**GRANT APPLICATION FORM**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| GRANTEE INFORMATION | | | | | | | |
| Name of Applicant | | | |  | | | |
| Address | | | |  | | | |
| Name of Applicant’s Authorized Representative | | | |  | | | |
| E-mail Address | | | |  | | | |
| DUNS Number | | | |  | | | |
| VAT Number, if applicable | | | |  | | | |
| Phone Number | | | |  | | | |
| GRANT INFORMATION | | | | | | | |
| Grant Name | |  | | | | | |
| Location Where Activity will be Performed | |  | | | | | |
| Period of Performance | |  | | | | | |
|  | | | | | | | |
| *BUDGET SUMMARY (Please note that a detailed budget must be included in the submission)* | | | | | | | |
|  | | Local Currency | | | | | USD |
| Amount Requested | |  | | | | |  |
| Cost-share amount | |  | | | | |  |
| Total Budget | |  | | | | |  |
|  | | | | | | | |
| KEY PERSONNEL *(Please list key personnel and short description: e.g. Project Manager, Technical Lead.)* | | | | | | | |
| Name | | | Title | | | Description | |
|  | | |  | | |  | |
|  | | |  | | |  | |
|  | | |  | | |  | |
|  | | |  | | |  | |
|  | | |  | | |  | |
| applicant Capability and past performance *(Please provide a brief narrative describing your organization’s mission and primary activities, projects and also list annual income over the past three years along with main financial contributors/funders)* | | | | | | | |
| Organizational Background Narrative | | | | | | | |
|  | | | | | | | |
| Organizational Capacity | | | | | | | |
| Year | Annual Income | | | | Financial Contributor/Funder | | |
|  |  | | | |  | | |
|  |  | | | |  | | |
|  |  | | | |  | | |

|  |  |
| --- | --- |
| Past Performance *(Please describe three major projects in which your organization was involved in the past two years, which show the organizations expertise and ability to meet the goals of the proposed grant.)* | |
| **First Project (if applicable)** | |
| Project Title |  |
| Period of Performance |  |
| Location |  |
| Role of Organization (leader or partner) |  |
| Project Objectives |  |
| Project Results |  |
| Total Budget |  |
| Funding Source and Contact Information |  |
| **Second Project (if applicable)** | |
| Project Title |  |
| Period of Performance |  |
| Location |  |
| Role of Organization (leader or partner) |  |
| Project Objectives |  |
| Project Results |  |
| Total Budget |  |
| Funding Source and Contact Information |  |
| Statement of Liability | |
| I, the undersigned, being the person responsible in the applicant organization for this project, certify that the information given in this application is true and accurate. | |
| Name |  |
| Position |  |
| Signature |  |
| Date |  |

|  |
| --- |
| PROGRAM DESCRIPTION: |
| **Background** *(Please provide a brief and necessary background information on the issues and the problems that the proposed grant will address.)* |
|  |
|  |
| **Goals and Objectives *(****Please state the goal and its corresponding objectives to address the problems identified above.)* |
| **Goal:**   * **Objective 1** * **Objective 2** * **Objective 3** |
| **Summary** *(Please provide a brief summary of the proposed grant including objectives and outcomes.)* |
|  |
| **Technical Approach/Strategy** |
|  |
| **Activities** *(Please provide a detailed description of all the activities to achieve each objective. Explain the logical connection between the proposed activities and the fulfillment of objectives.)* |
|  |
| **Expected Outcomes and Targets/Deliverables Narrative** *(What are the expected results that the*  *project will bring about? Please describe how data will be gathered and analyzed, and how performance will be monitored, measured, and reported.)* |
|  |

|  |
| --- |
| **Beneficiaries** *(Please describe the type and number of beneficiaries.)* |
|  |
| **Project Work-Plan and Timeline (***Please provide a summary narrative of the work-plan and timeline in addition to attaching a copy of the proposed work-plan table. Include a description of how the project will be managed and operated administratively; for example, which staff will perform certain tasks.)* |
|  |
| **Sustainability** (*Please describe the measures you will take to ensure sustainability after the end of the grant agreement e.g. capacity building, institutionalization, etc. Please also describe how the organization will allocate its time and manage its existing commitments while also performing this project.)* |
|  |

Attachments:

*Include any necessary attachments in support of your application.*