

WINROCK INTERNATIONAL  
USAID’S ESHO SHIKHI ACTIVITY  
**REQUEST FOR APPLICATION (RFA)**

|  |                              |
|--|------------------------------|
| <b>Program Name:</b>                                   | USAID’S ESHO SHIKHI ACTIVITY |
| <b>Request for Application (RFA) No:</b>               | RFA-16994-2024-01            |
| <b>Date RFA Issued:</b>                                | 13-March-24                  |
| <b>Pre-application Conference Date, if applicable:</b> | 28-March-24 at 11:00 am.     |
| <b>Due Date and Time for Questions:</b>                | 25-March-24                  |
| <b>Due Date and Time for Response to Questions:</b>    | 28-March-24                  |
| <b>RFA Closing Date and Time:</b>                      | 18-Apr-24, COB at 5:00pm     |
| <b>Estimated Award Date:</b>                           | 15-June-24                   |

## SECTION 1: PROGRAM DESCRIPTION

### 1.1 PURPOSE AND BACKGROUND

The purpose of this RFA is to solicit applications from prospective grantees to support Winrock International (Winrock) to establish reading corners in primary schools under USAID’S ESHO SHIKHI ACTIVITY (ESA), funded by USAID Award No. 72038821D00001/72038822F00001 and as further detailed in Annex A. Possible geographical location in the annex F.

## SECTION 2: GRANT INFORMATION

### 2.1 ANTICIPATED NUMBER OF GRANTS TO BE ISSUED

The Esho Shikhi Activity (ESA) expects to award up to five grants under this RFA but reserves the right to award fewer or none based on the quality of applications received and the availability of funding.

### 2.2 ESTIMATED AMOUNT OF GRANTS

It is expected that an individual grant amount will not exceed USD 100,000, equivalent to BDT 10,950,000 for each grantee. The final amount awarded will depend on award activities and final

negotiations. Esho Shikhi management reserves the right to change the budget ceiling as deemed necessary.

### 2.3 ANTICIPATED START DATE AND DURATION OF GRANTS

The anticipated period of performance is 16 June 2024 and 30 September 2024, depending on the negotiated award activities. [Click or tap here to enter text.](#)

### 2.4 TYPE OF GRANTS TO BE ISSUED

Winrock will determine the appropriate grant mechanism in consultation with the applicant during the negotiation process based on the pre-award assessment of the applicant, the nature of the award activity, and the estimated total cost of the award.

## SECTION 3: ELIGIBILITY INFORMATION

### 3.1 ELIGIBLE APPLICANTS

This solicitation is open to all organizations, including non-profit and for-profit non-US organizations. To be minimally eligible for funding, applicants must comply with the following conditions:

- Be legally registered or otherwise authorized to conduct business in the applicant’s country or countries of operation.
- Agree to be subject to a pre-award assessment to examine that the applicant has sound management in the form of financial, administrative, and technical policies and procedures.
- Be able to demonstrate successful past performance in the implementation of integrated development programs related to 10,000 schools under 81 upazilas of 15 districts covering 8 divisions.
- Provide a **Unique Entity ID (UEI) at the time of award**. If the applicant already has a UEI number, it should be included in their application. Otherwise, applicants will be expected to get a UEI number before an award is issued. UEI numbers can be obtained online at <https://sam.gov/content/duns-uei>.

## SECTION 4: INSTRUCTION TO APPLICANTS AND SUBMISSION INFORMATION

### 4.1. PRE-APPLICATION CONFERENCE

A pre-application conference will be held as detailed below. All applicants are encouraged to attend.

|                                    |  |
|------------------------------------|--|
| Date:                              | 28 March 2024 at 11:00 am.   |
| Location:                          | Esho Shikhi Dhaka Office, Level 8, House 14, Road 137, Gulshan 1, Dhaka  |
| Confirmation:                      | An e-mail confirming attendance must be sent to <a href="mailto:eshoshikhi.procurement@winrock.org">eshoshikhi.procurement@winrock.org</a> by 26 March 2024. |
| Language Conference to be Held In: | English  |

### 4.2. TECHNICAL APPLICATION

Applicants will develop their applications based on their understanding of the program's needs, their prior institutional experience, and their determination of the approaches that would be feasible and successful. In all cases, applicants shall clearly explain the rationale for the proposed approaches chosen.

Submissions must clearly state the objectives and the expected results of the activity within the life of the funding period and define an implementation plan with a proposed time frame and budget. Ongoing monitoring and reporting of the funded activities will be the responsibility of the applicant. An Application Form template is provided in Annex B, Grant Application Form.

#### **4.3.COST APPLICATION**

Cost applications shall be submitted separately from the technical application. Applicants shall submit a summary and detailed budget in Microsoft Excel as detailed on Annex C with budget notes identifying how the applicant would allocate any grant funds received during the term of the potential agreement. The budget narrative as detailed on Annex D should explain and justify the need for the costs proposed in the budget. The narrative should help the reviewer understand why an item of cost is necessary and how it will be used to support the activity for which it will be incurred. The budget narrative should demonstrate the relationship between the proposed activities and the budget. Just as the technical application should reflect the applicant's understanding of the objectives and the proposed approach to achieve those objectives, the budget and the accompanying narrative should be realistic and show a similar understanding of the financial requirements of the proposed activities.

#### **4.4.COST-SHARE**

Cost-share is not required.

#### **4.5.SUBMISSION GUIDELINES**

All questions and other communications regarding this RFA should be submitted in writing to Esho Shikhi, [eshoshikhi.procurement@winrock.org](mailto:eshoshikhi.procurement@winrock.org). Written responses to questions will be made available to all applicants.

Applications must be submitted in English and may not be more than 10 pages, using Times New Roman, font size 12, single-spaced. The page limit does not include Annexes and CVs of proposed staff included as part of the application.

Applications (including a technical description, estimated budget, and supporting documentation) must be submitted electronically via email to [eshoshikhi.procurement@winrock.org](mailto:eshoshikhi.procurement@winrock.org) and should reference RFA-16994-2024-01 or by post/hand delivery addressed to the COP, Esho Shikhi Dhaka Office, Level 1, 7 & 8, House 14, Road 137, Gulshan 1, Dhaka. Applications must be submitted no later than the time and date indicated on the cover page.

Incomplete or late applications will be marked as such and will be ineligible for review or award; however, Winrock reserves the right to accept and include incomplete or late applications in the review and award process when it is considered within the best interest of Winrock to do so. Applications that are submitted late or incomplete run the risk of **not** being considered for review.

Applications may be withdrawn by written notice via email received at any time before an award is made. Applications may be withdrawn in person by an organization or its authorized representative if the representative's identity is known and the representative signs a receipt for the application before the award is made.

A complete submission, at a minimum, will include the following:

- A copy of the applicant's valid legal registration
- A completed and signed technical application.
- CVs for project personnel named Project Director, Focal Person, Head of Finance.
- A completed and signed budget application.
- Budget supporting documents, including the budget narrative, as applicable.

Add other specifics according to your requirements, e.g., audit reports or financial statements, organizational chart, and so on, or amend the above list to meet your specific needs.

Receipt time for electronic submissions is when the application is received by Winrock's Internet Server. Hand delivery and hardcopy paper submissions of the application will not be accepted after the stated time on the cover page. Please do not send files in ZIP format.

## SECTION 5: APPLICATION EVALUATION AND REVIEW PROCESS

### 5.1.MERIT REVIEW

The merit review criteria presented below have been tailored to the requirements of this RFA. A total of 100 points are possible for all components of the application. The relative importance of each criterion is indicated by approximate weight by points. Technical proposal will carry 70% weight and financial proposal will carry 30% weight.

In evaluating the applications, Winrock will examine overall merit and feasibility, as well as specific criteria relevant to each component, as elaborated below. Up to five awards will be made to the overall highest scores to the responsible applicant(s). Applicants should note that these criteria: (1) serve as the standard against which all applications will be evaluated, and (2) serve to identify the significant matters which applicants should address in their applications.

| Merit Review Criteria  | Points |
|--|--------|
| <b>1. Technical Approach</b> <ul style="list-style-type: none"> <li>• Comprehensiveness of proposal approach. Clarity and appropriateness of proposed activity.</li> <li>• Implementation plan and proposed timeline are realistic and include all proposed elements of activity.</li> <li>• Responsiveness to Scope of Work.</li> </ul> | 40     |
| <b>2. Organizational Capacity and Past Performance</b> <ul style="list-style-type: none"> <li>• Organizational, financial and technical capabilities and resources to implement this work</li> <li>• Previous successful experience implementing similar activities.</li> </ul>  | 15     |

|  |            |
|--|------------|
| <b>3. Key personnel qualifications and experience</b><br>A maximum of two CVs need to be attached. Head of Programs, staff responsible for programmatic aspects of the grant | 15         |
| <b>Technical Rating (out of 70 points)</b><br>(Passing score 70%)  | <b>70</b>  |
| <b>Financial Rating (out of 30 points)</b>   | <b>30</b>  |
| <b>Overall Rating</b>  | <b>100</b> |

## 5.2. REVIEW PROCESS

Technical applications will be reviewed and evaluated by an evaluation panel using the merit review criteria indicated above.

Winrock will evaluate the cost application of the applicant(s) under consideration for an award as a result of the merit criteria review to determine whether the costs are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.

Winrock will also consider (1) the extent of the applicant's understanding of the financial aspects of the program and the applicant's ability to perform the activities within the amount requested; (2) whether the applicant's plans will achieve the program objectives with reasonable economy and efficiency; and (3) whether any special conditions relating to costs should be included in the award.

It is anticipated that awards will be made within 45 days after the submission deadline, as stated on the cover page of this RFA. Final negotiations and awards will be managed by Winrock.

## SECTION 6: OTHER TERMS AND CONDITIONS

### 6.1. DISCLAIMERS

- The issuance of this solicitation does not commit Winrock to make an award to any prospective grantee responding to this solicitation. Prospective grantees will not be reimbursed for costs incurred in the preparation and submission of an application. Winrock reserves the right to reject any and all applications or to make an award without further discussion or negotiation.
- All awards will be negotiated, denominated, and funded in Bangladeshi Taka (BDT). All costs funded under the grant must be allowable, allocable, and reasonable.

### 6.2. CONFLICT OF INTEREST

Applicants must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review, or management of this RFA and anticipated grant. Failure to provide full and open disclosure may result in Winrock having to re-evaluate the selection of a potential applicant.

### 6.3. OTHER CONDITIONS

- Applicants must agree and be willing to sign and submit required certifications before a grant is issued.
- For those selected for a grant award, Winrock will conduct a pre-award risk assessment.

- Issuance of grant agreements will be subject to applicable prior written approval by Winrock funder, as needed.
- Applicants may only submit one application per prime organization under this RFA.
- Individuals are not eligible to receive funding under this solicitation.
- Applications must remain valid for at least 180 days.
- Application forms should be signed by an authorized agent of the applicant's organization.
- Applicants that submit applications that meet or exceed the evaluation criteria will be notified of the next steps in the application process.

Additionally, the following items cannot be purchased under the potential resultant grants:

- Any purchases or activities deemed unnecessary to accomplish grant purposes as determined by Winrock, including any grantee headquarters expenses that are not directly linked to the implementation of the proposed activities.
- Private ceremonies, parties, celebrations, or "representation" expenses
- Previous obligations and/or bad debts
- Expenses related to overtly religious purposes.
- Expenses intended to influence the outcome of elections or other political processes.
- Fines and/or penalties
- Creation of endowments
- Alcoholic beverages
- Real property (land, including land improvements, and structures thereto)

The following items are also ineligible or restricted under USAID-funded grants:

- Prohibited goods under USAID eligibility rules, including military equipment, surveillance equipment, commodities and services for support of police or other law enforcement activities, abortion equipment and services, luxury goods, and gambling equipment, and weather modification equipment.
- Restricted goods under USAID eligibility rules, such as agricultural commodities, motor vehicles, including motorcycles, pharmaceuticals, pesticides, used equipment, contraceptive products, USG-owned excess property, or fertilizer.
- Goods and services whose source and nationality are other than Geographic Code 937.
- Construction or infrastructure activities of any kind.

## SECTION 7: ANNEXES

- Annex A – Program Description
- Annex B – Grant Application Format
- Annex C – Budget format in Excel Sheet
- Annex D – Budget Narratives
- Annex E – Work plan template.
- Annex F - Geographical location.
- Annex G- FFATA Form for Subawards

## ANNEX A: PROGRAM DESCRIPTION

USAID's Esho Shikhi Project (Esho Shikhi), in partnership and collaboration with the Ministry of Primary and Mass Education (MoPME) and through the Directorate of Primary Education (DPE), is supporting the implementation of the country's Fourth Primary Education Development Program (PEDP4)<sup>1</sup>. The Esho Shikhi project focuses on developing the capacity of government primary school teachers to teach Bangla literacy. Esho Shikhi is led by Winrock International, with its two consortium partners.

### 1.2 OBJECTIVE AND PROGRAM DESCRIPTION

The overall objective of Esho Shikhi is to improve the Bangla reading skills of Grade 1 and Grade 2 students and develop them as independent readers. Fully integrated with the national education system, the project's four result areas include:

1. Learning Opportunities Increased
2. Enhanced Teaching Quality and Teaching Learning Materials to Improve Quality of Education in Selected Subject (Bangla)
3. Capacity of Field Level Mentors Strengthened to Deliver Quality Education
4. School Communities' Ability to Mitigate and Manage the Effects of Shocks and Stressors on Education Access and Quality Improved

These result areas directly contribute to selected sub-components of the Government of Bangladesh's PEDP4 that include:

- 1.2 Textbooks and Teaching-learning Materials
- 1.4 Teacher Education
- 1.5 Continuous Professional Development
- 1.6 Information, Communication, and Technology (ICT) in Education
- 2.7 Education in Emergencies and
- 2.8 Communication and Social mobilization.

Esho Shikhi's initiatives, including curriculum development, teacher training, and community engagement, will impact an estimated 2.3 million children in Government Primary Schools, helping them to develop their Bangla literacy skills and access quality education. Esho Shikhi provides support to 10,000 schools across 81 upazilas within 15 districts and 8 divisions. Details of schools for the purpose of site visits will be provided by Esho Shikhi following awards.

The main objective of this solicitation is to select potential grantees whose experience aligns with the proposed scope of work and the criteria outlined in Sections 3 and 5 below. The grantee will work to establish classroom reading corner (Reading corners means "There should be a designed bookshelf/book pocket chart attached or hanging in the wall"). by ensuring a variety of age-appropriate reading books for students, providing necessary furniture to display and protect books and materials, providing capacity development support to primary school teachers maintain well-functioning classroom reading corners, and informing the students about the management of the reading corners.

The grantees will provide technical and management support to establish classroom reading corners through Esho Shikhi coordination. The following are illustrative activities to achieve this objective:

1. Design appropriate book shelving for the classroom reading corners.
  - a. Free standing bookshelf with premium quality transparent plastic glass door with lock system. Need to share 3D design.
  - b. Suggested Size: Height 4”(feet) and length 4”(feet) with 4 shelves
  - c. Multi-color design suitable for Grade 1 and 2 students
  - d. Premium quality materials (solid wood/board, lock, screw, knob, chain, transparent plastic glass door etc) need to be used.
  - e. Must mention the specific details of material to be used for the bookshelves.
  - f. Provide materials sample.
  - g. May propose more than one options of costing based on different materials or design.
2. Facilitate the review and approval process of selected reading materials by relevant government departments for use in government primary schools under the guidance of Esho Shikhi.
3. Produce agreed number of book shelving for the classroom reading corners.
4. Include agreed number of selected approved reading materials.
5. Distribute the book shelving for the classroom reading corners and selected reading titles to all selected schools in Esho Shikhi intervention areas.
6. Produce a final project report.

The required deliverables during implementation are as follows:

- Completion of a workplan, in consultation with Esho Shikhi.
- Submission of the design for the reading corners.
- Submit the distribution plan along with the distribution materials (a sample copy).
- Submission of a summary of each activity, classroom reading corner completed report, including location and contact information for DPE, NCTB, and USAID, and activity reports should include pictures.
- The completion of a final report is due within 30 days of the end of the grant period. The final report must include all the classroom reading corner information.



## ANNEX B GRANT APPLICATION FORM

| GRANTEE INFORMATION  |                |                              |
|--|----------------|------------------------------|
| Name of Applicant  |                |                              |
| Address  |                |                              |
| Name of Applicant's Authorized Representative  |                |                              |
| E-mail Address   |                |                              |
| UEI Number   |                |                              |
| VAT Number, if applicable  |                |                              |
| Phone Number   |                |                              |
| GRANT INFORMATION  |                |                              |
| Grant Name   |                |                              |
| Location Where Activity will be Performed  |                |                              |
| Period of Performance  |                |                              |
| <b>BUDGET SUMMARY</b> <i>(Please note that a detailed budget must be included in the submission)</i>   |                |                              |
|  | Local Currency | USD                          |
| Amount Requested   |                |                              |
| Cost-share amount  |                |                              |
| Total Budget   |                |                              |
| <b>KEY PERSONNEL</b> <i>(Please list key personnel and short description: e.g. Project Manager, Technical Lead.)</i>   |                |                              |
| Name   | Title          | Description                  |
|  |                |                              |
|  |                |                              |
|  |                |                              |
|  |                |                              |
| <b>APPLICANT CAPABILITY AND PAST PERFORMANCE</b> <i>(Please provide a brief narrative describing your organization's mission and primary activities, and also list annual income over the past three years along with main financial contributors/funders)</i> |                |                              |
| Organizational Background Narrative  |                |                              |
|  |                |                              |
| Organizational Capacity  |                |                              |
| Year   | Annual Income  | Financial Contributor/Funder |
|  |                |                              |
|  |                |                              |
|  |                |                              |

**PAST PERFORMANCE** *(Please describe three major projects in which your organization was involved in the past two years, which show the organizations expertise and ability to meet the goals of the proposed grant.)*

|  |  |
|--|--|
| <b>First Project (if applicable)</b>     |  |
| Project Title                            |  |
| Period of Performance                    |  |
| Location                                 |  |
| Role of Organization (leader or partner) |  |
| Project Objectives                       |  |
| Project Results                          |  |
| Total Budget                             |  |
| Funding Source and Contact Information   |  |
| <b>Second Project (if applicable)</b>    |  |
| Project Title                            |  |
| Period of Performance                    |  |
| Location                                 |  |
| Role of Organization (leader or partner) |  |
| Project Objectives                       |  |
| Project Results                          |  |
| Total Budget                             |  |
| Funding Source and Contact Information   |  |

**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  |  |

**PROGRAM DESCRIPTION:**

**Background** *(Please provide a brief and necessary background information on the issues and the problems that the proposed grant will address.)*

**Goals and Objectives** *(Please state the goal and its corresponding objectives to address the problems identified above.)*

**Goal:**

- Objective 1
- Objective 2
- Objective 3

**Summary** *(Please provide a brief summary of the proposed grant including objectives and outcomes.)*

**Technical Approach/Strategy**

**Activities** *(Please provide a detailed description of all the activities to achieve each objective. Explain the logical connection between the proposed activities and the fulfillment of objectives.)*

**Expected Outcomes and Targets/Deliverables Narrative** *(What are the expected results that the project will bring about? Please describe how data will be gathered and analyzed, and how performance will be monitored, measured, and reported.)*

|  |
|--|
|  |
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|  |
|--|
| <p><b>Beneficiaries</b> <i>(Please describe the type and number of beneficiaries.)</i></p>   |
|  |
| <p><b>Project Work-Plan and Timeline</b> <i>(Please provide a summary narrative of the work-plan and timeline in addition to attaching a copy of the proposed work-plan table. Include a description of how the project will be managed and operated administratively; for example, which staff will perform certain tasks.)</i></p>       |
|  |
| <p><b>Sustainability</b> <i>(Please describe the measures you will take to ensure sustainability after the end of the grant agreement e.g. capacity building, institutionalization, etc. Please also describe how the organization will allocate its time and manage its existing commitments while also performing this project.)</i></p> |
|  |

- Annex C – Budget format in Excel Sheet (Separate attachment)
- Annex D – Budget Narratives (will provide by potential grantees based on cost proposal)
- Annex E – Work plan template.

Total duration of this activity will be determined with the consultation MOPME/DPE and not to exceed three months after awarding and contract signing, but this may vary depending on the requirements and unavoidable circumstances.

| Activity | Estimated Time Frame (after contract signing) |
|----------|---|
|          | By 1 <sup>st</sup> month                      |
|          | By 1 <sup>st</sup> month                      |
|          | By 1 <sup>st</sup> month                      |
|          | By 2 <sup>nd</sup> and 3 <sup>rd</sup> month  |

|  |                          |
|--|--------------------------|
|  | By 3 <sup>rd</sup> month |
|--|--------------------------|

**Annex F - Geographical location.**

Please see the below tentative location for classroom reading corners:

| District    | Upazila       |
|-------------|---------------|
| Bhola       | Borhanuddin   |
|             | Char-Fasson   |
|             | Manpura       |
| Cox's Bazar | Maheshkhali   |
| Gaibandha   | Fulchhari     |
|             | Saghata       |
|             | Shadullapur   |
|             | Sundorganj    |
| Kurigram    | Bhurungamari  |
|             | Char Rajibpur |
|             | Chilmari      |
|             | Nageshwari    |
|             | Phulbari      |

**Annex G- FFATA Form for Subawards**

**FFATA CERTIFICATION FOR SUBAWARD REPORTING**

|                        |  |
|------------------------|--|
| <b>COMPANY NAME:</b>   |  |
| <b>ADDRESS:</b>        |  |
| <b>CITY/STATE/ZIP:</b> |  |
| <b>COUNTY:</b>         |  |
| <b>COUNTRY:</b>        |  |
| <b>UEI NUMBER:</b>     |  |

**Section A.**

Under the Federal Funding Accountability and Transparency Act (FFATA) or Transparency Act, Winrock, as prime awardee of U.S. federal government awards, must collect DUNS numbers for all subrecipients to be publicly available on a website. The second part of the provision requires Winrock to report the sub recipient’s compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Subaward Report System (FSRS) subject to the following criteria:

- The subrecipient must have generated at least 80 percent of its overall revenue in the preceding fiscal year from U.S. federal government contracts; AND
- The subrecipient must have generated at least USD 25 million in annual gross revenue in the preceding fiscal from U.S. federal government contracts; AND
- The subrecipient *must not* already publicly report executive compensation levels to either the Internal Revenue Service (IRS) or Securities and Exchange Commission (SEC) as mandated by the subcontractor’s status as a non-profit organization or publicly-traded company, respectively.

If any of the above *does not* apply to your firm, then Winrock is exempt from reporting your executive compensation and you need not provide such information to Winrock. Please skip to Section C to certify your status as exempt from reporting executive compensation levels.

**Section B.**

If all of the criteria listed in Section A are true of your firm, then Winrock is required to report the full compensation of your firm’s five most highly compensated executives including, but not limited to: salary, stock options, benefits, and fringe. This information must be attested to by an employee at the Chief Financial Officer level or higher and will be made public at <http://www.fsr.gov>.

|                    |  |
|--------------------|--|
| Employee Name:     |  |
| Full Compensation: |  |

|                    |  |
|--------------------|--|
| Employee Name:     |  |
| Full Compensation: |  |

|                    |  |
|--------------------|--|
| Employee Name:     |  |
| Full Compensation: |  |

|                    |  |
|--------------------|--|
| Employee Name:     |  |
| Full Compensation: |  |

|                    |  |
|--------------------|--|
| Employee Name:     |  |
| Full Compensation: |  |

|                                    |  |
|------------------------------------|--|
| Name:                              |  |
| Position:                          |  |
| Date:                              |  |
| Duly Authorized Company Signatory: |  |

**Section C.**

If you are exempt, please certify to your exemption below.

I hereby certify that *Enter name* is exempt from reporting executive compensation under Reporting Subawards and Executive Compensation provision (October 2010) for the following reason(s) (check all that apply).

- The subrecipient did not generate at least 80 percent of its overall revenue from U.S. federal government contracts in the preceding fiscal year.
- The subrecipient did not generate at least USD 25 million of annual gross revenue from U.S. federal government contracts in the preceding fiscal year.
- The subrecipient already publicly reports executive compensation levels to:
  - Internal Revenue Service (IRS)
  - Securities and Exchange Commission (SEC)

|                                    |  |
|------------------------------------|--|
| Name:                              |  |
| Position:                          |  |
| Date:                              |  |
| Duly Authorized Company Signatory: |  |

Attachments: *Include any necessary attachments in support of your application.*