**ANNEX A: Instructions for Grant Application**

**Purpose**

Applications should be submitted in accordance with the specific instructions provided in RFA 002. The application should be tailored to meet the evaluation criteria.

**Instructions by Section**

***Section I- Basic Information***

Item 1: Applicant’s name, self-explanatory.

Item 2: Applicants registration Documents, validity date and tax registration number where Applicable

Item 3: Contact information, self-explanatory

Item 4: Organizational structure, self-explanatory

Item 5: State your mission statement, this will include your organizational vision, mission statement

or purpose for which your organization was formed, and core values.

***Section II- Project Description***

Item 6: Grant activity title

Item 7: Problem analysis and statement of need. What is the issue or problem that the activity will address? Why is it critical to address this issue?

Item 8: Goal and objective the proposed grant activity.

Item 9: Statement of verifiable indicators of achievement—Must be linked to FtF Ghana AgNRM objectives.

Item 10: Definition of grant objective successful achievement—The Applicant must define what constitutes successful achievement of the sought-after objective.

Item 11: Detailed explanation of the relationship between grant purpose, objectives, and verifiable results.

Item 12: Identify beneficiaries, disaggregated by gender if possible, number, and how they will benefit.

***Section III- Implementation/work Plan***

Item 13: Grant activity implementation plan—This item is divided into 3 key elements of implementation: proposed personnel to implement the grant activity; proposed and detailed description of grant activities. The activities listed should describe tasks and show a logical, thoughtful approach to the overall implementation plan. Each task must contribute to the achievement of the activity objective. **Annex D could be used as a guide**

Item 14-15: Estimated date of start-up and completion—The duration of the grant is derived from these two dates. The dates must be within the overall USAID AgNRM contract period of performance.

Item 16: List all relevant material assumptions made and/or contingencies impacting achievement of the grant objective.

***Section IV- Experience and Capacity***

Item 17: General Applicant background information—The core competencies of the Applicant should relate to the nature and scope of the grant activity.

Item18: Applicant’s previous experience implementing similar activities—Here the Applicant presents its proven track record of success. This is a critical factor in assessing the capacity of the Applicant to implement the activity. CVs for key personnel must be included.

Item 19: Provide three independent qualified professional references for the Applicant—The references should be relevant to the proposed activity, and truly independent and qualified to pass along an objective, informed opinion. Preferably, two of the references should be from existing or previous donors.

***Section -V Cost***

**Note: A fully completed and certified *Grant Application Budget* with budget notes must support all applications. All applications must be supported by the Detailed Budget Format contained in Annex C**

Item 20: Type of Grant instrument will be determined by USAID AgNRM after the pre-award assessment.

Item 21: Total cost of the activity—Includes costs covered by other sources (e.g. cost sharing 3rd party, etc.) A fully completed and certified Grant Application Budget with budget notes must support all applications. Budget formats appropriate for the types of grants are provided.

Item 22: USAID AgNRM Contribution—Amount requested by application as grant from USAID AgNRM.

Item 23: List all other U.S. government funding by award (grant, cooperative agreement, or contract) and amount currently being received or anticipated within the duration of the grant activity.