**ATTACHMENT B: TECHNICAL APPLICATION TEMPLATE**

**Section 1: Organizational Information**

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| GRANTEE INFORMATION | | | |
| Name of Applicant | |  | |
| Address | |  | |
| Name of Applicant’s Authorized Representative | |  | |
| E-mail Address | |  | |
| UEI Number | |  | |
| Phone Number | |  | |
| BUDGET SUMMARY *(Please note that a detailed budget must be included in the submission)* | | | |
| Total Amount Requested (USD) |  | | |
| KEY PERSONNEL *(Please list key personnel and a short description of their role in the project: e.g. Project Manager, Technical Lead, Administrative Support, etc. A minimum of 1 key personnel should be named. Add more rows if needed. Please note that a CV or resume for all key personnel must be included in the submission.)* | | | |
| Name | Title | | Description |
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| applicant DESCRIPTION *(Please provide a brief narrative (1 page max) describing your organization’s mission and primary activities.)* | | | |
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| **Past Performance** *(Please describe 3 contracts, grants, or cooperative agreements from the past 5 years that demonstrate technical experience in providing communications and public relations training for rural communities.****)*** | | | |
| **Project 1 Title** |  | | |
| Type of agreement |  | | |
| Client, project sponsor, or funder |  | | |
| Period of performance |  | | |
| Compensation amount |  | | |
| Location of project |  | | |
| Project objectives |  | | |
| Reference information  (name, organization, phone number, or email) |  | | |
| **Project 2 Title** |  | | |
| Type of agreement |  | | |
| Client, project sponsor, or funder |  | | |
| Period of performance |  | | |
| Compensation amount |  | | |
| Location of project |  | | |
| Project objectives |  | | |
| Reference information  (name, organization, phone number, or email) |  | | |
| **Project 3 Title** |  | | |
| Type of agreement |  | | |
| Client, project sponsor, or funder |  | | |
| Period of performance |  | | |
| Compensation amount |  | | |
| Location of project |  | | |
| Project objectives |  | | |
| Reference information  (name, organization, phone number, or email) |  | | |
| **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 |  | | |

**Section 2: Technical Approach**

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| --- | --- | --- | --- | --- | --- |
| **SUMMARY** *(Please provide* *a brief summary (1 page max) of the proposed technical approach.)* | | | | | |
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| **ACTIVITIES** *(Please provide a detailed description of all proposed activities to achieve each deliverable described in Attachment A: Scope of Work. Add more rows as needed.)* | | | | | |
| Activity | Description | | | | |
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| **WORKPLAN** (*Please provide an activity-based work plan that is consistent with the timeline and technical approach described in Attachment A: Scope of Work and is structured around required deliverables.)* | | | | | |
| Activity | | Person(s) Responsible | Deliverable, Output, or Product | Proposed Start Date | Proposed End Date |
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**Section 3: Optional Attachments**

The applicant may submit attachments that demonstrate their technical experience, past performance, or show examples of potential deliverables. Any additional submitted documentation must be relevant to the RFA and should be addressed to Winrock International. This is not required for the application.