

## REQUEST FOR APPLICATION (RFA)

<b>Program Name:</b>	Accelerating Women’s Empowerment in Energy (AWEE)
<b>Country/location</b>	Kenya – Type 1
<b>Request for Application (RFA) No:</b>	001KE
<b>Funding Amount:</b>	Up to \$18,000
<b>Eligibility:</b>	Local Kenyan organizations, including non-profit and for-profit non-US organizations, renewable energy companies, renewable energy associations, and non-government organizations (NGOs) are strongly encouraged to apply (Please see Section 3 for additional eligibility information.)
<b>Type of Applicant:</b>	Organizations only, no individuals
<b>Date RFA Issued:</b>	September 5, 2023
<b>Due Date and Time for Questions:</b>	September 12, 2023
<b>Due Date for Response to Questions:</b>	September 19, 2023
<b>RFA Closing Date and Time:</b>	September 26, 2023
<b>Estimated Award Date:</b>	October 17, 2023

## SECTION 1: PROGRAM DESCRIPTION

### 1.1 PURPOSE AND BACKGROUND

The purpose of this Request for Application (RFA) is to invite applications from potential grantees to collaborate with Winrock International (Winrock) in the implementation of the Accelerating Women's Empowerment in Energy (AWEE), funded by United States Department of State, Bureau of Energy Resources (ENR) Award No. SAQMIP22CA0286.

### 1.2 OBJECTIVE AND PROGRAM DESCRIPTION

The AWEE program aims to tackle gender disparities within the energy sector labor force, particularly in Kenya and South Africa.

The primary goal of AWEE is to support the empowerment and professional development of women currently working or seeking to work in the clean energy sector to overcome historic gender-based marginalization and increase women's participation in Kenya and South Africa's clean energy sector.

For a comprehensive overview of the program's description, objectives, and targets, please refer to Annex A.

## SECTION 2: GRANT INFORMATION

### 2.1 ANTICIPATED NUMBER OF GRANTS TO BE ISSUED

The AWEE project expects to award up to four (4) grants under this RFA and reserves the right to award fewer or none depending on the quality of applications received and availability of funding.

### 2.2 ESTIMATED AMOUNT OF GRANTS

The estimated maximum individual grant amount is set at \$18,000, equivalent to approximately 2,639,838.71 Kenya Shillings. However, the final grant amount awarded to successful grantees will be subject to various considerations. These include the proposed activities and budget outlined in each application, as well as any fluctuations in the exchange rate.

The AWEE project will thoroughly evaluate each application based on the proposed activities and budget. It may engage in negotiations with successful grantees to determine the final grant amount, ensuring it aligns with the program's objectives and priorities.

### 2.3 ANTICIPATED START DATE AND DURATION OF GRANTS

The anticipated start date for the grants will be determined based on the completion of the grant award process. It is expected that this process will be finalized within four (4) weeks after the application deadline. Once the selection process is concluded, successful grantees will be promptly notified of their award status. Additionally, they will receive detailed guidance regarding the grant's official start date and related requirements.

### 2.4 TYPE OF GRANTS TO BE ISSUED

The grants awarded will have a performance period of no longer than 12 months, equivalent to one year. However, the specific duration of each grant will be subject to negotiations, considering the proposed activities and budget outlined in each application.

Winrock International will collaborate with the selected applicants during the negotiation process to determine the most suitable grant mechanism, considering the nature and scope of the proposed activities. This decision will be based on a pre-award assessment of the applicant, the nature of the proposed activities, the estimated total cost of the award, as well as any specific requirements or

restrictions associated with the grant. The aim is to establish a mutually agreeable arrangement that aligns with the project's objectives and priorities. The types of grants that may be issued include, but are not limited to, cost reimbursement grants and fixed amount awards.

### Potential Small Grant Activities

Small Grant activities supported by this cooperative agreement include but are not limited to:

Private and Public Companies	<ul style="list-style-type: none"> <li>- Development of gender policies in private and public Kenyan organizations. Many private companies do not have these in place. These should be developed in alignment with the Ministry of Energy Gender Policy and incorporate commitments each company would be undertaking to empower women employees while increasing the number of women at all levels within the organization;</li> <li>- Organization and implementation of learning sessions on women's empowerment in Kenyan renewable energy companies;</li> <li>- Identify organizations and networks of women in the Kenyan energy sector and develop database which is shared across sector players. These contacts could be informed as job openings come up for circulation amongst their members.</li> <li>- Activities that target implementation of lagging initiatives and strategies captured in the organizational gender policies or development of organizational gender strategy if no strategy exists;</li> <li>- Collaboration with the Ministry of Energy and Petroleum to implement or track the 2019 Gender Policy targets and timelines;</li> <li>- Support organizations to design practices and policies that enhance women's work in the clean energy field such as the provision of well-fitting Personal Protective Equipment (PPE), flexible work arrangements not only after maternity but also for all employees as necessary etc.</li> <li>- Devise various strategies to enforce the 2/3 gender rule in employment initiatives;</li> <li>- Development and training for HR practitioners on gender bias, practical career advancement plans and strategies and thereafter sensitize employees on these; and</li> <li>- Create an association of male allies at the organizational level to champion and support the advancement and promotion of women in Kenya's renewable energy sector.</li> </ul>
Renewable Energy (RE) Associations	<ul style="list-style-type: none"> <li>- Organization of events that promote, recognize, and applaud women who have made strides in the renewable energy sector;</li> <li>- Host engagements that encourage women in the sector to join professional networks and those that highlight women in energy at various forums; and</li> <li>- Develop mentorship programs with well-defined structures whereby experienced women and men in leadership in the sector could mentor other junior women in the sector.</li> </ul>
Non-Governmental Organizations (NGO's)	<ul style="list-style-type: none"> <li>- Develop or strengthen existing mentorship programs that have defined structures and measurable deliverables;</li> <li>- Support energy companies to be able to report on the gender and sustainability efforts in line with their business operations;</li> <li>- Support women in mid to senior position levels on leadership through mentorship and training to enhance their potential, which would</li> </ul>

	<p>strengthen their leadership skills, such as confidence and assertiveness;</p> <ul style="list-style-type: none"> <li>- Assist organizations in the energy sector to set-up supportive work policies e.g., flexible work arrangements, childcare subsidies for study at night/ weekend and further education opportunities through scholarship, funded by organizations, or stipend programs, both funded by organizations adapting these new policies, that help women e.g., gain executive or advanced degrees;</li> <li>- Organize training sessions that focus on practices that enhance women’s involvement in employee life cycle (attraction, recruitment, retention, and advancement), targeting Human Resources practitioners in the renewable energy sector with expected deliverables by all organizations trained. Potential topics could include branding, benefits and compensation, professional platforms and referrals, developing inclusive company vision, developing Job descriptions, equal access to training and learning, communication, leadership &amp; management, amongst others; and</li> <li>- Train women on entrepreneurship in the renewable energy sector while identifying and supporting promising women-led businesses in the renewable energy sector.</li> </ul>
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## 2.5 AWEE PERFORMANCE INDICATORS

### Performance Monitoring

All grants recipients are required to identify targets that would be met for each of the AWEE indicators identified, in the table below, and should report against the performance indicators to monitor progress and manage performance throughout the life of the grant. All individual level indicators will be disaggregated by sex and age (or experience level) to track differences in program effectiveness across different demographic groups.

The recipient will be required to use all required as applicable standard indicators identified in the table. The recipient will also be responsible for monitoring participation and success in the grant by women and men. Recipient must adequately track progress and outcomes of interventions, with reference to and in support of the indicators provided and monitor these outcome indicators, and their related disaggregates, to measure achievement of the AWEE grants objectives. Recipients should propose how they plan to track and monitor progress on indicators.

After award, AWEE will work with successful grantees to identify relevant data collection tools, methodologies and data sources for indicators proposed. Please refer to the indicator definitions link below for additional information.

#	Indicator	Unit of Measure	Type
GNDR-2	Percentage of female participants in USG-assisted programs designed to increase access to productive economic resources (e.g., assets, credit, income, or employment)	People	Outcome
GNDR-4	Percentage of participants reporting increased agreement with the concept that males and	Percentage	Outcome

#	Indicator	Unit of Measure	Type
	females should have equal access to social, economic, and political resources and opportunities		
GNDR-8	Number of people trained with USG assistance to advance outcomes consistent with gender equality or female empowerment through their roles in public or private sector institutions or organizations.	People	Output
EG. 5-12	Number of small, and medium sized enterprises supported by USG assistance (sex disaggregated)	Companies	Outcome
EG 6-2	Number of individuals with improved skills following completion of USG-assisted workforce development programs	People	Outcome
EG. 6-15	Percentage of individuals with better employment following participation in USG-assisted workforce development programs	Percentage	Outcome
EG 7.3-2	Number of people trained in technical energy fields supported by U.S. government assistance	People	Output
EG 12-1	Number of people trained in clean energy supported by USG assistance	People	Output
Custom 1	Number of women entering technical degree programs as a result of the program at partner educational institutions following USG supported intervention	People	Outcome
Custom 2	Percentage of applicants for technical degree programs that are women at partner universities following USG supported intervention	Percentage	Outcome
Custom 3	Number of workplace regulations or policies adopted to increase hiring, retention, and promotion of women following USG supported intervention	Regulations or policies	Outcome
Custom 4	Number of women hired at partner companies following USG supported intervention	People	Outcome
Custom 5	Number of women promoted at partner companies following USG supported intervention	People	Outcome
Custom 6	Number of RE companies with measurable commitments to advance the role of women in their workforce following USG supported interventions	Companies	Outcome
ENR2	Number of people participating in USG-supported forums, conferences, workshops, meetings, or other exchanges to build technical capacity or share best practices in the energy, power, or extractives sectors	People	Outcome

Indicator definitions: [Foreign Assistance Resource Library - United States Department of State](#)

## **Data Management**

**Data Collection:** To ensure comprehensive data collection, it is important to utilize multiple methods, including program records such as training sign-in sheets and rosters of participants, beneficiary surveys, and review of legal documents. It is essential that all relevant records are provided when reporting on indicator targets. AWEE's M&E specialist will work with the recipients to ensure that data collection tools and methods are standardized, are of high quality and adequate in providing all the required information.

## **SECTION 3: ELIGIBILITY INFORMATION**

### **3.1 ELIGIBLE APPLICANTS**

This solicitation is open to all local Kenyan organizations, including non-profit and for-profit non-US organizations, renewable energy companies, renewable energy associations, and non-government organizations (NGOs) are strongly encouraged to apply. To be considered minimally eligible for funding, applicants must meet the following conditions:

- **Legal Registration:** Applicants must be legally registered as a local Kenyan entity authorized to conduct business in Kenya.
- **Pre-Award Assessment:** Applicants must agree to undergo a pre-award assessment, which will evaluate the applicant's financial, administrative, and technical policies and procedures.
- **Past Performance:** Applicants must be able to demonstrate successful past performance and have genuine commitment to implementing integrated development programs related to empowering and professionally developing women currently working or aspiring to work in the clean energy sector. These programs should aim to address historical gender-based marginalization and increase women's participation in the clean energy workforce. The past performance should align with the following focus areas:
  - a) Gender integration in the clean energy sector.
  - b) Women's professional development, improved skills, promotion, and retention in the energy sector workforce.
  - c) Policy reform addressing barriers preventing women's entry, promotion, and retention in the energy sector.
  - d) Enhancing women's abilities to assume leadership positions in the energy sector by providing managerial and technical skillsets necessary for success.
  - e) Offering training on gender equality or female empowerment.
- **Unique Entity ID (UEI):** Applicants must provide a Unique Entity ID (UEI) at the time of award. If the applicant already has a UEI number, it should be included in their application. Otherwise, applicants are expected to obtain a UEI number before an award is issued. UEI numbers can be obtained online at <https://sam.gov/content/duns-uei>. Please refer to Annex D for instructions on how to apply for a UEI number.

## SECTION 4: INSTRUCTION TO APPLICANTS AND SUBMISSION INFORMATION

### 4.1. Technical Application

Applicants are expected to develop their applications by carefully considering the program's requirements, drawing on their prior institutional experience, and determining the most suitable approaches that are both feasible and likely to achieve success. It is essential for applicants to provide a clear explanation of the reasoning behind the selected approaches.

The submissions must explicitly state the objectives and expected outcomes of the proposed activity and how they contribute to supporting the objectives of AWEE, covering the duration of the funding period. Additionally, applicants should outline a well-defined implementation plan, including objectives, expected results, a proposed timeline, budget, and monitoring and evaluation plan for tracking progress against indicators.

Should funding be awarded, the responsibility for ongoing monitoring and reporting of the funded activities will lie with the applicant. To facilitate the application process, an Application Form template is provided in Annex B.

### 4.2. COST APPLICATION

The cost application should be submitted separately from the technical application. Applicants are required to provide a summary and detailed budget in Microsoft Excel format, accompanied by budget notes that explain how the grant funds, if awarded, will be allocated during the potential agreement's term.

The budget narrative should provide a comprehensive explanation and justification for the proposed costs outlined in the budget. It should help the reviewer understand why each cost item is necessary and how it will support the intended activity. The budget narrative must establish a clear relationship between the proposed activities and the budget, showcasing how the funds will be utilized effectively.

Just like the technical application reflects the applicant's comprehension of the objectives and the proposed approach to achieve them, the budget and its accompanying narrative should be realistic and demonstrate a similar understanding of the financial requirements for the proposed activities.

For further guidance and a budget template, please refer to Annex C.

### 4.3. SUBMISSION GUIDELINES

All questions and communications related to this RFA should be submitted in writing to [aweeapplications@winrock.org](mailto:aweeapplications@winrock.org). The deadline for submitting questions and other communication is specified on the coversheet of this RFA. Written responses to questions will be shared with all applicants.

Applications must be submitted in English and should not exceed 10 pages in length. Please use Times New Roman font, size 12, and single-spaced formatting. Both the technical application and the budget application should adhere to this page limit. Annexes and CVs of proposed staff included in the application do not count towards the 10-page limit.

Applications must be submitted electronically via email to [aweeapplications@winrock.org](mailto:aweeapplications@winrock.org) and should reference **RFA #001KE**. The technical application should provide a clear and concise description of the proposed project, including objectives, methodology, expected outcomes, and any other relevant details.

Supporting documentation should include any additional information necessary to fully understand the proposed project. The budget application should provide a detailed breakdown of all costs associated with the proposed budget. The budget narrative should offer a clear and concise explanation of each budget item and its relevance to the proposed project.

Incomplete or late applications will be marked as such and will not be eligible for review or award. Applicants with incomplete or late applications will be notified and given an opportunity to submit a complete application if time allows. However, Winrock reserves the right to consider and include incomplete or late applications in the review and award process if it is deemed in the best interest of Winrock to do so.

Applications may be withdrawn by written notice via email at any time before an award is made.

A complete submission should include the following:

- A copy of the applicant's valid legal registration.
- A completed and signed technical application (in Microsoft Word) providing a clear and concise description of the proposed project, including objectives, methodology, expected outcomes, monitoring and evaluation of indicators, and other relevant details as listed in Section 5.1.
- CVs for project personnel demonstrating their qualifications and experience relevant to the proposed project. CVs or Bios of proposed staff should be included in the 10-page technical proposal.
- A completed and signed budget application (in Microsoft Excel) with a detailed breakdown of all costs associated with the proposed project.
- Budget supporting documents, including the budget narrative, (in Microsoft Word), offering a clear and concise explanation of each budget item and its relation to the proposed project.

Technical application should include:

1. Technical approach, including a list of activities and outcomes for each activity relevant to the AWEE objectives.
2. An Overall Organization Capacity Summary.
3. Monitoring and Evaluation Plan to track and report on AWEE indicators.
4. Past Performance Summaries of similar projects.
5. Staffing and Management Structure.

The receipt time for electronic submissions is when the application is received by Winrock's Internet Server. Please do not send files in ZIP format.

## **SECTION 5: APPLICATION EVALUATION AND REVIEW PROCESS**

### **5.1.MERIT REVIEW**

This section outlines the criteria and process used for evaluating applications, assigning a total of 100 points across all application components. The approximate weight of each criterion is indicated by its point value.

Winrock will assess the overall merit and feasibility of the applications, taking into consideration specific criteria relevant to each component, as detailed below. The responsible applicant(s) with the highest overall scores, up to a maximum of four (4), may be selected for the awards.



These criteria serve as the benchmark against which all applications will be evaluated, identifying crucial aspects that applicants should address comprehensively in their submissions.

Merit Review Criteria	Points
<p><b>1. Technical Approach</b></p> <p>Clarity and appropriateness of proposed technical approach for</p> <ul style="list-style-type: none"> <li>a) Gender integration in the clean energy sector;</li> <li>b) Women professional development, improved skills, promotion and retention in the energy sector workforce;</li> <li>c) Policy reform addressing barriers that prevent women’s entry, promotion and retention as employees and entrepreneurs in the energy sector;</li> <li>d) Enhance women’s abilities to assume positions of leadership in the energy sector by teaching managerial and technical skillsets necessary to thrive;</li> <li>e) Training on gender equality or female empowerment;</li> <li>f) Implementation timeline;</li> <li>g) Proposed targets and indicators to be achieved (See section 2.5 for a list of indicators to be achieved).</li> </ul>	30
<p><b>2. Organizational Capacity</b></p> <p>Extent of applicant’s capacity to address grant objectives should be demonstrated, including experience in (or genuine intent to) implementing successful and innovative integrated development programs related to empowerment and professional development (including skills development) of women currently working or seeking to work in the clean energy sector to overcome historic gender-based marginalization and increase women’s participation in the clean energy workforce. This may also include the skills and experience of proposed staff.</p>	20
<p><b>3. Past Performance</b></p> <p>The applicant’s previous and on-going project experience (or genuine intent to) implementing similar activities, how well they have performed in the past, the name of the donor, dollar value, geographic scope, period of performance, scope of work and project outcomes should be summarized.</p>	10
<p><b>4. Staffing and Management Structure</b></p> <p>The proposed staff should be listed, along with a summary of proposed their qualifications and scope of work proposed for each staff. Additionally, a brief staffing plan should be provided on how the proposed staff will work together.</p>	10

<p><b>5. Cost</b></p> <p>Cost proposals should offer the best overall value with a fair and reasonable offer. Budgets should show a break down for:</p> <ul style="list-style-type: none"> <li>a) Staff - For each staff proposed, show name, role/title, number of days, daily rate and total cost;</li> <li>b) Consultants – For each proposed consultant, show name, role/title, number of days, daily rate and total cost;</li> <li>c) Travel/Transportation– Detailed travel cost if applicable;</li> <li>d) Training/Workshops/Conferences – Detailed cost breakdowns should be provided, including the name of training/workshop/conference, venue, duration, audio-visual, training material, etc.;</li> <li>e) Other Direct Cost – supplies, etc.;</li> <li>f) Indirect cost (if applicable – Fringe, overhead, General Administrative cost, fee, etc. Proof of indirect cost proposed by providing organization official financial reports identifying the allowed indirect cost.</li> </ul>	<p>30</p>
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## 5.2. REVIEW PROCESS

Grant applications will undergo thorough review and evaluation by a panel of experts possessing relevant experience in accordance with the merit review criteria mentioned earlier. This evaluation panel will comprise individuals with diverse backgrounds, including expertise in gender issues, experience in the clean energy sector, and proficiency in grant-making.

Upon completion of the evaluation period, applicants will be notified of the evaluation results via email within two weeks. Applicants who wish to receive additional information regarding their unselected application can request it within 7 calendar days from the day they receive the notification of non-selection.

Awards are expected to be finalized within the deadline specified on the RFA's cover page. The process of final negotiations and award administration will be conducted by Winrock in consultation with the selected grantees.

## SECTION 6: OTHER TERMS AND CONDITIONS

### 6.1. DISCLAIMERS

Issuance of this solicitation does not imply a commitment by Winrock to grant awards to any prospective applicant responding to this solicitation. Prospective grantees will not be reimbursed for any costs incurred during the preparation and submission of their application. Winrock reserves the right to reject any and all applications or to make an award without the need for additional discussions or negotiations.

All awarded grants will be negotiated, denominated, and funded in the local currency (Kenya Shillings). All costs funded under the grant must adhere to the principles of being allowable, allocable, and reasonable.

## 6.2. CONFLICT OF INTEREST

Applicants must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this RFA and anticipated grant. Failure to provide full and open disclosure may result in Winrock having to re-evaluate selection of a potential applicant.

## 6.3. OTHER CONDITIONS

- Applicants must agree and be willing to sign and submit the required certifications related to eligibility, financial management, and compliance with applicable laws and regulations before the grant is issued.
- For those selected to receive a grant award, Winrock will conduct a pre-award risk assessment of the company's financial and administrative practices.
- Issuance of grant agreements will be subject to the necessary prior written approval by Winrock's funder, as required.
- Each applicant organization is allowed to submit only one application per prime organization under this RFA.
- Individuals are not eligible to receive funding under this solicitation.
- Applications must remain valid for at least 60 days from the submission date.
- Application forms should be signed by an authorized agent of the applicant's organization.
- Applicants whose applications meet or exceed the evaluation criteria will be notified of the next steps in the application process.

Additionally, the following items cannot be purchased under the potential resultant grants:

- Any purchases or activities deemed unnecessary to accomplish grant purposes as determined by Winrock, including any grantee headquarters expenses that are not directly linked to the implementation of the proposed activities;
- Private ceremonies, parties, celebrations or "representation" expenses;
- Previous obligations and/or bad debts;
- Expenses related to overtly religious purposes;
- Expenses intended to influence the outcome of elections or other political processes;
- Fines and/or penalties;
- Creation of endowments;
- Alcoholic beverages;
- Real property, including land, land improvements, and structures;

## SECTION 7: ANNEXES

- Annex A – Program Description
- Annex B – Application Form
- Annex C – Application Budget
- Annex D – UEI Registration Instructions

## ANNEXES

### ANNEX A: PROGRAM DESCRIPTION

#### Accelerating Women's Empowerment in Energy (AWEE) Scope of Work

##### Background

Women make up substantially less than half of the workforce across the energy sector and continue to be underrepresented in leadership positions. Given that women accelerate innovative and sustainable approaches to address climate, economic, and geopolitical challenges in the energy sector, obstacles to their full participation in the clean energy workforce impedes the global energy transition. Empowering women through professional development in the clean energy industry will allow more women to join different aspects of the labor force, transition to more technical jobs with better working conditions and gain the skills to take on more decision-making roles. As more women enter and assume leadership positions within the energy sectors of these high-emitting countries, they will play essential roles in reducing the carbon emissions of their respective countries and mitigating the effects of climate change, which disproportionately affect women.

The U.S. Department of State, Bureau of Energy Resources (ENR) funded *Accelerating Women's Empowerment in Energy (AWEE)* seeks to identify and address the barriers to women's entry, promotion, and retention in the clean energy sectors in Kenya and South Africa via dialogues and small grants to increase women's participation and empower women as leaders in tackling the climate crisis and transitioning to a net-zero emission energy future. The goal of AWEE is to support the empowerment and professional development of women currently working or seeking to work in the clean energy sector to overcome historic gender-based marginalization and increase women's participation in the clean energy workforce in Kenya and South Africa.

##### The objectives of AWEE are to:

- Objective 1: Identify barriers to the entry, promotion, and retention of women in the energy sectors as well as the overall challenges faced by women working in the sectors of target countries through facilitating and hosting formal dialogues
- Objective 2: Develop strategies and policy options designed to address the barriers to entry, promotion, and retention
- Objective 3: Increase women's participation, promotion, and longevity in the labor force and ability to assume positions of leadership in the energy sector
- Objective 4: Enhance women's abilities to assume positions of leadership in the energy sector by teaching them the managerial and technical skillsets necessary to thrive.

##### Based on the goals and objectives of the program, expected results include:

- Expected Result 1: Increased collaboration between women energy professionals, policy experts, industry leaders, civil society organizations, NGO's, and foreign government officials to address challenges and barriers
- Expected Result 2: Increased capacity of women in target countries to advance in the clean energy sector.
- Expected Result 3: Increased participation of women in the clean energy sector of target countries.
- Expected Result 4: Increased number of women pursuing technical degrees and entering technical fields.
- Expected Result 5: Increased ability of benefiting women to transition to more technical

jobs with better working conditions.

Winrock International was selected by a competitive procurement process by the U.S. Department of State and ENR in September 2023. To implement AWEE in Kenya, Winrock has completed stakeholder interviews and three dialogues (two virtual and one in person in Nairobi, Kenya) to gather insight on the barriers to women's entry, promotion, and retention in the clean energy sector in Kenya.. Winrock drafted this Request for Application (RFA) to specifically target the barriers for women identified during these consultations and dialogues.

**ANNEX B**
**APPLICATION FORM**

# GRANT APPLICATION FORM

GRANTEE INFORMATION		
Name of Applicant		
Address		
Name of Applicant's Authorized Representative		
E-mail Address		
UEI Number		
VAT Number, if applicable		
Phone Number		
GRANT INFORMATION		
Grant Name		
Location Where Activity will be Performed		
Period of Performance (Start Date- End Date)		
BUDGET SUMMARY <i>(Please note that a detailed budget must be included in the submission)</i>		
	Local Currency	USD
Amount Requested		
Total Budget		
KEY PERSONNEL <i>(Please list key personnel who will work on this project and short description of their role: e.g., Project Manager, Technical Lead.)</i>		
Name	Title	Description
APPLICANT CAPABILITY AND PAST PERFORMANCE <i>(Please provide a brief narrative describing your organization's mission and primary activities, and also list gross annual revenue over the past three years along with main financial contributors/funders)</i>		
Organizational Background Narrative		

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Organizational Capacity		
Year	Gross Annual Revenue	Grant-Funded Project (project name, grant amount)

**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.)*

<b>First Project</b>	
Project Title	
Period of Performance	
Location	
Role of Organization (leader or partner)	
Project Objectives	
Project Results	
Total Budget	
Funding Source and Contact Information	
<b>Second Project</b>	
Project Title	
Period of Performance	
Location	
Role of Organization (leader or partner)	
Project Objectives	
Project Results	
Total Budget	
Funding Source and Contact Information	

<b>Third Project</b>	
Project Title	
Period of Performance	
Location	
Role of Organization (leader or partner)	
Project Objectives	
Project Results	
Total Budget	
Funding Source and Contact Information	

**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:** Insert here

- **Objective 1:** Insert here
- **Objective 2:** insert here
- **Objective 3:** insert here

**Summary** *(Please provide a brief summary of the proposed grant including objectives and outcomes.)*

**Technical Approach/Strategy**



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**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.)*

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**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.)*

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**Beneficiaries** *(Please describe the type and number of beneficiaries.)*

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**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.)*

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**Monitoring and Evaluation** *(Please add indicators and targets for each that will be used for monitoring and evaluation. Please Include how data will be gathered and how organization will ensure data accuracy.)*

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**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.)*

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**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	

Attachments:

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

**ANNEX C**

**APPLICATION BUDGET (Attached Separately)**

## **ANNEX D**

### **UEI REGISTRATION INSTRUCTIONS**

This video below shows you how to get your Unique Entity ID without needing to complete an entity registration on SAM.gov.

[Get a Unique Entity ID in SAM.gov - YouTube](#)