Annex 1: Full Application Form

*This is an external form for completion by grant applicants.*

*USAID Industry-led Skills Development Program will assist applicants in understanding the application process and will co-create market-driven solutions to address skills development challenges faced by industry, through active dialogue with the applicants at the full application development stage. Annexed to this document is a Monitoring and Evaluation Plan that should also be completed at the time of submission of the grant application. You will also be provided with a detailed budget format that should be completed and submitted with your application, under separate cover.*

This application is in response to the USAID Industry-led Skills Development Program Request for Application No. 010-C1-003-2022

**Please consider that length of the completed Full Application Form should not exceed 10 (ten) pages.**

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| --- | --- | --- |
| **Full Application Summary** | | |
| Applicant: |  | |
| Partner(s) for the purpose of the grant activity (if any): |  | |
| Proposed activity title: |  | |
| Grant activity location(s): |  | |
| Grant duration: |  | |
| Expected results: |  | |
| Total budget (USD): |  | |
| Amount requested from the USAID Industry-led Skills Development Program (USD): |  | |
| Applicant contribution disaggregated by in-cash and in-kind. | In-cash | In-kind |
|  |  |

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| --- | --- |
| **Section 1. Basic Information** | |
| 1. Legal Name and Form of Organization: |  |
| 2. Organization Tax ID number: |  |
| 3. Contact information: | Key contact person(s) and title:    Office address:    Mobile:    E-mail:    Office Phone:    Website: |
| 4. Describe your organization and its purpose in brief: |  |
| 5. Describe your partner organization(s) within this project and their role in brief: |  |

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| **Section II. Grant Description** |

1. Title of your proposed grant activity:

1. Describe the **overall objective(s)** to which the proposed grant activity aims to contribute and **the results** that the proposal aims to achieve: (Describe the overall outline of the proposed grant activity based on the matrix provided in Annex 2 – M&E Plan, Maximum 1 page).
2. Problem analysis and statement:

3.1. What is the issue(s) or problem(s) that your grant activity will address and why is it critical to address this issue(s)? Please indicate and reference relevant studies applied for this section's purposes.

3.1.1. Overall country level/context

3.1.2. Related sectoral/industry level outlook

3.1.3. Issues related to the target groups and grant activity final beneficiaries

1. Describe your proposed grant activity and expected results in detail. Describe the main tasks that are proposed to meet the grant objective, the expected results to be achieved, and how the tasks are linked to the grant objective(s).

List main tasks to be undertaken and assign sequential numbers. For each task proposed, please provide the following information: title; specific results to be produced and how it leads to achieving the proposed results; responsible organization(s); including location, duration, (preparation, implementation, and reporting time, etc. as applicable).

1. Describe proposed grant activity implementation methodology and reasons for the proposed methodology based on objectives, anticipated results, and proposed activities.

5.1. If applicable, please describe the proposed **innovation** that has the potential to achieve significant improvement or create new methodologies to realize development objectives and enrich the impact on target groups versus approaches, processes, and tools existing in the methods applied by the applicant.

5.2. Describe communication and outreach activities dedicated to promoting grant activities and results achieved. Please include the final close out event.

1. Describe the partnership model, role, and rationale for each partner organization(s), provide the information on their roles. List other stakeholders and subcontractors in the activities and required human, technical and other resources, if applicable.
2. Describe the grant activity’s target group(s): employers, education providers, students/trainees, trainers, and others who will benefit from the grant activity.
3. Describe the overall strategy for gender and social inclusion, how the proposed grant activity will ensure affordability and equitable access, and promote participation of the Program’s priority population, in particular women, youth, ethnic minorities, persons with disabilities (PWDs), and persons living in communities in close proximity to the administrative boundary lines (ABLs).

**Note:** Cost of the activities related to the gender and social inclusion of the Program priority population, including any technical assistance required should be considered and reflected in the grant activity budget.

1. Describe the rationale of the selected Program and proposed custom indicators. Provide the justification for each indicator proposed and how it leads to the achievement of the desired results. Use Annex 2 – M&E Plan of this application to develop clear performance indicators and their targets to be achieved to measure success.
2. Please describe the risk factors and the strategy for their mitigation and management.

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| --- | --- | --- | --- | --- | --- |
| **#** | **Anticipated risks** | **Likelihood**  **(Low, Medium, High)** | **Impact**  **(Low, Medium, High)** | **Mitigation Strategy** | **Management Strategy** |
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| **Section III. Grant Implementation Plan** |

1. Anticipated duration of your grant activity (maximum 18 months):

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| --- | --- |
| Overall length (total number of months) |  |
| Start and end date (day, month, and year) |  |

1. Summarize the grant activities in milestones[[1]](#footnote-2) with estimated start and end dates for each milestone. Please, indicate all milestones. Illustrative examples of activities united under a milestone, including but not limited to: MOUs with partners signed; number of skills training programs developed, programs to be developed has been improved/adjusted, facilities required for delivery of the training programs have been established, facility has been set-up, women and priority population equitable participation approached have been adopted, formal or non-formal, short and long term, skills development programs (including registration of participants) have been launched, innovative student participation forms and methods were introduced, number of students enrolled, graduated formal or non-formal, short and long term, skills development programs, number of graduates employed, etc.

Please, note that achievement of the milestone must be documented, and selected milestones must be verifiable through monitoring.

The implementation plan must demonstrate the start and end dates of each milestone and milestone payment (reflected in dollar values) of the overall investment amount.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of the Milestones** | | **Start and End Dates** | **Budget Allocation** | |
| **Grant amount requested (USD)** | **Applicants’ contribution** |
| **Milestone 1:** |  |  |  |  |
| **Milestone 2:** |  |  |  |  |
| **Milestone 3:** |  |  |  |  |
| **Milestone 4:** |  |  |  |  |
| **Milestone 5:** |  |  |  |  |
| Please add rows as required | | |  |  |

1. Location(s) of the grant activity and its target groups (add more rows as needed).

|  |  |  |  |
| --- | --- | --- | --- |
| **Grant Activities** | **Community/village/ town** | **Municipality** | **Region** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |

1. Management plan, role and responsibilities of key personnel who will be involved in implementing this grant activity (CVs and salary history sheets may be required for all grant activity personnel during the negotiation phase):

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| **Section IV. Experience and Capacity** |

1. Describe your previous (last five years) or ongoing experience implementing similar activities. Please fill out one table for each action.

USAID experience is not a required or preferred criteria for award of a grant. The Program encourages organizations that have never received USAID-funding to apply. However, if your organization has had experience working with U.S. Government funded programs, either directly as a prime or as a grantee, please list them below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Organisation Name:** | | | | | |
| **Action title:** | | | **Economic Sector (if applicable):** | | |
| **Location** | **Cost of the action (USD)** | **Applicant’s Role:**  **Lead or Partner** | **Contractor/ Donors of the action** | **Amount contributed (by Contractor/Donor)** | **Dates** (from-to)  dd/mm/yyyy |
|  |  |  |  |  |  |
| **Action objectives and results achieved**  (Please list overall objectives and results achieved vs. each objective) | |  | | | |
| **Reference and contact information from the Contractor/Partner/Donor/Other, please indicate** | |  | | | |

**Note:** Please present at least three references. In case of lack of relevant experience, applicant should provide relevant professional references, by indicating referrer name, organization, and contact information.

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| **Section V. Cost and Sustainability** |

**Note:** Grant application must be supported by detailed grant budget information, budget notes completed in attached Annex 3 – Grant Application Budget Forms.

1. **Cost in USD per the attached budget:**

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| --- | --- | --- | --- | --- | --- |
| **Budget Category (Illustrative)** | Budget Allocation | | | | **Sum** |
| Amount requested from the Program:  (in USD $) | Total Cash contribution from the applicant:  (in USD $) | Total In-kind contribution from the applicant:  (in USD $) | Third Party contribution, if applicable (in USD$) |
| Equipment, Goods and Materials |  |  |  |  |  |
| Salaries and Expert Consultant Fees |  |  |  |  |  |
| Activity Costs |  |  |  |  |  |
| Other Direct Costs |  |  |  |  |  |
| Travel and Transportation |  |  |  |  |  |
| Total Estimated Costs  (In USD $) |  |  |  |  |  |

Add more rows as needed.

**Note:** The total value of the applicant’s contribution to this activity must be at **least 20%** of the requested grant amount; the applicant’s cash contribution must be a minimum **10%** of the amount requested from the Program.

1. **Sustainability**

Outline strategy(ies) for ensuring the sustainability of the proposed grant activity, including expected program income generation, and third party leveraging of funds (if any). Explain how the grant activity will be made sustainable after completion of the grant funding. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc. Distinguish between three types of sustainability:

* 1. **Financial sustainability:** e.g., financing of follow-up activities, sources of revenue to cover all future (after the grant project life span) operational and maintenance costs.
  2. **Programmatic sustainability:** e.g., number of training programs implemented after the life span of the grant activity and possible timeframe; number of trainees per training program; number of unique employments per training program; etc.
  3. **Institutional sustainability:** e.g., partnerships and structures that would allow the results of the grant activity to continue to be in place after the end of the action, capacity building, agreements, and local ‘ownership’ of the results of the grant activity(ies).

**Result Outreach**

Describe a result outreach plan and the possibilities for multiplication, extension of the action outcomes (multiplier effects), capitalization on experience, best practices, and knowledge sharing, clearly indicating any intended outreach channel.

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| **Section VI. Declaration by the Applicant** |

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| **A. The applicant declares that:**   * It has the sources of financing and professional competence and qualifications specified in Section I – C.2.a of the RFA. * It undertakes to comply with the IFC (Environmental and Social Performance Standards) Performance principles and the requirements of the RFA (Section I – B.5). * It is directly responsible for the preparation and management of the action with its partners and is not acting as an intermediary. * It and its partners do not fall in any of the category’s ineligibility options or exclusions, listed in the RFA. * If selected, it is in a position to deliver in the second phase, immediately upon request, the supporting documents stipulated under Section I – C.I. of the FRA. | | | | |
| **Furthermore, the applicant declares that:** | **To be filled in by the applicant** | | **To be filled in by the Grants Evaluation Committee** | |
| **1. It is eligible in accordance with the criteria set out in the RFA.** |  |  |  |  |
| **2. Partner 1 is eligible (in accordance with the criteria set out in the RFA.) (If any)[[2]](#footnote-3)** |  |  |  |  |
| **3. Partner … is eligible (in accordance with the criteria set out in the RFA.) (If any)[[3]](#footnote-4)**  **NB:** add as many rows as partners |  |  |  |  |

By affixing my signature below, I certify that to the best of my knowledge, the information provided in this application is accurate and correct.

Submitted by:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. A milestone is the planned completion of a significant event in the project. A milestone is not the completion of every task in the project. A project might have several milestones to achieve desired results and consist of diverse activities/deliverables. [↑](#footnote-ref-2)
2. Please indicate “Not Applicable” (NA) if you have no partner. [↑](#footnote-ref-3)
3. Please indicate “Not Applicable” (NA) if you have no partner. [↑](#footnote-ref-4)