

GRANT APPLICATION TEMPLATE

The application must be signed by an authorized agent of the Applicant.

This application is in response to RFA/APS No. _____ or entitled _____

Section I. Basic Information

1. Organization name:
2. Date organization was founded and registration status:
3. Contact information:

Key contact person(s) and title:	
Office address:	Office phone:
Mobile:	Fax:
Email:	Website:

4. Organizational Structure – List board members (or founding members if you do not have a formal board of directors) and key staff (president, directors, treasurer, etc). If available, please attach an organizational chart.
5. Briefly describe the organization, its purpose, and past related experience:
6. List contact information for three (3) references from previous donors or organizations (U.S. and other) that your organization has collaborated with in the last two years:

Donor Agency or Organization	Nature of Relationship or Title of Project, Location	Start & End Dates of Collaboration	Contact Person
			Name & Position: Email: Tel:
			Name & Position: Email: Tel:
			Name & Position: Email: Tel:

Section II. Program Description

7. Title of the proposed grant activity:
8. Background: What is the issue or problem that the activity will address? Why is it critical to address this issue?
9. Objective of the proposed grant activity:

10. Describe the proposed activity and expected results in detail (or attach a project description). 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. Describe any relevant material assumptions made and/or conditions or precedent required for the achievement of the grant objective. This activity detail should keep in mind the merit review criteria contained in the solicitation:
11. Describe the proposed participants and/or beneficiaries, and your method for identifying or selecting participants and beneficiaries:

Section III. Implementation Plan

12. Anticipated duration of the grant activity:

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

13. All implementation plans must be supported by Annex **B.1** that lists all identified tasks over the duration of the activity. *[Indicators are optional depending on the project’s anticipated potential applicants].*
14. Location(s) of the activity (add rows as needed). *[This should be adapted depending on the project.]*

#	Community	Municipality	Department	State
1				
2				
3				
4				
5				

15. List personnel who will be involved in implementing this project. CVs & salary history forms are required for all project personnel. See Annex **B.4**, Salary History Form. *[The project may choose to include an annexed template for the salary history.]*

Section IV. Experience and Capacity

16. Describe the organization’s experience implementing similar activities:

Section V. Cost

Note: All applications must be supported by the attached Annex **B.3**, Detailed Grant Budget.

17. Cost in local currency per the attached budget:

Amount requested from Building Economic Sustainability Through Tourism Project:	
In-kind (i.e. donated goods or services) or other contribution from organization:	
Other donors or third-party resources:	
Total Estimated Grant Activity Cost:	

18. Discuss strategies for ensuring the sustainability of the proposed activity and organization, including expected program income generation (if any), and third party leveraging of funds (if any).

19. List any major donor-funded activities (U.S. and other) that your organization has managed in the last two years, currently receives, or expects to receive within the duration of the grant activity. Add additional lines if necessary:

Donor Agency	Title of Project, Location, & Start & End Dates	Total Funding (in local currency)	Donor Contact Person
			Name: Email: Tel:
			Name: Email: Tel:
			Name: Email: Tel:

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 and title): _____

Signature: _____ Date: _____

FOR PROJECT USE ONLY	
Date received _____	Grant Reference No. _____
<p>The undersigned hereby certifies that: (a) the prospective grantee has received an official delivery receipt for its <i>Grant Application</i>, (b) a copy of that receipt has been filed, (c) a reference number has been assigned, and (d) a grant application file has been opened. In addition, the prospective grantee has been advised as to the review and appraisal process, and its primary project point of contact.</p>	
Operations and Grants Director _____	Date _____

ANNEX B.1 - Sample Implementation Plan Timeline

IMPLEMENTATION PLAN																	
Task List each task. Please be as specific as possible. Use additional pages if necessary.	Target Audience Who is the audience targeted for the task?	Grant Resources Required and Detailed Explanation of Use	Non-Grant Resources Required (Grantee or Third Party Contribution) and Detailed Explanation of Use	12 Month Timeline Place an X in the appropriate box to indicate the first and last month of the task, with approximate start and end dates. (Add more months if necessary)												Person(s) Responsible Who is responsible for overseeing and implementing the task?	Evaluation Indicators and Milestones How will you measure the success of the task?
				1	2	3	4	5	6	7	8	9	10	11	12		

ANNEX B.2 - Grantee Monitoring and Evaluation Indicators and Results Form

*[Optional annex to be included with the Application. Depending on the nature of the project and type of grant activities anticipated under the solicitation, the **Operations and Grants Director** may work with the M&E Specialist and Technical Staff to include appropriate indicators that will need to be tracked by the Grantee, and the applicant may propose other indicators related to their grant activity.]*

Indicator	Precise definition	To be reported (Y/N)	Data Collection	Targets	Disaggregation
XX project indicators					
To be filled out by M&E specialist					
Grantee-proposed indicators					

ANNEX B.3 – Detailed Grant Budget Template (Excel)