**Grant Application and Award Form**

*Instructions:*

1. *All applicants are required to complete and submit this application form.*
2. *All the attachments in this application must be attached to the completed application form.*
3. *By signing and submitting this application, the applicant attests to the Anti-Terrorism Certification in item 16.*

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Date of Application** |  | | |
| 1. **Name of Applicant** |  | | |
| 1. **Address of Applicant** |  | | |
| 1. **Applicant Activity Title** |  | | |
| 1. **Unique Entity Identifier (UEI) Number** |  | | |
| 1. **Organization Representative** | Name: | Telephone: | |
| Title: | Email: | |
| 1. **Registration** | *Registration Type: Attach copy of registration*  *Registration Date: DD/MM/YYYY*  *RRA TIN Number:* | | |
| 1. **Location of Activities** | *(List district[s])* | | |
| 1. **Financial Support Requested (Budget)** | Applicant Leverage Amount (RWF) | |  |
| Estimated Value of Support Requested from Hanga Akazi (RWF) | |  |
| Total Project/Investment Cost (RWF) | |  |
| 1. **Period of Performance** | Total Number of Months | |  |
| 1. **Signature/Name/Title** |  | |  |

9. Program/Project Description. The applicant must describe in detail the program/project to be supported by Hanga Akazi (HA) grant. The program description must be results-oriented. Result is a significant, intended, and measurable change in the condition of the beneficiary, or a change in the host country, institutions, or other entities that will affect the beneficiary directly or indirectly. Results are linked by causal relationships, i.e., a result is achieved because related, interdependent result(s) were achieved. Applicants must ensure that their program/project description should address the following:

1. Program/Project Goals

Applicant must detail the overall goal of the program/project in both the short term and long term.

1. Program/Project Objectives

The Applicant must explicitly explain what the program/project intends to achieve.

1. Project Activity Description

The applicants must provide in-depth descriptions all activities to be undertaken under this program/project.

1. Organization/Company’s Background/ Enterprise overview

The applicant must provide a detailed summary of the company/organization, the overview history of the company activities, when started, how, including years of experience in the relevant sector, overview of current operations and capacity as well as the company top management staff structure with their summary roles within the company.

1. Organization/Company’s Current Challenges

The applicant must provide an overview of the company’s current/development challenges, opportunities, and/or problems. The applicant should discuss what political, social, economic, and/or environmental conditions that require change. *How does the applicant know what needs changing? What appraisals, evaluations, needs analysis and other methodologies were used to understand what requires changing?*

1. Proposed Upgrades

The applicant must propose detailed upgrades that are needed to address the aforementioned current/development gaps/challenges. Under this section, the applicant must propose/discuss in detail measures/activities to achieve these upgrades.

1. Targeted Markets/Participants/Beneficiaries disaggregated by women, youth, and persons with disabilities.

The applicant must identify the activity participants/beneficiaries disaggregated by women, youth, and persons with disabilities, their numbers, location, and anticipated benefits that they will receive. In addition, the applicant must identify the company’s current target markets. The participant must explain how beneficiaries/participants will be reached.

1. Sales where applicable

If relevant to the activity, describe all the new products and/or services that your company/organization will sell after the new investment has been made. Provide information on the expected increase in sales or revenue—this can be a result of improved prices and/or increased quantity, list all identified buyers and local suppliers).

1. Job Creation

Provide information related to the estimated number of direct permanent and seasonal jobs the investment will create. If income of employees will increase, list the increased amount. Clearly provide the details of the number of jobs the intervention will create for women, youth under the age of 30 and persons with disabilities.

1. Investment

Provide a short description of your planned investment-- list of the activities and investments necessary to achieve the desired results; include any equipment if any to be purchased that is over $500 USD per unit, list financial institutions or other resources that will be accessed for the investment, describe what new processes or new technology your company needs to make this investment succeed -identify the steps for making the new product or service.

1. Social inclusion

Hanga Akazi grant targets to increase jobs for women, youth, and persons with disabilities. The application must clearly indicate and explain in numbers and/or percentage of women, youth and persons with disabilities to be reached & methodology to be used to reach the beneficiaries.

1. Program/Project [Technical Implementation Approach and Methodology](https://www.lawinsider.com/clause/technical-approach-and-methodology).

The applicant must explain in detail how he/she intends to use the grant requested to achieve Hanga Akazi targets especially job creation targets for women, youth, and persons with disabilities. In this section the applicant must explain in-depth approach on how the proposed activities will be carried out to achieve and obtain the expected output, and the degree of detail of such output. The applicant should also highlight the problems being addressed and their importance and explain the technical approach to be adopted to address them. Applicant should also explain the proposed methodologies to be adopted and highlight the compatibility of those methodologies with the proposed approach.

1. Sustainability and Scale

The applicant must demonstrate how future activities and investments will continue and grow after USAID funding has ended; applicants are asked to explain how their activities and investments are locally owned, market-driven and expected to grow over time.

10. Implementation Plan. An excellent implementation plan should show how the anticipated results would be achieved. *What activities, processes, or strategies are essential to achieve the results? Why will the planned work lead to the intended results? What is the anticipated timetable for the achievement of the results?* **Implementation plan template to be used is hereby below.** *All applicants must adhere to this template.*

**Implementation Plan**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Target** | **Timeline** | | | | | | | |
| **Year 1** | | | | **Year 2** | | | |
| **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** |
| **Activity 1.1:** | xxxx |  |  |  |  |  |  |  |  |
| **Activity 1.2:** | xxxx |  |  |  |  |  |  |  |  |

11. Monitoring and Evaluation Plan. A Monitoring and Evaluation Plan should contain a set of indicators that would permit continuous measurement of progress toward targeted results. *For each result, what is the performance indicator? What is the baseline data? What is the performance target? What is the timetable for achieving results? For each performance indicator, what is the definition and what is the unit of measurement? What are the plans for reporting and using the performance* *information?* **Monitoring and Evaluation Plan template to be used is hereby below.** *All applicants must adhere to this template.*

**Monitoring and Evaluation Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Target Indicator** | **Outcomes** | **Expected Target** | **Key Assumptions** |
| 1.1 Number of individuals with new or improved employment following participation in USG assisted programs. | Increased number of individuals securing new or reporting enhanced employment opportunities because of the intervention | 300 |  |
| 1.1.8 Percent of individuals with improved perceived quality of employment following participation in USG-assisted workforce development programs | Higher percentage of program participants report improved quality of employment, with greater job satisfaction, security, welfare, and income. | 300 |  |
| 1.3.3 Number of firms with improved social inclusion policies or practices with USG assistance. | Increased number of firms adopt or enhance social inclusion policies and practices, specifically aimed at supporting the employment and integration of persons with disabilities. | 30 |  |
| FULL TIME EQUIVALENT jobs being created at firm level | Participating companies open up new job position at firm level | 75 |  |

**Note:**

* **Key assumptions:** The applicant must identify and explain the expectations and predictions they assume that may lead to success or failure of the project. *What are the external factors and other critical assumptions that are likely to facilitate or hinder the achievement of the results?*
* **Expected Target:** Specific desired outcomes that support achievement of the objective/goal.
* **Target Indicator:** Indicators to achieve the aforementioned targets.
* **Outcomes:** Result or effect of an action/intervention.

12. Budget and Budget Narrative. Each application must contain a **detailed line-item budget** accompanied by a **budget narrative** explaining all costs. Lump sum budgets will be considered non-responsive and will be rejected. An acceptable budget will have all costs broken out by unit costs and should clearly show the number of units used for each line item. Each line item should identify the type of cost, e.g., labor units, units of materials and/or equipment, travel, transportation, communications, etc. The narrative will describe how the applicant arrived at each unit cost and the number of units for each line item. **An excel Budget template to be used is hereby shared as a separate document.** All applicants are required to submit the **Budget with its narrative**.

13. Organizational Control Environment Questionnaire. All applicants are required to complete the questionnaire attached to this application. U.S. Agency for International Development (USAID) regulations require RTI International (RTI) to obtain information from all applicants in order to determine an applicant’s ability to comply with prescribed standards for (a) financial management, (b) property management, (c) procurement, and (d) reports and records. Please answer all questions to the best of your ability; do not leave blanks. Failure to provide the necessary information may cause your application to be rejected. Applicants are required to submit the completed **Organizational Control Environment Questionnaire** is **Attached herewith as a separate document**.

14.Past Performance.

The applicant must provide detailed information or description of previous work and experience of relevant work both technically and geographically by using the table below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S/N | Previous work/project | Name of the funder | Start Date | End Date | Summary Description of the work |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

15. References. All applicants are subject to a reference check. Applicants must provide name, address, and other contact information of at least three past performance references below.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | E-mail | Telephone |
| (1) |  |  |  |
| (2) |  |  |  |
| (3) |  |  |  |

16. Anti-Terrorism Certification. It is **a mandatory requirement** by USAID and a condition of award that the applicant must certify that it does not support terrorism. Applicants unable to submit the signed certification will not be eligible for an award. The certificate to be signed is provided as a separate form.

**In Agreement to the terms and conditions above:**

|  |  |
| --- | --- |
| **Name of Applicant Organization:** | |
| **Name and title of officer or his/her alternate authorized to represent the Applicant:** |  |
| **Signature:** | **Date:** |