, responsiveness, respect for appointments, and adherence to deadlines? |  |
| Other comments ? |  |

# Comments

|  |  |
| --- | --- |
| Why do the coach believe in this company ? |  |
| Why do the coach believe in this investment project ? |  |
| What are the opportunities that led to this investment decision ? |  |
| What areas of concern does the coach see ? |  |
| Arguments to sell this project to potential investors ? |  |
| Suggestions to approach certain companies, organizations or individuals as investors or contributors of knowledge ? |  |
| Other comments ? |  |

1. Conclusion of the project / Recommendation to the Investment Committee

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| --- |
|  |

# Quote of the lead screener