ANNEX A: GRANT APPLICATION TEMPLATE

A.1. General Instructions

Agriculture and Rural Empowerment (ARE) Activity will assist applicants in understanding the application process, answer questions from applicants, and may provide coaching in application development at the request of applicants. Annex B includes a detailed budget format that must be completed and submitted with your application. Annex C, Implementation Plan Timeline, should also be completed at the time of submission of the grant application. This application may not exceed 20 pages in length. Pages exceeding 20 will not be reviewed *(does not include Annex C, Implementation Plan Timeline or Annex B, Detailed Grant Budget).*

A.2. Instructions by Section

Templates for presentation of both the technical and budget aspects of the application are provided in Annexes A-C. 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). The Applicant 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, fax, e-mail, etc. The contact person (agent) is responsible for communications between ARE 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 clients. This section must not exceed 2 pages in length.

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 Description). The Applicant describes overarching program elements such as objective of the grant and the linkage to ARE's objectives, results, the activity's beneficiaries, and plan for disseminating activity deliverables. This section must not exceed 7 pages in length.

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. This section must not exceed 2 pages in length.

Item 9:   Grant Objective – Briefly state the objective of the proposed grant activity.

Items 10:   Grant Activity Detail – Provide a thorough, detailed description of the activity, including how the activity links to ARE's objectives, and the expected results. This section must not exceed 5 pages in length. Please refer closely to the merit review criteria and program description sections of the RFA.

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.

Section III (Program 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 5 pages in length, depending on the nature of the grant activity and tasks involved.

Item 12:   Anticipated duration should be stated with a degree of accuracy of plus or minus two weeks. The anticipated duration should be no more than twelve months, with the understanding that shop's operations should be restored within three (3) months of award.

Item 13:   Main tasks of the activity— Provide details regarding the specific tasks of the activity in Annex C. The implementation plan must be supported by Annex C, 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

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.

Item 14:   Applicant lists the location(s) of the activity, adding rows as needed.

Item 15:   Applicant lists the personnel who will be involved in implementing the grant activity. Attach updated CVs.

Section IV (Experience and Capacity).

Item 16:   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, optional Grantee cash or in-kind contributions for the, 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 17:   Detailed cost of this activity (cash, in-kind [i.e. donated goods or services], and third-party sources)

Item 18:   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.

Item 19:   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 ARE, 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 indicate 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, ARE 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 Project Name 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.001 or entitled "Beirut Blast Food Security Recovery"

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:

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.

5. Briefly describe the organization, its purpose, and past related experience:

6. 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:

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:

7. Have any of the key personnel or leadership of this NGO 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 Description

8. Title of the proposed grant activity:

9. Background: What is the issue or problem that the activity will address? Why is it critical to address this issue?

10. Objective of the proposed grant activity:

11. Describe the proposed activity and expected results in detail (or attach a project description). 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:

12. Describe the proposed participants and/or beneficiaries, and your method for identifying or selecting participants and beneficiaries:

Section III. Implementation Plan

13. Anticipated duration of the grant activity:

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

14. All implementation plans must be supported by Annex C that lists all identified tasks over the duration of the activity.

15. Location(s) of the activity (add rows as needed).

#	Street	Neighborhood	Quarter	District	Caza	Governorate
1						
2						
3						
4						
5						

16. List personnel who will be involved in implementing this project. CVs & salary history forms are required for all project personnel.

Section IV. Experience and Capacity

17. 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.

18. Cost in local currency or USD per the attached budget:

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

19. 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).

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. 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.

Operations and Grants Director_____ Date _____

ANNEX C: Implementation Plan Timeline

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*	XX Month Timeline *Place an X in the appropeiate box t indicate the first and last month of te task, with approximate start and end dates (add month if necessary)*												Person (s) Responsible *Who is responsible for overseeing and implementing the task*	Evaluation Indicators and Milestones *How will you measure the success of the task?*
				1	2	3	4	5	6	7	8	9	10	11	12		