**Annex A: Grant Application**

*Guidance and/or examples on what type of information to include is included in italics. Please remove this for the Grant Application Submission and replace it with information specific to your organization and proposed project.*

**Basic Information:**

|  |  |
| --- | --- |
| Organization’s legal name: |  |
| Official address: |  |
| Telephone: |  |
| E-mail: |  |
| Key Contact Person and Title: |  |
|  |  |
| Grant activity title: |  |
|  |  |
| Estimated date of start-up: |  |
| Estimated date of completion: |  |
|  |  |
| Total cost of project: |  |

**Problem analysis and statement:**

This section should provide background information on:

* The problem statement – what is the issue this proposal is trying to address
* Information on why the applicant organization is best positioned to address this problem
* How the proposed intervention will address the problem
* Relevant assumptions made and/or contingencies regarding third-party actions that are required for the successful achievement of the grant objective

**Objectives, Results, Measurement/Evaluation:**

*Please remember that all objectives should be SMART (Specific, Measurable, Achievable, Realistic, and fit within the proposed Timeframe).*

**Objective 1:** *Please provide a succinct objective outlining what the project is trying to achieve. For example: Create an engaged, supportive and collaborative network of stakeholders that leverage their collective efforts to deliver programs and services to the people of Floreciente.*

**Result 1.1**: Please provide an intermediate result that must occur in order to reach your objective. *For example: A network of stakeholders meets regularly to share activities and identify areas of collaboration.*

**Measurement/evaluation***: Please provide a means of detecting progress for the result. Could be quantitative of qualitative.*

*For example: Participant sign-in sheets for each meeting.*

*For example: Regular surveys of participants to detect what stakeholders see as benefits of regular network meetings.*

**Result 1.2.** *Example #2: Grants are given to stakeholders who work in partnership to deliver services to the people of Floreciente:*

**Measurement/evaluation**:

*For example: Number of grants distributed.*

*For example: Value of grants distributed.*

**Objective 2 (If relevant):**

**Result 2.1:**

**Measurement/evaluation:**

**Beneficiaries:**

*Identification of beneficiaries, disaggregated by gender if possible (include the number, and how they will benefit from grant)*

**Activities:**

The following are the general activities to be conducted under the program:

Activity 1: Activity Title *-* Activity Description. *Try to include 3-5 sentences explaining the activity rather than just a phrase.*

Activity 2: Activity Title *-* Activity Description.

Activity 3: Activity Title *-* Activity Description.

*Etc.*

**Implementation Plan:**

*The following months are included as an example, please replace them with an appropriate timeline to suit the activities listed.*

|  |  |
| --- | --- |
| **Timeline** | **Activity** |
| March 2017 | Activity 1: Activity Title *– These should match your activity titles in the above section* |
| March 2017 – September 2017 | Activity 2: Activity Title |
| April 2017 and ongoing | Activity 3: Activity Title |

**Deliverables:**

*The final deliverables will be determined after a conversation between the Applicant and Global Communities but please make recommendations in this section. These are the documents that you will submit to show that the work has been done. Examples include:*

* *Sign-in sheets from beneficiaries or volunteers (usually required)*
* *Pictures (usually required)*
* *Summary of activities*
* *Success stories – these are the “people stories” – tell us why you are doing such good work*
* *Information on any challenges and how they were addressed (usually required)*
* *Pictures when available (as attachments)*
* *Copies of any promotional materials developed*
* *Final report (usually required)*

**Experience and Capacity:**

*This section should address the following:*

* *General Applicant background information:*
* *Applicant’s previous experience implementing similar activities:*
* *List three independent qualified references for similar projects*

**Detailed Budget:**

Please open the following excel spreadsheet and submit it as an attachment (in Excel format) with the Grant Application.



**Budget Notes:**

*Please replace the highlighted and italicized information below with information specific to your organization or proposed project.*

Budget Structure**:** The budget herein presents realistic, reasonable and justifiable costs of goods and services required for the efficient operation and management of the proposed program. The budget categories are explained in further detail in ensuing sections. All costs are based on a combination of ORGANIZATIONS’ experience.

Major Assumptions: *Use this section to provide more information on the assumptions that will be necessary to understand to interpret the excel budget spreadsheet. Please feel free to use the examples below as guidance. If one of the examples is not relevant, please feel free to delete it.*

* Staffing: The staffing structure for implementing Global Communities’ proposal is based on the program description outlined in the technical proposal with adequate backstopping and coordination among local partners and stakeholders, and HQ support staff.
* Salaries: All US-based staff salaries conform to ORGANIZATION’s personnel compensation policies. For budgeting purposes, salaries are escalated at an average annual rate of #%; actual merit increases are based on performance.
* Inflation: When applicable, we have applied an inflation rate of #% to travel, transportation, and other direct costs. Inflation is not applied to indirect costs.
* Per Diem Rates: All per diem rates used in this budget are based on current WHAT STANDARD Per Diem rates.

Personnel:  *For each person listed in the budget, please provide the following information:*

* *TITLE: Brief description of duties and LOE if not a FTE position.*
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Fringe Benefits: Fringe Benefits are applied at a rate of ###% in accordance with PLEASE PROVIDE A DESCRIPTION OF HOW THIS IS DERIVED. No fringe benefits will be charged to external consultants or any subcontractors working under ORGANIZATION’s direction.Items within the fringe benefit rate for personnel include, as applicable, the following: *Examples include:*

* *Social Security/Medicare*
* *Unemployment Insurance*
* *Insurance - AD&D*
* *Insurance - Health*
* *Insurance - Short-Term Disability (STD)/ Long-Term Disability (LTD)*
* *Insurance - Life*
* *Workers Compensation*
* *Employee Assistance Program Benefits*
* *Bonus*
* *Retirement Expense*

Consultants: *For each person listed in the budget, please provide the following information:*

* *TITLE: Brief description of deliverables.*
* *TITLE: Brief description of deliverables.*
* *TITLE: Brief description of deliverables.*

Travel, Transportation & Per Diem

* *Type*: Description *– For example, 25 miles at 50 cents a mile.*
* *Type*: Description

Other Direct Costs

* *Type*: Description – For example
* *Type*: Description
* *Type*: Description

Supplies and Equipment

* *Type*: Description – For example
* *Type*: Description
* *Type*: Description

Total Indirect and/or General and Administrative (G&A) Rate: ORGANIZATION intends to charge a G&A rate of ##% on total direct costs, less that portion of each sub-grant and sub-contract in excess of $25,000.  This is in accordance with PLEASE PROVIDE A DESCRIPTION OF HOW THIS IS DERIVED OR SPECIFY THAT YOU HAVE A NEGOTIATED INDIRECT COST RATE (NICRA) ISSUED BY THE U.S. GOVERNMENT. This is used to cover: *Examples may include:*

* *A portion of the office rent*
* *Office Supplies*
* *etc*

Total Program Budget:This line item represents a program total of $####### which includes all direct and indirect program costs.

**Submitted by:**

On behalf of the Applicant identified in the “Basic Information,” section of this *Grant Application*, I hereby certify that to the best of my knowledge, this application in its entirety contains only true and current information:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_