

Attachment B

RFA - Cambodia IEDC - RFA-2023-001

Grant Application and Award Form

Instructions:

1. *All applicants are required to complete and submit this application form.*
2. *All the attachments (A to H) referenced in this application are required parts of the application and must be attached to the completed application form. Therefore, a complete application should consist of this form and all the attachments.*
3. *By signing and submitting this application, the applicant attests to the Anti-Terrorism Certification in item 13.*
4. *Applicants must complete only Part I (items 1-14) and submit all the required attachments*
5. *Instructions for obtaining UEI number (for grants of \$25,000 or more)*

Part I – Application – All applicants must complete ALL of Part I.

1. Date of application:	
2. Name of applicant:	
3. Address of applicant:	
4. UEI Number: (instruction attached)	
5. Names and titles of officer(s) authorized to represent the applicant and his/her alternate: (a) Authorized Officer: (b) Alternate:	
6. Proposed period of performance:	
7. Proposed budget:	
Signature/Name/Title	

7. **Program Description (Required).** The applicant must describe in detail the program of activities proposed to be supported by the grant. The program description must be results-oriented. Result is a significant, intended, and measurable change in the condition of the beneficiary, or a change in the host country, institutions, or other entities that will affect the beneficiary directly or indirectly. Results are linked by causal relationships; i.e., a result is achieved because related, interdependent result(s) were achieved. An excellent program description should address the following:

(a) Applicant’s understanding of the “development challenge,” opportunity, or problem. The applicant should discuss what political, social, economic, and environmental conditions(s) require(s) changing. *How does the applicant know what needs changing? What appraisals, evaluations, needs analysis and other methodologies were used to understand what requires changing?*

(b) Applications must clearly identify the beneficiaries, their number, location, and anticipated benefits that they will receive. *What are the intended results (i.e., changes in conditions)?*

(c) The link of the challenge, opportunity, or problem to the key objectives of the overall project. *How will results contribute to the achievement of strategic objectives? What are the external factors and other critical assumptions that are likely to facilitate or hinder the achievement of the results?*

8. **Implementation Plan (Required).** An excellent implementation plan should show how the anticipated results would be achieved. *What activities, processes, or strategies are essential to achieve the results? Why will the planned work lead to the intended results? What is the anticipated timetable for the achievement of the results?*

9. **Monitoring and Evaluation Plan (Required).** An excellent Monitoring and Evaluation Plan should contain a set of indicators that would permit continuous measurement of progress toward targeted results. *For each result, what is the performance indicator? What is the baseline data? What is the performance target? What is the timetable for achieving results? For each performance indicator, what is the definition and what is the unit of measurement? What are the plans for reporting and using the performance information?*

Applicants are required to submit the **Program Description**, that includes Implementation and Monitoring and Evaluation Plans as **Attachment A** to this application.

10. **Budget and Budget Narrative (Required).** Each application must contain a **detailed line item budget** accompanied by a **budget narrative** explaining all costs. **Lump sum budgets will be considered non-responsive and will be rejected.** An acceptable budget will have all costs broken out by unit costs and should clearly show the number of units used for each line item. Each line item should identify the type of cost, e.g., labor units, units of materials and/or equipment, travel, transportation, communications, etc. The narrative will describe how the applicant arrived at each unit cost and the number of units for each line item.

Applicants are required to submit the **Budget and Budget Narrative** as **Attachment E** to this application.

11. **Organizational Control Environment Questionnaire (Required).** All applicants are required to complete the questionnaire attached to this application. U.S. Agency for International Development (USAID) regulations require RTI International (RTI) to obtain information from all applicants in order to determine an applicant’s ability to comply with prescribed standards for (a) financial management, (b) property management, (c) procurement, and (d) reports and records. Please answer all questions to the best of your ability; **do not leave blanks.** Failure to provide the necessary information may cause your application to be rejected.

Applicants are required to submit the completed **Organizational Control Environment Questionnaire** as **Attachment H** to this application.

12. **Past Performance References (Required).** All applicants are subject to a past performance reference check. Applicants must provide name, address, and other contact information of at least three past performance references below.

Name	Address	E-mail	Telephone
(1)			
(2)			
(3)			

In Agreement to the terms and conditions above:

Name of Applicant Organization:	
Name and title of officer or his/her alternate authorized to represent the Applicant (either name that appears in Box 5 of this Application.	
Signature:	Date: