**Annex A**

**GRANT APPLICATION TEMPLATE**

**A.1. General Instructions**

The USAID Strategic Communications Support Activity (hereinafter referred to as the Activity) will answer all questions concerning this solicitation. Please send all your questions via email to [SIF@ArmeniaSCSA.com](mailto:grants@ArmeniaSCSA.com) by 20 January 2025. All the following annexes must be completed and submitted with your application.

* **Annex A** - Grant application form
* **Annex B** – Grant application budget form
* **Annex C** – Implementation timeline
* **Annex D** - Grantee monitoring and evaluation indicators and results form
* **Annex E** – Applicant self-assessment form
* A copy of the applicant’s valid legal registration
* A copy of applicant’s latest audited financial statements if available or latest financial statements for the past three years.
* CVs of key individuals engaged in the project.

**A.2. Instructions by Section**

Applicants shall present their proposals in the formats provided. Those applications that are not submitted according to the formats requested and in accordance with the instruction in this RFA will be considered as non-responsive and will be disqualified.

The application elements and guidelines are summarized below:

**Section I (Basic Information).** TheApplicant provides basic contact information and information regarding the status of the organization.

Items 1-2: Organization’s name, date organization was founded, and current registration status.

Item 3: Contact Information— Contact name, title, address, telephone, e-mail, etc. The contact person (agent) is responsible for communications between the Activity and the Applicant. This applies to all aspects of the grant, from initial application, negotiation, award, and close out. The agent must have full authority and responsibility to act on behalf of the Applicant. The agent should be someone who will be directly involved with the grant activity and has a proven, established relationship with the Applicant.

Item 4: Organizational Structure— List board members (or founding members if you do not have a formal board of directors) and key staff (president, directors, treasurer, etc.). If available, please attach an organizational chart.

Item 5: Briefly describe the organization and its activities — Should introduce the Applicant and its background: how it was formed, its mission or purpose, major accomplishments in the area of the targeted activity, current activities, past related experience, and stakehokders.

Item 6: References—List three donors, partner organizations, or community leaders that can provide references for your organization’s ability to successfully carry out the financial, administrative, and technical requirements of the grant activity. Briefly describe your relationship to the reference and the nature and duration of your work together. If the reference is a previous donor, list the activity and location of the activity(s) they funded. Be sure to provide complete information, including a point of contact, with telephone and email address.

**Section II: (Program Summary).** The Applicant describes the goal, objectives, problem statement, problem solution strategy, activities that will be undertaken to reach the results, beneficiaries, target group, project implementation location and duration.

**Section III (Program Description).** The Applicant describes overarching program elements such as the goal, objectives of the grant and the linkage to the Activity’s objectives, results, the activity’s beneficiaries, and plan for disseminating activity deliverables as well as partnerships with different stakeholders.

Item 7: Grant Activity Title—The title given to the activity should relate to the grant activity objective.

Item 8: Background—Identify the problem that the grant activity proposes to address. Provide rational of the proposed activity, and, if available, include any supporting research, studies, cases, among others, that demonstartes the need of the intervention.

Item 9: Grant goal and objectives – Briefly state the goal and objectives of the proposed grant activity.

Items 10: Grant Activity Detail – Provide a thorough, detailed description of the activity, including how the proposed grant activity links to the RFA’s objectives, and what are the expected results *Expected results should be concrete, practical and achievable and directly correspond to objectives, project activities and timeline.*

Item 11: Beneficiaries – Identify beneficiaries/participants, disaggregated by gender if possible, estimated number, and location. Identify how the grant activities will reach the intended beneficiaries, how they will benefit from the grant, and how the beneficiaries will be identified or selected.

Item 12: Activity Communications - Briefly describe the communication plan of the Grant Activity, including communications objectives, target audiences, tailored messaging, dissemination channels and tools.

**Section IV (Program Implementation Timeline).** This section covers information regarding grant activity implementation, including proposed personnel and descriptions of each sub-activity.

Item 13: Anticipated duration should be stated with a degree of accuracy of plus or minus two weeks.

Item 14: Main activities— Provide details regarding the specific activities.The implementation timeline must be supported by Annex C, Implementation Timeline, listing all identified main activities over the duration of the activity. Please include all events, trainings, publications, etc. For each activity, provide the following information:

Activity # / Title

1. Activity description

2. Target Audience

3. Grant-financed resource required & detailed explanation of use

4. Non-grant-financed resources required

5. Start and end dates

7. Milestone or indicator of achievement

Each sub-activity must be:

* Complete and sound
* Integrated and scheduled with sub-activities
* Assigned to a responsible party
* Defined in terms of resources required
* Concluded with a viable milestone of achievement—milestones must be linked to results.

The sub-activities listed must show a logical, thoughtful approach to the overall implementation timeline. Sub-activity should describe actions and be logically sequenced and show how they are going to bring the desired change to contribute to the achievement of the expected results. The Applicant should also describe any relevant material assumptions made and/or conditions or precedent required for the achievement of the sub-activities.

List all indicators for the grant activity in Annex D, Monitoring & Evaluation Indicator Form, including a precise definition of the indicator, targets, and how the data will be collected and disaggregated.

Item 15: Applicant lists the location(s) of the activity, adding rows as needed.

Item 16: Applicant lists the personnel who will be involved in implementing the grant activity. Attach updated CVs for all grant activity personnel.

**Section IV (Experience and Capacity).**

Item 17: Applicant should describe past experience or on-going carrying out similar technical activities. This is a critical factor in assessing the capacity of the applicant to implement the activity. If the applicant does not have similar experience, state that here and describe any other relevant qualifications that will allow you to successfully implement the grant activity.

**Section V (Cost).** This is a summary of the information provided in the application budget forms, and includes total grant request, Grantee's cash or in-kind contributions for the activity, and contributions from other sources (co-funding) for the activity. Applicant also describes any other US Government funding they are currently receiving for other purposes. Applicant must identify any long-term, recurrent commitments resulting from activity, and Applicant’s plan for sustainable coverage.

Item 18: Detailed cost of this activity (cash, in-kind [i.e. donated goods or services], and third-party sources)

Item 19: Discuss strategies for ensuring the sustainability of the proposed activity and organization, , and third party leveraging of funds (if any). Program income is defined as gross income earned by the Grantee that is directly generated by a supported activity or earned as a result of this grant, during the period of the grant. (Program income cannot be included if the award is intended to be a fixed amount award.)

Item 20: List any major donor-funded activities (U.S. and other) that your organization has managed in the last two years, currently receives, or expects to receive within the duration of the grant activity.

Applications must be supported by Annex B, Detailed Grant Budget.This excel budget template, when properly completed, reviewed, and approved by the Activity, will serve as the mutually agreed-upon guide for activity financial management. All activity costs must be identified. Cost data must be accurate; proposed amounts should not be unrealistically high or low.

It is important that the budget clearly indicates where specific project funds are to come from (from USAID, co-funding by another donor, or the applicant’s contribution). Furthermore, contribution from other donors and Applicant resource commitment will be investigated and documented. In order to avoid double financing/ billing, the Activity will require full disclosure by all involved parties and will maintain contact with co-funders to verify their contributions. Budgeted amounts must also be supported by justification, and the applicant must be able to provide such backup to the Activity if requested.

All grant activity costs must be within the normal operating practices of the Applicant and in accordance with its written policies and procedures. For applicants without an audited indirect cost rate, the budget may include direct costs that will be incurred by the Applicant to provide identifiable administrative and management costs that can be directly attributable to supporting the grant objective.

**Section A.3 Grant Application Form**

The application must be signed by an authorized agent of the Applicant.

This application is in response to RFA No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section I. Basic Information**

1. Organization name:
2. Date organization was founded and registration status:
3. Contact information:

|  |  |
| --- | --- |
| Key contact person(s) and title: | |
| Office address: | Office phone: |
| Mobile: |  |
| Email: | Website: |

1. Organizational Structure – List board members (or founding members if you do not have a formal board of directors) and key staff (president, directors, treasurer, etc.). If available, please attach an organizational chart.
2. Briefly describe the organization and its activities.
3. List contact information of three (3) references from previous donors or organizations (U.S. and other) that your organization has collaborated with in the last two years:

|  |  |  |  |
| --- | --- | --- | --- |
| Donor Agency or Organization | Nature of Relationship or  Title of Project, Location | Start & End Dates of Collaboration | Contact Person |
|  |  |  | Name & Position: |
|  | Email: |
|  | Tel: |
|  |  |  | Name & Position: |
|  | Email: |
|  | Tel: |
|  |  |  | Name & Position: |
|  | Email: |
|  | Tel: |

Have any of the key personnel or leadership of this organization been terminated or resigned in lieu of termination for any misconduct, including fraud or sexual harassment? If yes, please list name and title.

**Section II. Program Summary**

The Applicant describes the goal, objectives, problem statement, problem solution strategy, activities that will be undertaken to reach the results, beneficiaries, target group, project implementation location and duration.

**Section III. Program Description**

1. Title of the proposed grant activity:
2. Background: What is the issue or problem that the activity will address? Why is it critical to address this issue?
3. Goal and objectives of the proposed grant activity:
4. Describe the proposed activity and expected results/changes (both quantitative and qualitative that the proposed grant will have on the situation you are trying to change) in detail. Describe how the proposed sub-activities will contribute to achieving the grant goal, objectives, and the expected results. Describe any relevant material assumptions, conditions or precedent required for the achievement of the grant objective.
5. Describe the proposed participants and/or beneficiaries, and your method for identifying or selecting participants and beneficiaries:
6. Describe the communication plan of the Grant Activity, including communications objectives, target audiences, tailored messaging, dissemination channels and tools.

**Section IV. Implementation Plan**

1. Anticipated duration of the grant activity:

|  |  |
| --- | --- |
| Overall length (total number of months) |  |
| Start and end date (day, month, and year) |  |

1. All implementation plans must be supported by Annex C that lists all identified sub-activites over the duration of the activity.
2. Լocation(s) of the activity․
3. List personnel who will be involved in implementing this project. CVs are required for all project personnel.

**Section IV. Experience and Capacity**

1. Describe the organization’s experience implementing similar activities.

**Section V. Cost**

*Note:* All applications must be supported by the attached Annex B: Detailed Grant Budget.

1. Cost in local currency per the attached budget:

|  |  |
| --- | --- |
| Amount requested from the Activity: |  |
| In-kind (i.e. donated goods or services) or other contribution from organization: |  |
|
|
| Other donors or third-party resources: |  |
|
|
| Total Estimated Grant Activity Cost: |  |
|

1. Discuss strategies for ensuring the sustainability of the proposed activity and organization, third party leveraging of funds (if any).
2. List any major donor-funded activities (U.S. and other) that your organization has managed in the last two years, currently receives, or expects to receive within the duration of the grant activity. Add additional lines if necessary:

|  |  |  |  |
| --- | --- | --- | --- |
| Donor Agency | Title of Project, Location, & Start & End Dates | Total Funding  (in local currency) | Donor Contact Person |
|  |  |  | Name: |
| Email: |
| Tel: |
|  |  |  | Name: |
| Email: |
| Tel: |
|  |  |  | Name: |
| Email: |
| Tel: |

By affixing my signature below, I certify that to the best of my knowledge, the information provided in this application is accurate and correct:

Submitted by (name and title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| FOR PROJECT USE ONLY |
| Date received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grant Reference No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The undersigned hereby certifies that: (a) the prospective grantee has received an official delivery receipt for its *Grant Application*, (b) a copy of that receipt has been filed, (c) a reference number has been assigned, and (d) a grant application file has been opened. In addition, the prospective grantee has been advised as to the review and appraisal process, and its primary project point of contact.  Strategic Implementation Fund (SIF) Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**ANNEX C - Sample Implementation Timeline**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **IMPLEMENTATION PLAN** |  |  |  |  |  | | | | | | | | | | | |  |  |
| **Activities / Sub-activities**  List each Activity and sub-activities planned. Please be as specific as possible. | **Target Audience**  Who is the audience targeted for the sub-activity? | **Grant Resources Required** and Detailed Explanation of Use | **Non-Grant Resources Required** (Grantee or Third Party Contribution) and Detailed Explanation of Use | **Milestones**  To which milestone the activity/sub-activity is supporting | **12 Month Timeline**  Place an X in the appropriate box to indicate the first and last month of the sub-activity, with approximate start and end dates. | | | | | | | | | | | |
|  |  |  |  |  |  | | | | | | | | | | | |
|  |  |  |  |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Annex D - Grantee Monitoring and Evaluation Indicators Form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Performance Indicator** | **Indicator Definition** | **Data Source** | **Responsible person** | **Disaggregation** | **Baseline (if applicable) and Final Target** |
| ***Objective 1(put the objective of the grant)*** | | | | | |
|  |  |  |  | E.g. by gender, age group, region, rural/urban setting | Baseline:  Target: |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| ***Objective 2 (put the objective of the grant)*** | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| ***Objective 3 (put the objective of the grant)*** | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |