**ANNEX A - GRANT APPLICATION FORM**

*DG East will assist applicants in understanding the application process, and answer questions from applicants. Annex.A.1, Implementation Plan Timeline, should also be completed at the time of submission of the grant application. This application may not exceed 8 pages in length (does not include Annex A.1, Implementation Plan Timeline). The Grant Budget and Notes must be submitted using the EXCEL template (Annex B).*

*Please fill in all relevant information in this form using instructions highlighted in grey. After you finalize the grant application, you can delete all instructions.*

|  |  |
| --- | --- |
| Proposed Activity Title |  |
| Proposed Period of Activity |  |
| RFA02 |  |

**Section I. Basic Information**

*The**Applicant provides basic contact information and information regarding the status of the organization.*

|  |  |  |  |
| --- | --- | --- | --- |
| Organization name |  | | |
| Office address |  | | |
| Office phone |  | | |
| Office Email |  | | |
| Website |  | | |
| Key contact person and position |  | | |
| Mobile |  | | |
| Email |  | | |
| Organization registration No |  | | |
| Organization registration date |  | | |
| DUNS No (if available) |  | | |
| Number of staff | Fully employed:  Partially employed:  Volunteers: | | |
| Is there a board of directors? |  | | |
| Number of Board members |  | | |
| **Board Members (or founding members)**  *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.* | | | |
| Title | Name | | |
|  |  | | |
|  |  | | |
|  |  | | |
| **Key Staff (president, directors, treasurer, etc.)**  *List key staff (president, directors, treasurer, etc).* | | | |
| Title | Name | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
| Is there any Conflict of Interest (COI) within the organization, with DG East staff, or government entity staff.  If yes, please describe. |  | | |
| **Organization’s background, purpose of organization:**  *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 clients. This section must not exceed half a page in length.* | | | |
|  | | | |
| Has your organization received direct funding from US Agency? | | | Yes No |
| Has your organization been a subawardee or a subcontractor for US funding? | | | Yes No |
| List contact information for three (3) references from previous donors or organizations (U.S. and other) that your organization has collaborated with in the last two years:  *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.* | | | |
| Donor Agency or Organization | Title of Project, Location | Start and End Dates | Contact Person |
|  |  |  | Name & Position:  Email:  Tel: |
|  |  |  | Name & Position:  Email:  Tel: |
|  |  |  | Name & Position:  Email:  Tel: |
| Number of current grants |  | | |
| Sources of funding for current grants (list donors, implementing partners) |  | | |
| Organization’s annual income for the past 3 years: | | from grants: UAH | from other sources: UAH |
| 2019 | |  |  |
| 2018 | |  |  |
| 2017 | |  |  |
| Does your organization have accounting software? | | Yes No | |

**Section II. Program Description**

*The Applicant describes overarching program elements such as objective of the grant and the linkage to DG East’s objectives, results, the activity’s beneficiaries, and plan for disseminating activity deliverables..*

1. Background: What is the issue or problem that the activity will address? Why is it critical to address this issue?  
   *Identify the problem that the grant activity proposes to address.*
2. Objective of the proposed grant activity.

*Briefly state the objective of the proposed grant activity*

1. Describe the proposed activity and expected results in detail. Describe the main tasks that are proposed to meet the grant objective, the expected results to be achieved, and how the tasks are linked to the grant objective. Describe any relevant material assumptions made and/or conditions or precedent required for the achievement of the grant objective. This activity detail should keep in mind the merit review criteria contained in the solicitation (if applicable).

*Provide a thorough, detailed description of the activity, including how the activity links to DG East’s and the expected results. Please refer closely to the merit review criteria and program description sections of the RFA02.*

1. Describe the proposed participants and/or beneficiaries, and your method for identifying or selecting participants and 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.*

1. Describe any proposed partnerships and the way they will be engaged in the activity implementation.
2. Describe the way in which you will incorporate the following concepts into the grant activity: inclusion of vulnerable populations; gender; and conflict sensitivity.

**Section III. Implementation Plan**

*This section covers information regarding activity implementation, including proposed personnel and descriptions of each task. This should be the most detailed section and must not exceed 2 pages in length, depending on the nature of the grant activity and tasks involved.*

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 A.1 that lists all identified tasks over the duration of the activity.

*Provide details regarding the specific tasks of the activity in Annex 1.*

*The implementation plan must be supported by Annex A.1, Implementation Plan Timeline, listing all identified main tasks over the duration of the activity. Please include all events, trainings, publications, etc. For each task, provide the following information:*

*Task # / Title*

*1. Task description*

*2. Target Audience*

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

*4. Non-grant-financed resources required*

*5. Start and end dates*

*6. Person(s) responsible*

*7. Deliverable or indicator of achievement [optional]*

*Each task must be:*

* *Complete and sound*
* *Integrated and scheduled with dependent tasks*
* *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 tasks listed must show a logical, thoughtful approach to the overall implementation plan. Tasks should describe actions and be logically sequenced. The Applicant should also describe any relevant material assumptions made and/or conditions or precedent required for the achievement of the tasks.*

1. Evaluation indicators. What will be the measure of success for this activity?

*While DG East will provide Evaluation Indicators that the grant awardee must report on (this will be discussed during grant negotiation), applicants should also provide their own evaluation indicators.*

1. Location(s) of the activity.
2. List personnel who will be involved in implementing this project. CVs & rate verification are required for all project personnel.

*Applicant lists the personnel who will be involved in implementing the grant activity. Attach updated CVs and rate verification, for all grant activity personnel. In addition, the personnel listed should also have a short bullet list of main role and responsibilities under the grant activity.*

**Section IV. Experience and Capacity**

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

*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 and notes (Annex B), 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.*

1. Cost in local currency per the attached budget:

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

1. Discuss strategies for ensuring the sustainability of the proposed activity and organization, including expected program income generation (if any), and third party leveraging of funds (if any).

*Discuss strategies for ensuring the sustainability of the proposed activity and organization, expected program income generation (if any), 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.*

1. 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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| 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.  Grants and Subcontracts Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**ANNEX A.1 - Sample Implementation Plan Timeline**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **IMPLEMENTATION PLAN** | | | | | | | | | | | | | | | | | |
| **Task**  List each task. Please be as specific as possible. Use additional pages if necessary. | **Target Audience**  Who is the audience targeted for the task? | **Grant Resources Required** and Detailed Explanation of Use | **Non-Grant Resources Required** (Grantee or Third Party Contribution) and Detailed Explanation of Use | **12 Month Timeline**  Place an X in the appropriate box to indicate the first and last month of the task, with approximate start and end dates | | | | | | | | | | | | **Person(s) Responsible**  Who is responsible for overseeing and implementing the task? | **Milestone Deliverables**  What will you produce/deliver to demonstrate that milestone tasks have been implemented successfully? |
|  |  |  |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |
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