

USAID Transformation Communications Activity

Request for Applications (RFA) No. 013

Issuance Date: April 12, 2024

Due Date for the concept paper stage: May 13, 2024

Dear Applicant:

USAID Transformation Communications Activity (TCA), implemented by Chemonics International, is **seeking concept papers for the implementation of innovative applied research initiatives under the Innovative Communications Research Fund**. The grants will be awarded and implemented in accordance with USAID and US Government regulations governing grants under contracts and TCA's internal grant management policies.

The project will hold an online pre-application conference **on April 22, 2024 from 15:00 to until about 17:00 Kyiv time** to review the grant objective and description. This conference will allow eligible and interested applicants the chance to ask questions about the RFA and receive guidance on how to complete the initial concept paper. **Applicants must indicate their interest in attending the virtual pre-application conference by emailing ResearchFund@transformua.com no later than April 22, 2024 at 13:00 Kyiv time**. The TCA Awards team will provide a link to join the conference remotely for those applicants who express interest by the deadline. If there are any changes to the conference date or time, TCA will inform those who express interest by the deadline.

All questions must be submitted in writing to ResearchFund@transformua.com **no later than April 26, 2024**. TCA does not guarantee responses to questions sent in past this date. Phone calls will not be permitted, and applicants are kindly requested not to directly contact any Chemonics staff with questions.

Project and Chemonics employees may not ask for, and applicants are prohibited from offering, any money, fee, commission, credit, gift, gratuity, thing of value, or compensation to obtain or reward improper favorable treatment regarding this solicitation. Any improper request from a project employee should be reported to the chief of party or BusinessConduct@chemonics.com.

Annexes included with this Request for Applications:

- **Annex A** – Concept Paper Application Form
- **Annex B** – Application Checklist
- **Annex C** – Conflict of Interest Letter
- **Annex D** – (*For Your Information*) Mandatory and Required As Applicable Standard Provisions:
 - Standard Provisions for U.S. and Non-U.S. Nongovernmental organizations receiving a fixed amount award can be accessed through the following URL:
<https://www.usaid.gov/about-us/agency-policy/series-300/references-chapter/303mat>
 - Standard Provisions for Non-U.S., Nongovernmental recipients receiving all other types of grants can be accessed through the following URL:
<https://www.usaid.gov/about-us/agency-policy/series-300/references-chapter/303mab>

SECTION I. PROGRAM DESCRIPTION

IA. OBJECTIVE

TCA plans to award grants to eligible Ukrainian organizations (described in Section IIIA) to foster the utilization of innovative research approaches and methodologies within the field of strategic communications. The objective of the activity is to incorporate innovative methodologies, research tools, and novel approaches to enhance strategic communications related to reform, disinformation, resilience and solidarity during wartime, perceived justice, and societal cohesion, both within Ukraine and outside, to support Ukrainians.

IB. BACKGROUND

The USAID Ukraine Transformation Communications Activity (TCA) is a six-year activity which partners with the Government of Ukraine (GoU), the private sector, and civil society to increase the resilience of Ukraine's democracy through innovative communications initiatives that engage Ukrainians in a conversation about the country's democratic transformation and European integration through the following three objectives:

- 1) Equip USAID and its partners to conduct data-driven communications;
- 2) Increase the quality and quantity of strategic communications on reform dividends; and
- 3) Broaden the use of social impact content by Ukraine's civic leaders and creative sector.

Since July 2020, TCA is part of ongoing USAID activities that contribute to increased availability and consumption of quality information and to the increased embrace of common civic values by Ukrainian citizens. TCA partners with Ukrainian civil society, the creative industry, and key GoU actors that are advancing reform and the country's European trajectory – developing partnerships to empower Ukrainian voices. Further, TCA incorporates a social impact approach to engage citizens, raise awareness, and mobilize coalitions. TCA closely monitors developments in the political, economic, social, and media landscape to effectively support new initiatives based on new developments or opportunities. TCA actively and iteratively employs a range of data sources to effectively collaborate, learn from, and adapt activity interventions. TCA mandates that all activities fully address gender considerations and inclusive development, ensuring that both men and women as well as vulnerable and marginalized groups benefit from USAID support and that gender awareness and inclusivity is a built-in component of activities.

IC. DETAILED PROGRAM DESCRIPTION

TCA is seeking concepts from eligible Ukrainian organizations (described further in Section III.A) to address one or more of the specified topics (described in this section below) through innovative applied research initiatives that will benefit a variety of Ukrainian stakeholders in their communications design and decision-making.

Each grant activity should include: 1) a clear articulation of the research question; 2) identification of the target audience or subject of the study; 3) a well-defined methodology; 4) substantiation of the practicality of the anticipated findings; and 5) arguments supporting the innovativeness of the research.

This request for applications is divided into two phases:

1. **Phase 1** - TCA will evaluate concept papers (Annex A) to short-list applicants based on the Merit Review Criteria in Section V. Each short-listed candidate will then be given the opportunity to update their application during a co-creation workshop session with a TCA expert.

2. **Phase 2** - Following the co-creation workshops, TCA will evaluate updated applications again with accompanying detailed budgets based on the Merit Review Criteria in Section V and winning applications will be selected.

Background: Ukraine is currently facing an array of multifaceted challenges that significantly disrupt its conventional way of life. At the heart of these challenges lies an existential conflict, marking the most significant upheaval in Europe since the mid-20th century. The aggressor and his followers, accused by the International Criminal Court of committing war crimes and annexing territories, indiscriminately bombards densely populated areas, causing extensive infrastructure damage and displacing millions of civilians. Over the past three years alone, Ukraine has witnessed more than 50 million border crossings, highlighting the scale of the crisis.

Compounding these issues is a demographic crisis fueled by historical injustices and exacerbated by the ongoing conflict. Colonial policies and genocidal acts of the twentieth century have left Ukraine with a distorted demographic pyramid, resulting in a critical shortage of workers across various sectors of the economy. This shortage threatens the country's GDP and the standard of living for its citizens, necessitating urgent strategic interventions to address the situation.

Moreover, Ukraine is navigating significant technological transformations, particularly in the realm of artificial intelligence. These advancements have reshaped propaganda tactics and information warfare, further complicating an already challenging landscape. Meanwhile, shifts in media consumption patterns, with messaging apps like Telegram gaining prominence, have altered the way information is disseminated and consumed. As these crises intersect in complex ways, traditional understandings of Ukrainian society are rapidly becoming outdated. In the face of global electoral cycles and shifting geopolitical dynamics, adapting strategies and research methodologies becomes imperative to accurately navigate these turbulent times.

The understanding of the Ukrainian society is rapidly becoming outdated. The research methods utilized over time are losing their accuracy as they do not fully understand the behavior of the researched object/subject. This impacts the comprehension of changes in Ukrainian behavior, the needs and characteristics of target audiences, and the general knowledge about communications in Ukraine.

Topics To Be Covered by Grant Activities:

TCA intends to award grants to organizations who propose to address **one or more** of the specified topics in their grant activities:

1. **Research aimed at informing the development of communication frameworks for strategic communications and coordinated communication policies for the newly emerged Ukrainian diaspora/displaced Ukrainians, given that there are no clearly established channels of communication with that target audience:** This track focuses on maintaining connections with the new Ukrainian diaspora and developing strategies to enhance communication and support within this community as well as preservation of connectedness with Ukraine.
2. **Investigative studies on counteracting disinformation, propaganda, and foreign influence campaigns, given that fact-checking and post-hoc reaction often cannot give sufficient results:** This research track aims to inform activities designed to combat misinformation, state-sponsored propaganda, and foreign influence operations, thereby enhancing the resilience of Ukrainian populations.

3. **Development of an analytical framework for narrative-based strategic communications, which must be a toolkit for national-level long-term narrative-based activities:** This initiative seeks to create a comprehensive framework to guide the development and implementation of narrative-based, data-driven, strategic communication efforts.
4. **Advancements in research tools, methodologies, and approaches to inform media studies and strategic communication:** This topic covers the exploration of new research tools, methodologies, and approaches related explicitly to the themes of reforms, resilience, and solidarity during wartime, justice, and societal cohesion, with the aim of informing effective strategic communications.
5. **Cost-effective strategies for communication activities, given that activities must be designed for relatively small organizations with limited funds for communication:** This research aims to identify and evaluate cost-effective approaches to communication activities that can be widely implemented, thereby maximizing impact while minimizing expenses.
6. **Enhancing strategic communications through research related to modification of target audiences' behaviors, given that the target audience has a high to moderate level of resistance to change:** The topic covers developing strategic communications research initiatives by understanding and influencing the behaviors of specific target groups. The objective is to apply psychological and sociological principles to ethically alter these audiences' perceptions, attitudes, or actions in a way that supports the overarching goals of the communications strategy.

Inclusion: Proposals should pay attention to gender equality and social inclusion of groups such as women and girls, people with disabilities, people with amputations, LGBTQI+ community, Romani people, people with an intellectual disability, and other discriminated groups.

Audience: As part of the activity, applicants must make research/data available to appropriate audiences, such as Government of Ukraine entities, civil society organizations, communications firms, media, etc. TCA will work with each shortlisted grantee during the co-creation workshop to finalize an appropriate distribution list. Applicants should think about activities and formats to make their research practical, useful, and digestible for other stakeholders to use in their strategic communications. This may include debriefs, innovative presentation formats/events, online tools, podcasts, YouTube vlogs, etc.

ID. AUTHORITY/GOVERNING REGULATIONS

TCA grant awards are made under the authority of the U.S. Foreign Affairs Act and USAID's Advanced Directive System (ADS) 302.3.5.6, "Grants Under Contracts." Awards will adhere to guidance provided under [ADS Chapter 303](#), "Grants and Cooperative Agreements to Non-Governmental Organizations" and will be within the terms of the USAID Standard Provisions as linked in the annexes, as well as the TCA's grants procedures.

[Full text of 2 CFR 200](#) and [2 CFR 700](#). TCA is required to ensure that all organizations receiving USAID grant funds comply with the guidance found in the regulations referenced above, as applicable to the respective terms and conditions of their grant awards.

Under the TCA's grant program, USAID retains the right at all times to terminate, in whole or in part, TCA's grant-making authorities.

SECTION II. AWARD INFORMATION

TCA anticipates awarding **up to \$100,000** through **approximately 2-3 awards** with **each individual grant award not to exceed \$50,000**. It is anticipated that each grant award may range from between \$20,000 to \$40,000, but the final amount will be dependent upon grant activities and final negotiation and may be lower or higher than that range. The **duration of any grant award** under this solicitation is expected to be **no more than 12 months** (at least 80% of spending must occur prior to April 2025).

No activities shall continue past January 2026. The estimated start date of grants awarded under this solicitation is no earlier than June 2024. Start dates are subject to change based on the number of grant awards, grant implementation timelines, TCA priorities, and the speed in which the applicants provide required documentation.

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.

Award type and administration: Awards are anticipated Fixed Amount Awards (FAAs) with defined milestones. TCA will assist the winning applicants to develop milestone schedules.

SECTION III. ELIGIBILITY

IIIA. ELIGIBLE RECIPIENTS

- Applicants must be a registered Ukrainian non-governmental organizations (NGOs), civil society organization (CSOs) [not-for-profit and for-profit], and local cooperatives, private enterprises, formally constituted, recognized by and in good standing with appropriate Ukrainian authorities, and compliant with all applicable civil and fiscal regulations.
- Applicants must be registered as one of the following types of entities in accordance with Ukrainian law:
 - Limited Liability Company (LLC)
 - Joint Stock Company (JSC)
 - Business partnerships as general partnerships, limited partnerships, and Additional Liability Partnerships
 - Cooperatives
 - Profit and non-profit institutions
 - Representative Office and/or Branch Office
- Applicants may **only submit one application** per prime organization under this RFA.
- Applicants must be able to demonstrate successful past performance in implementation of integrated development programs related to TCA's priority areas.
- Applicants must have established outreach capabilities with linkages to the target audiences/beneficiary group(s) identified in the program description. This should be reflected by the incorporation of the target audience/beneficiary perspective in the application.
- Applicants must display sound management in the form of financial, administrative, and technical policies and procedures and present a system of internal controls that safeguard assets; protect against fraud, waste, and abuse; and support the achievement of program goals and objectives. TCA will assess this capability prior to awarding a grant.

- Applicants must sign certain required certifications prior to receiving a grant, which will be provided to applicants who are shortlisted following the submission of concept papers.
- For any grant award(s) resulting from this solicitation that is other than in-kind, equivalent to \$25,000 USD or more, and has no anticipated subawards, grantees may be required to provide a Unique Entity Identifier (UEI) at the time of award. If the applicant already has a UEI number it should be included in their application.
- The project will work with the successful grantee to draft a marking and branding plan which will be annexed to the grant agreement.
- Faith-based and community groups will receive equal opportunity for funding in accordance with the mandated guidelines laid out in ADS 303.3.28 except for faith-based organizations whose objectives are for discriminatory and religious purposes, and whose main objective of the grant is of a religious nature.

TCA will not work with the following types of organizations:

- Any entity that has been found to have misused USAID funds in the past (unless specifically approved by the Contracting Officer).
- Political parties, groups or institutions or its subsidiaries and dependents.
- Organizations that advocate or promote anti-democratic policies or illegal activities.
- Any entity included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID.
- Any entity whose name appears in Visual Compliance with an active exclusion.
- An organization that refuses to sign all required certifications and assurances.
- Military, law enforcement, or intelligence organizations.

TCA encourages applications from new organizations who meet the above eligibility criteria.

SECTION IV – CONCEPT PAPER AND SUBMISSION INFORMATION

IVA. INSTRUCTIONS TO APPLICANTS

Applicants must propose strategies for the implementation of the program description described above, introducing innovations that are appropriate to their organizational strengths.

Concepts must be feasible and relevant for implementation during potential prolonged war, as well as relevant and accessible for the envisioned target audience(s) in the current context.

IVA1. PRE-AWARD RISK ASSESSMENT

All organizations selected for award are subject to a pre-award risk assessment conducted by TCA, to ascertain whether the organization has the minimum management capabilities required to handle US government funds. The applicant self-assessment is the first step in the pre-award risk assessment process. Applicants who are short-listed following the evaluation of concept papers will be required to complete an Applicant Self-Assessment Form.

IVA2. GRANT APPLICATION

This is a two-stage application process. The first stage is for the applicant to submit a concept paper. Concept paper forms (Annex A) will be evaluated against the merit review criteria listed in Section V below. If the applicant successfully meets or exceeds the merit review criteria, they will be invited to participate in co-creation workshop with a TCA expert and then will submit a full application.

The purpose of the co-creation workshops is to collaborate with applicants on the detailed grant activity design to ensure that the concepts closely align with Section I.C. of this RFA. Participation in these co-creation workshops does not guarantee a grant award to applicants, nor does it commit TCA to pay for costs incurred in the participation of these workshops.

In addition to the co-creation workshop, all short-listed applicants will be required to have at least two people from their organization attend a 3-hour workshop on gender and social inclusion, with resulting insights to be incorporated into their full application.

The template to be utilized when developing the concept paper is provided in Annex A. Applicants shall present their technical application and initial budget in the formats provided and shall follow the instructions and guidelines listed in these annexes.

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.

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

IVA3. INELIGIBLE EXPENSES

TCA grant funds may not be utilized for the following:

- Construction or infrastructure activities of any kind.
- Ceremonies, parties, celebrations, or “representation” expenses.
- Purchases of restricted goods, such as: restricted agricultural commodities, motor vehicles including motorcycles, pharmaceuticals, medical equipment, contraceptive products, used equipment; without the previous approval of TCA, or prohibited goods, prohibited goods under USAID regulations, including but not limited to the following: abortion equipment and services, luxury goods, etc.
- Covered telecommunication and video surveillance equipment or services – per the standard provision entitled “Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment”, grant funds including direct and indirect costs, cost share and program income may not be used to (1) procure or obtain; (2) extend or renew a contract to procure or obtain; or (3) enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services (“CTES”) as a substantial or essential component of any system, or as critical technology as part of any system. This prohibition covers certain telecommunications equipment and services, including, but not limited to, phones, internet, video surveillance, and cloud servers, produced or provided by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities) unless TCA has determined that there is no available alternate eligible source for the CTES. For fixed amount awards, this restriction is only applicable if any of the milestones are for telecommunication or video surveillance services or equipment.
- Alcoholic beverages.

- Purchases of goods or services restricted or prohibited under the prevailing USAID source/nationality (Cuba, Iran, North Korea and Syria).
- Prohibited goods under USAID regulations, including but not limited to: military and surveillance equipment, police or law enforcement equipment, abortion equipment and services, weather modification equipment, luxury goods, and gambling equipment.
- Any purchase or activity, which has already been made.
- Purchases or activities unnecessary to accomplish grant purposes as determined by the TCA Project.
- Prior obligations of and/or, debts, fines, and penalties imposed on the Grantee.
- Creation of endowments.
- Other costs unallowable under USAID and/or federal regulations, such as alcoholic beverages.
- Indirect costs such as, but not limited to, overhead or indirect fringe (unless the applicant has documented proof of such rates through audits or USAID-issued NICRA). Indirect costs are never allowed under simplified grants.
- In general, costs not included in the approved budget may not be allowed unless approved in writing by Chemonics.

IVB. APPLICATION AND SUBMISSION INFORMATION

Concept papers shall be submitted electronically in **English OR Ukrainian language** according to the template provided in Annex A in both **Word** and a **signed version in PDF**. The concept paper (Annex A) and all required documentation listed in Annex B for Phase 1 must be submitted to ResearchFund@transformua.com by **May 13, 2024 by 17:00 Kyiv time**.

Please submit all questions concerning this solicitation to the attention of the TCA Awards Team via email at ResearchFund@transformua.com no later than **17:00 Kyiv time on April 26, 2024**. Only written questions provided by e-mail will be answered by TCA. TCA will assist applicants in understanding the application process, and can provide coaching in application development at the request of applicants.

SECTION V. APPLICATION MERIT REVIEW CRITERIA

All applications will be reviewed to ensure that the applicant meets the eligibility requirements as established in this RFA and if it has submitted all required documents as listed in Annex B. TCA may reject incomplete applications.

As described above, applications will be evaluated in a two-step evaluation process:

- The first step is for applicants to submit a concept paper.
- If the concept paper is accepted, you will be asked to submit a full application.

All concept papers and applications which have met all required administrative criteria will be reviewed by an internal review panel comprised of TCA technical experts.

Phase 1 Merit Review Criteria

Concept papers will be evaluated against the criteria below. In order to be shortlisted and invited to a co-creation workshop, TCA must determine that the concept paper meets at least the first three criteria.

1. Does the organization meet the eligibility requirements?
2. Does the concept address the novelty criteria outlined in Section I.C. and in the “innovation” merit review criterion for Phase 2?

3. Does the proposed activity adequately address TCA’s grant program objectives as described in Section I.C. of this RFA?
4. Does the organization’s past experience corresponds with the project idea described in the concept paper?
5. Is the request for funding commensurate with the potential impact?

Phase 2 Merit Review Criteria

Full applications will be evaluated against the merit review criteria in the table below.

Merit Review Category	Points
Innovation	25
Potential for Practical Utilization within the Strategic Communications Sphere	30
Realism of Research Design and Technical Feasibility	15
Management and Technical Capacity	20
Gender and Social Inclusion	10
Overall Rating (out of 100 points)	100

These merit review criteria elements are described more fully below:

- A. **Innovation – 25 points:** The degree to which the activity is innovative. This criterion will evaluate the following elements:
- *Novel methodology:* This involves the introduction of new methods or techniques in conducting research, diverging from traditional or established approaches.
 - *Innovative research methods:* The application of unorthodox or pioneering methods of investigation that contribute to the advancement of the field.
 - *Development or utilization of novel research tools:* Creating or utilizing new instruments, models, or procedures designed to facilitate or enhance the research process.
 - *Original reconceptualization of the research problem:* A fresh perspective or innovative approach to defining or understanding research issues, moving beyond conventional interpretations.
 - *Engagement with novel audiences for research:* The targeting of previously unconsidered or unconventional groups or communities.
 - *Application of approaches common outside Ukraine but novel within the Ukrainian context:* Adoption and adaptation of research methodologies, techniques, or paradigms established internationally but not yet prevalent in Ukraine.
 - *Incorporation of novel technologies (e.g., Artificial Intelligence):* The utilization or integration of cutting-edge technological advancements, such as AI, to improve research processes, analysis, and outcomes.
- B. **Potential for Practical Utilization within the Strategic Communications Sphere – 30 points:** This criterion assesses the applicability and potential impact of the research findings within strategic communications, focusing on its practical relevance and potential for implementing the research outcomes as well as the capability of the activity to clearly present the results of the research (infographics, charts, clear presentations, other tools, etc.).
- C. **Realism of Research Design and Technical Feasibility – 15 points:** This criterion evaluates the feasibility and logical structuring of the research design, examining the extent to which the research methodology is grounded in practicality and the likelihood of achieving valid and reliable results.

- D. **Management and Technical Capacity – 20 points:** This criterion assesses the organization’s qualifications, past performance, resources (including personnel), and overall demonstrated ability to successfully execute the proposed activity, considering factors such as expertise, access to necessary data, and logistical support.
- E. **Gender and Social Inclusion – 10 points:** The extent to which the proposed research includes a gender component or represents a solid commitment to women or vulnerable groups as beneficiaries.

Additionally, TCA will ensure environmental soundness and compliance in design and implementation as required by 22 CFR 216.

SECTION VI. AWARD AND ADMINISTRATION INFORMATION

Grants will be negotiated and denominated in United States Dollars and paid in Ukrainian Hryvnia according to the commercial exchange rate of Chemonics ProCredit Bank current account on the date that the project converts the USD to UAH for payment. Upon request, grants may be negotiated, denominated, and paid in Ukrainian Hryvnia.

All costs funded by the grant must be allowable, allocable and reasonable. Full applications must be supported by a detailed and realistic budget as described in Section IV.

Issuance of this RFA and assistance with application development do not constitute an award or commitment on the part of TCA, nor does it commit TCA to pay for costs incurred in the preparation and submission of an application. Further, TCA reserves the right to accept or reject any or all applications received and reserves the right to ask further clarifications from the offerors. Applicants will be informed in writing of the decision made regarding their application.

ANNEX B. APPLICATION CHECKLIST	ДОДАТОК В. ЧЕКЛИСТ ДЛЯ ЗАЯВНИКІВ
Phase 1: Concept paper	Етап 1. Концепції
<ul style="list-style-type: none"> <input type="checkbox"/> Annex A: Fully completed concept paper <input type="checkbox"/> Extract from the Unified State Register of Legal Entities, Individual Entrepreneurs, and Public Associations <input type="checkbox"/> Annex C: Letter certifying that the applicant has no real or perceived conflict of interest with Chemonics or TCA. <input type="checkbox"/> Resumes of key personnel in English language 	<ul style="list-style-type: none"> <input type="checkbox"/> Додаток А: Повністю заповнена форма концепції <input type="checkbox"/> Витяг з Єдиного державного реєстру юридичних осіб, фізичних осіб-підприємців та громадських формувань <input type="checkbox"/> Додаток С: Лист, який підтверджує, що заявник не має реального чи уявного конфлікту інтересів із співробітниками Chemonics чи TCA. <input type="checkbox"/> Резюме ключового персоналу англійською мовою
Phase 2: Full application	Етап 2: Повні заявки
<ul style="list-style-type: none"> <input type="checkbox"/> Completed full application (submitted electronically in Word AND PDF 	<ul style="list-style-type: none"> <input type="checkbox"/> Заповнена повна заявка (подається в електронному вигляді у форматі Word TA

<p>format); <i>format of application will be decided after co-creation workshop</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Annex E: Budget submitted electronically in Excel <u>and</u> signed PDF format (<i>template will be provided after co-creation workshop</i>) <input type="checkbox"/> Annex F: Required Certifications (<i>template will be provided after co-creation workshop</i>) <input type="checkbox"/> Annex G: Applicant Self-Assessment Form (<i>template will be provided after co-creation workshop</i>) <input type="checkbox"/> Financial report for the last year (2023) for the applicant <input type="checkbox"/> A document specifying their organizational structure. This may be staffing list or a document in any form signed by the director indicating the main personell of organization. <input type="checkbox"/> First page of the planned grant signatory's passport <input type="checkbox"/> Bank account information for the applicant (in UAH) <input type="checkbox"/> Applicant relevant organizational policies and procedures, such as: <ul style="list-style-type: none"> <input type="checkbox"/> Personnel Policy <input type="checkbox"/> Travel Policy <input type="checkbox"/> Procurement Policy <input type="checkbox"/> Conflict of Interest Procedures <input type="checkbox"/> A copy of the legal charter, certified by the applicant (if applicable) 	<p>у PDF) <i>формат заявки буде визначений після воркшопу</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Додаток Е: Бюджет (подається в електронному вигляді у форматі Excel <u>та</u> PDF) <input type="checkbox"/> Додаток F: Необхідні засвідчення (<i>темплейти для заповнення будуть надані після воркшопу</i>) <input type="checkbox"/> Додаток G: Форма самооцінки заявника (<i>темплейт для заповнення буде наданий після воркшопу</i>) <input type="checkbox"/> Фінансовий звіт за останній рік (2023) <input type="checkbox"/> Документ, що визначає організаційну структуру. Це може бути штатний розпис або будь-який інший документ за підписом директора/керівника, який визначає основний персонал організації. <input type="checkbox"/> Перша сторінка паспорта підписанта грантового контракту <input type="checkbox"/> Довідка про банківський рахунок заявника (в українській гривні) <input type="checkbox"/> Релевантні організаційні політики та процедури заявника, наприклад: <ul style="list-style-type: none"> <input type="checkbox"/> о Кадрову політику <input type="checkbox"/> о Політику ділових подорожей (відряджень) <input type="checkbox"/> о Політику закупівель <input type="checkbox"/> о Політику стосовно конфлікту інтересів <input type="checkbox"/> Копія статуту юридичної особи, завірена заявником (за наявності)
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