

Grant Application Form

Instructions:

- i. All applicants are required to complete and submit this application form.
- ii. All the attachments (A to C) 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.
- iii. By signing and submitting this application, the applicant attests to the Anti-Terrorism Certification in item 14.
- iv. Applicants must complete only Part I (items 1-19) and Part 2 and submit all the required attachments.
- v. **Instructions for obtaining Unique Entity Identifier (UEI) for grants of \$25,000 or more. The UEI application can be downloaded [here](https://sam.gov/content/home). (<https://sam.gov/content/home>)**

– All applicants must complete ALL of Part I and 2

Part I – Applicant Information

1. Date of application:		
2. Name of applicant:		
3. Address of applicant:		
4. Business Registration Number:		
5. Validity of Trading License: (Month and Year)		
6. Unique Entity Identifier: (instructions attached)		
7. Names and titles of officer(s) authorized to represent the applicant and his/her alternate: (a) Authorized Officer: (b) Alternate:		
8. Proposed period of performance:		
9. Proposed Grant budget: (USD)		
10. Leverage Funds in USD (Partner Contribution)		
11. Explain Source of Leverage Funds		
12. Type of Organization (Tick all that apply)	<input type="checkbox"/> Distributor <input type="checkbox"/> Retailer <input type="checkbox"/> Learning Institution <input type="checkbox"/> Importer <input type="checkbox"/> Women-Led Entity <input type="checkbox"/> Youth-Led <input type="checkbox"/> Equipment Dealer <input type="checkbox"/> Financial Services Provider <input type="checkbox"/> Business Services Provider <input type="checkbox"/> ICT Company <input type="checkbox"/> Other (explain): _____	
13. Organizational Employees	Gender	Number
	Female	
	Male	
	Total	
14. Country applicant is based	<input type="checkbox"/> Burundi <input type="checkbox"/> Central Africa Republic <input type="checkbox"/> Democratic Republic of Congo <input type="checkbox"/> Djibouti <input type="checkbox"/> Eritrea <input type="checkbox"/> Ethiopia <input type="checkbox"/> Kenya <input type="checkbox"/> Rwanda <input type="checkbox"/> Somalia <input type="checkbox"/> South Sudan <input type="checkbox"/> Sudan <input type="checkbox"/> Tanzania <input type="checkbox"/> Uganda	
15. Country where the applicant wants to implement (more than one country allowed)	<input type="checkbox"/> Burundi <input type="checkbox"/> Central Africa Republic <input type="checkbox"/> Democratic Republic of Congo <input type="checkbox"/> Djibouti <input type="checkbox"/> Eritrea <input type="checkbox"/> Ethiopia <input type="checkbox"/> Kenya <input type="checkbox"/> Rwanda <input type="checkbox"/> Somalia <input type="checkbox"/> South Sudan <input type="checkbox"/> Sudan <input type="checkbox"/> Tanzania <input type="checkbox"/> Uganda	

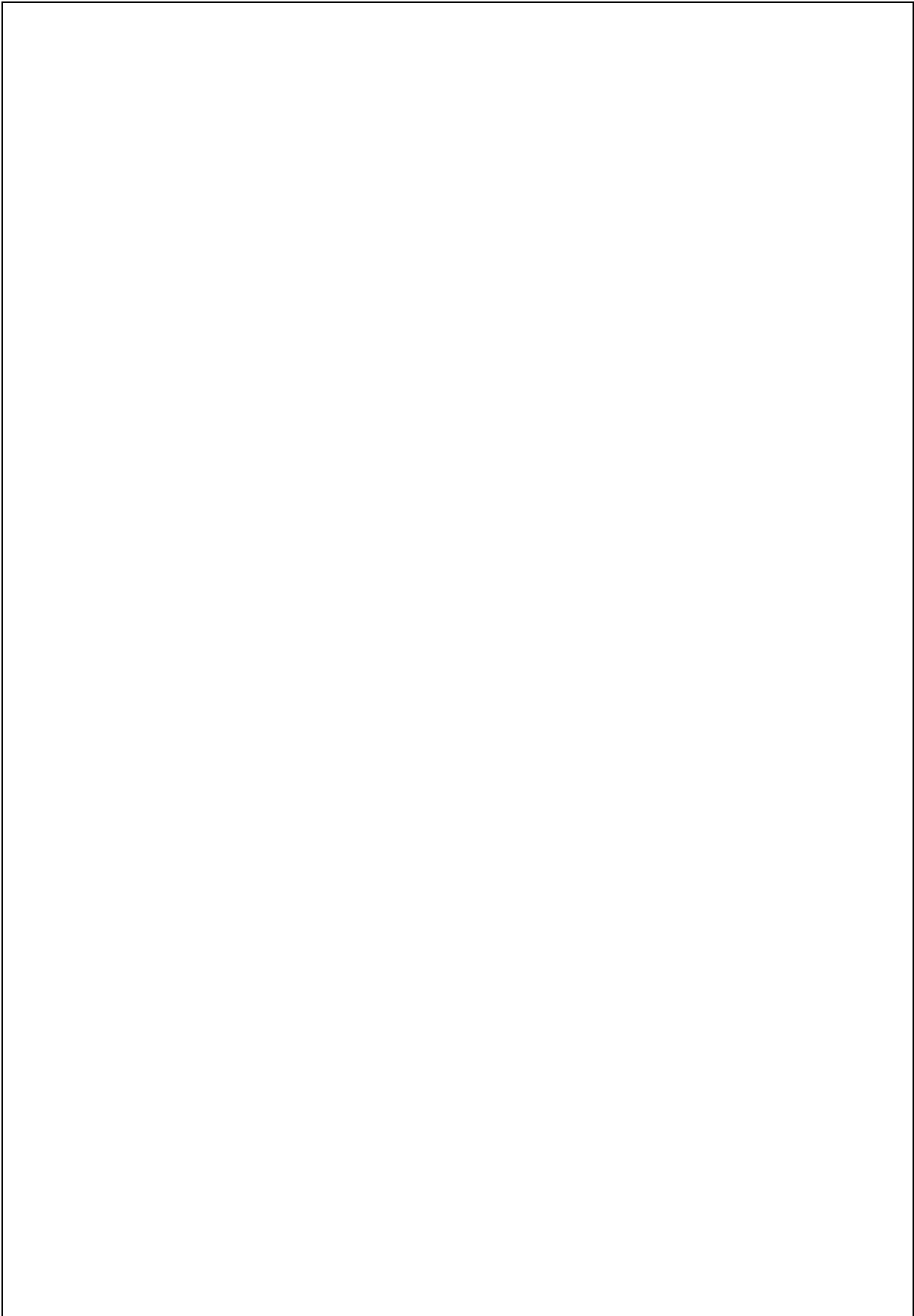
16. Brief history of the applicant. (Kindly provide brief history and background of your organization (provide brief notes on the company set-up date, brief history, the nature of the current business))											
17. Number of Years in operation in PUE industry	<input type="checkbox"/> Less than 3 years <input type="checkbox"/> 3-5 years of operations <input type="checkbox"/> 5+ years of operations										
18. Type of PUE (Briefly provide a list of the type of PUE devices)											
19. Historical Sales (Number of PUE sales in the last three years)	<table border="1"> <thead> <tr> <th>Year</th> <th>Number of sales</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td></td> </tr> <tr> <td>2022</td> <td></td> </tr> <tr> <td>2023</td> <td></td> </tr> </tbody> </table>	Year	Number of sales	2021		2022		2023			
Year	Number of sales										
2021											
2022											
2023											
20. Indicate the available inventory of PUE appliances											
Signature/Name/Title											

Part 2: Project Description

A. 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. The 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:

Impact: The proposed solution should improve sales and increase revenue by boosting the number of PUEs sold to communities. The solution should result in tangible impacts such as one of the following: improve agricultural value chains; improve access to water, facilitate agro-processing, increase crop storage; increase user/operator income; improve food security. Applicants must include a narrative description of all impacts expected to result from the proposed activity.

Applications must clearly identify the beneficiaries, their number, location, and anticipated benefits that they will receive. Certain impacts may be measured, for instance, Number of PUE appliances sold, Number of customers purchasing PUE, number of microenterprises electrified and number of new PUE retail locations among others. What are the intended results (i.e., changes in conditions)?



B. 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?

C. Innovation and Business model: The proposed solution should introduce a new revenue stream, business model, scale-up of modern technology, etc. This does not include the research and development of modern technology but rather the introduction of a modern technology and/or innovative uses of existing solutions. Applicants are also encouraged to demonstrate what incentives will be put in place to facilitate acquisition of the products by end users. The applicant should clearly state what is the value proposition of the proposed innovation or business model.

D. Gender and social inclusion: The applicant should highlight how the project approach will improve gender equality and women empowerment including how women and other vulnerable groups will benefit from this project. This may include economic/income opportunities that are created for women, access to labor and time-saving PUE devices, job opportunities, among others.

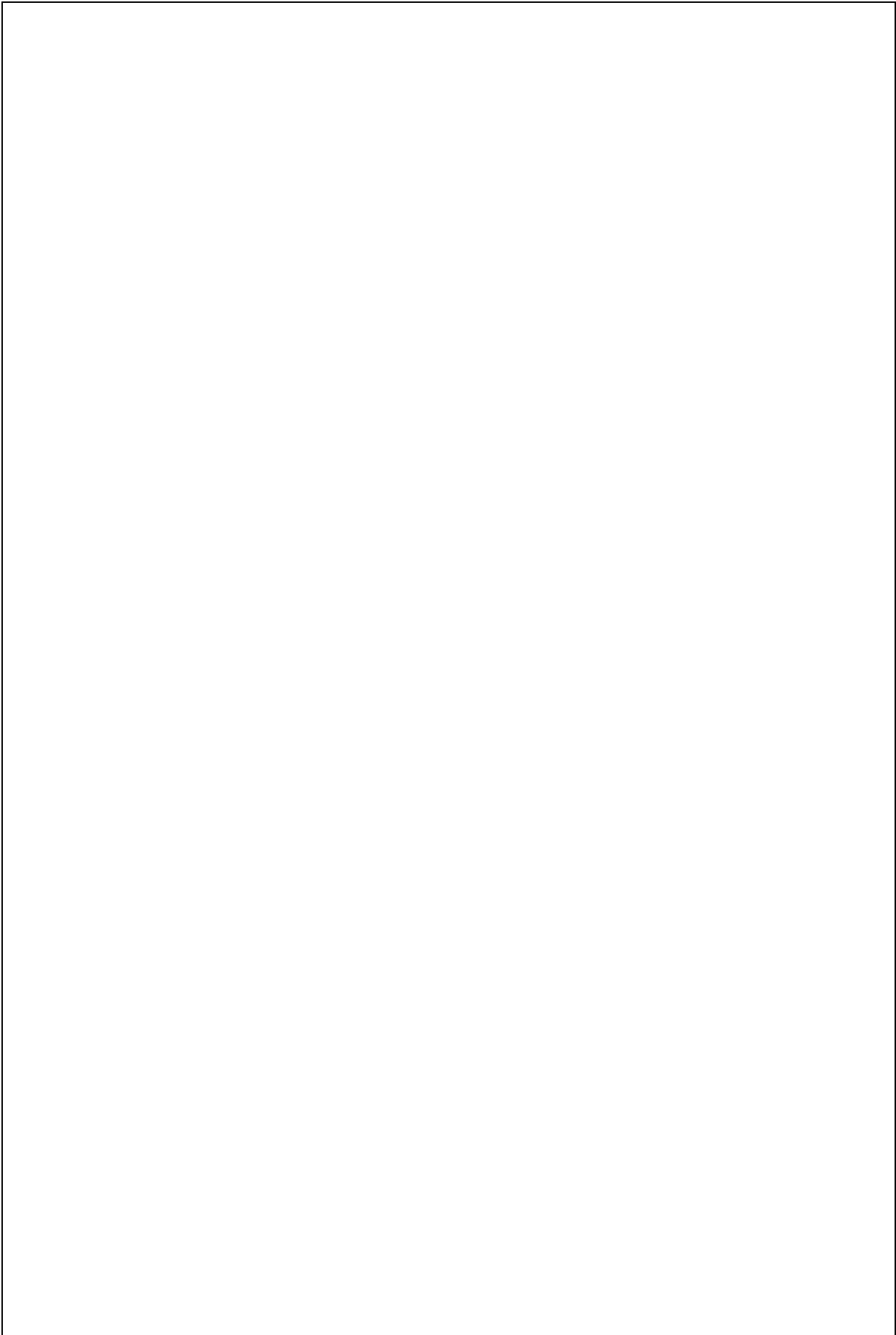
Gender and Social Inclusion approach

E. Environmental Impact: Applicants must describe their environmental impact and waste management policy and procedures and show alignment to global and respective environmental management and regulations.

F. Leveraging of other funds/resources. Proposed solutions that demonstrate confirmed leveraging of resources from other sources that improve the best value for money to increase the impact of the proposed intervention will be given preference. This can include, but is not limited to:

G. Management and operational capacity: Evidence of the applicant's capability to undertake and accomplish the proposed activities. The application should demonstrate the enterprise's effectiveness in terms of internal structure, technical capacity, and personnel. Also, the enterprise must demonstrate adequate fiscal management capability. The evaluation will be based principally on the following:

- Please detail any risks and proposed mitigation measures that the proposed solution might encounter.
- Demonstrate the organization's effectiveness in terms of internal structure, technical capacity, and personnel.
- Who are the key team members and why are they key to the project's success?
- Demonstrate inclusion of women in leadership positions and among the organization's full-time staff.
- What expertise and experience do these team members bring?
- What past performance is most relevant to this proposed project?
- What are your sales volumes to date (in either USD or pieces of PUE equipment sold)?
- What are lessons-learned from experience that will be carried through on this proposed project?
- If there are expertise gaps, how will these gaps be bridged (e.g., hiring a consultant, partnership, etc.)?
- The degree to which budgeting is clear and reasonable and reflects the best use of grant resources while also demonstrating a clear commitment of investment by the applicant.?
- Scoring is based on Annex B - Detailed Budget and Budget Justification.
- For any additional photos/pictures you need to submit, use the pages provided to submit the pictures you would want to add to your application.



H. Commercial Sustainability/Financial Self-Reliance: The applicant must show that they are in good financial standing and that the proposed solution will be sustainable after the grant's performance period. Criteria used to judge this category will include:

- List your current liabilities and assets in USD?
- What are your expected revenue streams? Please indicate expected revenues in USD and any assumptions used in this estimation.
- How will the proposed solution address long-term operation and maintenance?
- How will the proposed solution remain financially viable after the period of performance of this grant?
- Who will be the end-user(s) and what assurances/agreements will be in place for payments from the end-user?

I. Cost efficiency: The degree to which budgeting is clear and reasonable and reflects the best use of enterprise and grant resources while also demonstrating a clear commitment of investment by the applicant.

TOTAL ESTIMATED AMOUNT:

Budget Category	Cost (USD)
Personnel	
Activity Cost	
Other Direct Costs	
Total	

J. 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 results? Why will the planned work lead to the intended results? What is the anticipated timetable for the achievement of the results?

The implementation plan template is available in Annex 2 of the Application Documents.

K. 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.

L. 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** in the provided template labeled **Annex 2 and 6**.

M. Organizational Control Environment Questionnaire (Required). (Annex 3). 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 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.

The Organizational Control Environment Questionnaire is **Annex 3** of the application Documents.

N. 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)			

O. Anti-Terrorism Certification (Required). It is a mandatory requirement by USAID and a condition of award that the applicant must certify that it does not support terrorism. Applicants unable to submit this signed certification will not be eligible for an award.

By signing and submitting this application, the applicant provides the certification set out below:

- I. The applicant, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.
- II. The following steps may enable the applicant to comply with its obligations under paragraph I:
 - a. Before providing any material support or resources to an individual or entity, the applicant will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's web site: <https://home.treasury.gov/policy-issues/financial-sanctions/specially-designated-nationals-and-blocked-persons-list-sdn-human-readable-lists>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID through RTI.
 - b. Before providing any material support or resources to an individual or entity, the applicant also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's Web site: https://www.un.org/securitycouncil/sanctions/1267/aq_sanctions_list.
 - c. Before providing any material support or resources to an individual or entity, the applicant will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
 - d. The applicant also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

III. For purposes of this Certification

- a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."
- b. "Terrorist act" means:
 - (i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see United Nations terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>);
 - (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or
 - (iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.
- c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.
- d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.
- e. The applicant's obligations under paragraph I are not applicable to the procurement of goods and/or services by the applicant that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the applicant has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

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:

WHAT IS A UNIQUE ENTITY IDENTIFIER (UEI, or Unique Entity ID) &

WHY DOES MY ORGANIZATION NEED TO OBTAIN ONE?

The U.S. government is transitioning away from the DUNS number as the primary organizational identifier to the twelve-digit alphanumeric Unique Entity Identifier (UEI) starting April 4, 2022.

The UEI will be requested in, and assigned by, SAM (www.sam.gov). Organizations will no longer have to go to a third-party website to obtain their identifier. This transition allows the United States government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the government.

If your entity is registered in SAM.gov today. your Unique Entity ID (SAM) has already been assigned and is viewable in SAM.gov. This includes inactive registrations. The Unique Entity ID is currently located below the DUNS Number on your entity registration record. Remember, you must be signed in to your SAM.gov account to view entity records. To learn how to view your Unique Entity ID (SAM) go to [this help article](#).

If your entity is not registered in SAM.gov today, please visit www.sam.gov to begin the registration process.