

Proposals will be accepted in English only and must include the following sections:

1. **Name of Organization:**
2. **RFA#:**
3. **Project Title, Descriptive, precise, and brief Project Goal:**
4. **Project Objectives:** These objectives should be clearly formulated, oriented towards an impact, be specific, measurable, realistic, and have a time limit (maximum 1/2 page).
5. **Expected Products and Outputs:** Include anticipated amount of time it will take to achieve project outputs. The progress towards the achievement of these results may be considered to be a progress indicator of the project. This section should clearly define the relationship between the expected results and the objectives and should also address the sustainability of the project (maximum 1 page).
6. **Targeted Beneficiaries:**
7. **Location:** Include address, telephone number and name of contact person.
8. **Duration:**
9. **Activities:** The activities necessary to achieve the desired results. Each result requires a specific group of activities (maximum 2 pages).
10. **Gender issues:** Gender issues must be addressed in all USAID-funded activities.
11. **Environmental Concerns:**
12. **Marking & Branding Plan:** As a condition of receipt of this Grant, the grantee will apply USAID regulations set forth in the approved Tanzania USAID PROTECT Activity Branding and Marking Plan.
13. **Evaluation methodology:** Explain how you will determine to what degree your objectives have been achieved, and how you will measure the expected impacts qualitatively and/or quantitatively). Indicate when this will be done (maximum 1 page).
14. **Work Plan/Program Monitoring Plan:** An implementation plan and calendar that indicates when each of the objectives is expected to be achieved (maximum 1 page, prose and calendar for proposed implementation/deliverables schedule).
15. **Budget:** The budget shall be prepared in **Tanzanian Shillings**, and in U.S. dollars (USD) for reference only, and using OANDA exchange rate; it should include the following summary from the budget Excel template:

BUDGET SUMMARY BY COST ELEMENT		
	USD	TZS
A. Direct Costs		
1. <u>Labor Costs</u>		
a. Salaries and Wages		
b. Consultants		
2. <u>Travel & Allowances</u>		

<ul style="list-style-type: none"> a. Air Fares b. Per Diem c. Local Transportation d. Miscellaneous 3. <u>Other Direct Costs (ODC)</u> <ul style="list-style-type: none"> a. Equipment b. Local Benefits c. Other Direct Costs d. Training, Assessments, Analyses and other Direct Program Implementation Costs (not including internal labor costs and internal travel costs) 		
TOTAL ESTIMATED COST		

16. **Organization Responsibility Certification:** Certification that the applicant has the administrative management capacity to effectively and efficiently implement the grant activity in accordance with the financial management terms and conditions of the grant award, including relevant standard provisions. That is: the organization has appropriate policies and procedures (financial, operational, personnel, property management, etc.); and the internal controls which should provide reasonable assurance regarding the achievement of objectives for (i) effective and efficient operations, (ii) reliable financial reporting, and (iii) compliance with applicable laws and regulations.

I, the undersigned (Mr./Mrs./Ms. Chairman/President/Representative) of _____ that is requesting financial assistance from the USAID Tanzania PROTECT Activity Grant Program for the implementation of the proposed activity related to certify that all the information of the grant application file is exact and correct.

Signature:

Date: