

# Grant Application and Award Form

*Instructions:*

1. All applicants are required to complete and submit this application form.
2. 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.
3. By signing and submitting this application, the applicant attests to the Anti-Terrorism Certification in item 14.
4. Applicants must complete only Part I (items 1-14) and submit all the required attachments
5. **Instructions for obtaining Unique Entity Identifier (UEI) 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. <b>Unique Entity Identifier: (instructions attached)</b>	
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	

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 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?*

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.

11. **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 B** to this application.

12. **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 C** to this application.

13. **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)			

14. **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:**

1. 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.
2. The following steps may enable the applicant to comply with its obligations under paragraph 1:
  - 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](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.
3. 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 1 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:**

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

## **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](http://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](http://www.sam.gov) to begin the registration process.