

Grant Application

Instructions:

1. *All applicants are required to complete and submit this Application Form and attachments B, C, D and F enclosed in the RFA.*
2. *Signatures of authorized representative of the organization are required on the Application Form and on the Attachments.*

1. Date of application:	
2. Name of applicant:	
3. Address of applicant:	
4. UEI Number: Required for grants with approximate equivalent amount in local currency of USD \$30,000 and above (see guidance in Attachment E)	
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:	PHP
Signature/Name/Title	

8. 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?

9. **Implementation Plan (Required).** An excellent implementation plan should show how the anticipated results would be achieved. *What strategies, processes and activities 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?*

The applicant will present a Gantt Chart of activities with anticipated implementation timeframe.

10. **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. See **Logical Framework (Attachment G to the RFA) for reference.**

11. **Organizational Profile (Required).**

The organization provides organizational profile and a description of its capacity to manage (technically, administratively, and financially) this activity, and to deliver results within the specified time period. The Applicant describes how they will ensure the availability and stability of key program staff assigned to the project including other technical experts for the duration of the performance period of the subgrant. The Applicant includes information about structural, administrative, and technical resources within the organization that they will leverage to support the proposed work (e.g. core staff, software, computers, office space, technical skills, etc.)

12. **Implementation Team (Required).**

The applicant submits a detailed description of all members of the implementation team. Team may be composed of the Team Leader (TL) who will serve as the key technical expert to lead the implementation of technical tasks under the subgrant, and other program, management and operational staff.

The proposal includes a description of the role of each key member and their **CVs or professional bios.**

13. **Sustainability/Self Reliance Plan (Required).** Describe your sustainability plan and/or self-reliance measures and how will implementation continue beyond the initial grant.

14. **Cost Share plan (Required).** The applicant must provide at minimum of 5% (in kind or in cash) as cost share.

15. **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 C** to this application.

16. **Organizational Environment Control 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 Environment Control Questionnaire** as **Attachment F** to this application.

17. **Past Performance References (Required)**. All applicants must provide evidence of recent (during the last 5 years) experience in implementing program activities of similar nature. Applicants must provide name of the activity, funding source, period of performance, as well as contact information for at least three past performance references

Title of the activity	Period of Performance	Amount	Funding Source	Contact Person's 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: