

**Application Form**

***USAID Community Initiatives to Promote Peace (CIPP)***

**Issuance Date:** September 30, 2020

**Closing Date:** October 25, 2020 **4:00pm West Africa Time (WAT)**

Applications should be submitted by email to [ng-grants@mercycorps.org](mailto:ng-grants@mercycorps.org)

**General instructions:**

* Please provide information in the space given. Unless indicated in instruction please fill ALL sections
* Please electronically complete this form. Handwritten applications will not be accepted.
* All answers must be written in English.
* Submit no more than 6 pages in total

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| **ORGANIZATION** | | | | | | | | | | | | |
| Legal Name (with acronym): | | |  | | | | | | | | | |
| Address: | | |  | | | | | | | | | |
| Representative Name/Title: | | |  | | | | | | | | | |
| Telephone: | | | | | | | Email: | | | | | |
| Organization Type (check all that apply): | | **☐**Non-profit  ☐For-profit  ☐State/local government | | | | | ☐Educational Institution  ☐ Parastatal  ☐Other (Faith Based Organization) | | | | | ☐US-based  ☐Non-US based |
| Locally Registered? | | **☐**Yes ☐No | | | | | Registration Number: | | | | |  |
| DUNS Number (if not applicable, leave it blank): |  | | | | | | Year Established: | | | | |  |
| No. of Employees: | Full-time: Part-Time Volunteer: | | | | | | | | | | | |
| Do you have a Board of Directors?☐Yes ☐No | | | | | | Number of Board Members: | | | | | | |
| Date of last Board Meeting: | | | |  | | Frequency of Board meetings: | | | | |  | |
| Please provide the full names of people in the following positions: | CEO/President: | | | | |  | | | | | | |
| CFO or equivalent: | | | | |  | | | | | | |
| Board Chairperson: | | | | |  | | | | | | |
| **FINANCIAL INFORMATION** | | | | | | | | | | | | |
| Has your organization received funding from any U.S. Government Agency directly in the last 3 years? | | | | | | | | | | | ☐Yes ☐No | |
| Has your organization received funding from any U.S. Government Agency as a sub-recipient or subcontractor in the last 3 years? | | | | | | | | | | | ☐Yes ☐No | |
| Provide the names, contact information, and award reference information for three (3) Funders who can provide references. | | | | | | | | | | | | |
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| Does any owner or member of management have a close family relationship (spouse, child, sibling, parent) with a current employee(s) and /or member of a government? If yes, list names and relationship. | | | | | | | | | |  | | |
| List your annual revenue for the past three years. | | | | *Year* | | *Revenue from grants/awards* | | | | *Other Sources (i.e. Fundraising)* | | |
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| Current Number of Active Awards: | | | | | | | | | | | | |
| What is the average size of contracts or awards, if any, your organization has received in the past three years? | | | | | | | | | | |  | |
| Does your office use accounting software? ☐No ☐Yes (name): | | | | | | | | | | | | |
| Is overhead charged: ☐using government approved rates ☐audit-based rates ☐ direct allocation ☐ other | | | | | | | | | | | | |
| Does your organization have: ☐ awards that generate fee/profit **☐** fundraising **☐** other unrestrictedsources | | | | | | | | | | | | |
| Number of years files are maintained after project close: | | | | | | | | | Financial Programmatic | | | |
| **CERTIFICATIONS** | | | | | | | | | | | | |
| ☐Sub-awardee has the technical and financial resources necessary for anticipated performance requirements. | | | | | | | | | | | | |
| ☐Sub-awardee certifies that neither it, nor the recruiting firm(s) it may employ, require candidates to pay a fee of any kind for the opportunity to interview or as a condition of employment. | | | | | | | | | | | | |
| Certifying Official Name:  Title: | | | | | | | | Signature: | | | | |

**DO NOT WRITE IN THIS SPACE. (FOR EAJ USE ONLY)**

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| **Eligibility Criteria** | **Yes** | **No** |
| Meets criteria 1: Proposes a sound, and applicable project description that aligns with EAJ program goal and outcomes. |  |  |
| Meets criteria 2: Related past program experience (e.g. access to justice, legal aid services, or human rights). |  |  |
| Meets criteria 3: Provided a sound monitoring and evaluation plan |  |  |

**Concept Note Application**

* 1. **SUMMARY OF THE PROJECT (1/2 page)**
     1. **Fill in the table below**

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| --- | --- |
| **Objectives of the project** | *< Overall objective(s) (i.e. overall goal of the Project)>*  *< Specific objectives(s) (i.e. Outcome(s) of the Project)>* |
| **Target Group(s)** | ***<******Target group(s)*** *are groups/entities who will directly benefit from the project at the output and outcome level>* |
| **Proposed Indicators[[1]](#footnote-1)** | ***< CIPP*** *Program level indicators your project will report against>* |
| **Main Activities** | ***<*** *Summary list of main proposed project activities>* |

* 1. **TECHNICAL APPROACH AND FEASIBILITY OF PROGRAM DESIGN (MAX 4 PAGES)**

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| 1. **Technical Approach and Feasibility of Program Design (up to 4 pages)** |
| 1. *Executive Summary - the summary should be about one paragraph (1-3 sentences) general description of your project and give the amount of funds being requested* 2. *Give the background to the preparation of the proposal, in particular on the current context (including key challenges). Mention any specific analysis/study carried out to inform the design (context analysis)* 3. *Explain the objectives of the project given in the table in Section 1.1. Briefly outline intervention logic or theory of change underpinning the proposed project, indicating the expected outputs, outcome(s) and impact as well as underlying the main risks and assumptions towards their achievement.* 4. *Describe and define the target group(s)/beneficiaries, their needs and constraints, and state how the project will address these needs* 5. *Briefly outline the type of activities proposed, including a description of linkages/relationships between your project and other projects if relevant* 6. *Explain how the project will address relevant cross-cutting issues such as promotion of rights, gender and inclusion, and support to youth and minority groups* 7. *Describe which of the expected CIPP indicator(s) referred to in the guidelines for applicants will be addressed by your project* 8. *Refer to any significant plans undertaken at national, state and/or local level relevant to the proposed project and describe how the action will relate to such plans. Where the project is the continuation of a previous action, clearly indicate how it is intended to build on the activities/results of this previous project* |
| 1. **Past Experience (up to 1/2 page)**   **Describe the organization’s previous experience as it pertains to the project objective** |
| *Should include the history of the organization and its work in the proposed project area. If proposed area/project is new to the organization, outline how other work is relevant* |
| 1. **Monitoring and Evaluation Plan (up to 1/2 page)** |
| Describe how the project will collect data, ensure data quality, and measure progress using indicators. The applicant should also describe extent to which the project plans to use the data for reflection and learning. |

1. See RFA section 5.2 for listed CIPP program indicators proposed awards will be reporting against. [↑](#footnote-ref-1)