Please submit your application in the following format. There is a page limit of 25 single-spaced typed pages, not including the cover letter, budget or attachments. Please use Times New Roman 11 pt. font with one inch margins. Failure to submit an application in the following format may result in a disqualification of the application.

**Cover Page**

|  |  |  |
| --- | --- | --- |
| **Date:** | **Name of Applicant (Organization name):**  **DUNS Number (if available):** | **Address:** |
| **Contact Person:** | **Phone:** | **E-mail:** |
| **Name/Title of Proposed Project:** | | **Estimated Budget:** |

“We, the undersigned, hereby submit this Grant application to BADGE for review and consideration. We have materially participated in its preparation. To the best of our knowledge, all information provided is current, complete, and accurate and based on the need to efficiently and effectively meet the needs of the target population.”

Signature: Date:

Name and Designation:

**List of Annexes:**

1. Completed Grant Application in the prescribed form [MS Word]
2. Budget in the prescribed form [MS Excel]
3. Required Certifications, signed by the authorized person [Scanned/PDF]
4. Copy of DUNS Registration Certificate, if applicable
5. CVs/Resume of Key Personnel
6. Copy of the up-to-date Certificate of Incorporation/Legal Registration
7. Copy of Policies Manuals [financial, travel, office operations, procurement, and HR]
8. Copy of most recent annual report including financial audit

## Grant Application Form–TECHNICAL Section

1. **Table of Contents** [listing all page numbers and attachments].
2. **Executive Summary**; [Please provide executive summary in this section]
3. **Problem Statement** [Identified problem(s), problem analysis, and its root causes].
4. **Description of the Project** [The technical approach must include a clear description of the approach and the general strategy (i.e., methodology and techniques) being proposed and explain how the approach is expected to achieve the proposed objectives, identify potential obstacles and solutions, and anticipated benefits to the targeted beneficiaries. Applicants are encouraged to propose innovative programs designed to reach the desired outcomes/results, and sustainability of project results. The roles and responsibilities of all proposed partner organizations must be clearly identified.].
5. **Goal, objectives, and indicators** [Use a format stating project goal, measurable objectives, indicators, and expected results will be achieved].
6. **Organizational Capacity**; [Please provide organizational capacity; Financial management and administrative capacity, technical capacity and technological capacity, human resources capacity, capacity to follow USAID financial guidelines, any other capacity which represents the organizational capacity]
7. **Past Performance** on similar projects [Relevance of staff skills to the proposed program; experience in geographic region;].
8. **Youth, Gender and Social inclusion strategy,** [please include youth, gender, and social inclusion plan in this proposed activity].
9. **Environmental Mitigation Plan:** [please explain if there is any impact on environment, and if any what is the mitigation plan]
10. **Cost Sharing** [please describe here if any part of the proposed activity cost you want to share in this proposed activity]
11. **Description of funding from other donors** [please provide a list here if you have previously received any funding from any donor for what type of support]

**Attachments:**

* 1. **Resumes for Key Personnel**.
  2. Table with three columns (name, proposed title/designation, brief paragraph on degrees, experience, knowledge, skills and expertise), and separate rows for all proposed staff

|  |  |  |
| --- | --- | --- |
| **Name of Proposed Staff** | **Proposed Title/Designation** | **Profile (brief paragraph on degrees, experience, knowledge, skills and expertise)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. **Summary Budget** [Please provide summary budget in the SUMMARY OF BUDGET SECTION and a detailed budget in separate MS Excel template as Attachment B].
  2. **Implementation Schedule** [please provide implementation schedule in the table below in the section IMPLEMENTATION SCHEDULE]
  3. **Milestone and Deliverables Matrix** [please provide in the table below]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone #** | **Milestone [Qualitative and Quantitative Deliverables]** | **Description [Means/ Evidence of verification of Milestone Completion]** | **Due Date** | **Amount (BDT)** |
| *Milestone #* | *Include a practical deliverable that demonstrates progress on your activity plan. This must be something payment can be tied to.* | *Describe the deliverable in detail* | *What month do you expect to submit the deliverable* | *Total amount to be paid for the deliverable. This should be proportional to the effort taken to develop it. The total should be equal to the total budget given in the Budget Spreadsheet.* |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
|  | **Total (BDT)** |  |  | **0.00** |

* 1. **Signed Certifications** [please sign and submit the Attachment C]

## 

**Grant Application Form–Implementation Schedule**

This is to be filled out with the goal, each objective below that goal, the activities corresponding to the objectives, the anticipated results, and time to implement the activities. [Note: Create rows as many requires; can be used multiple page if needed]

|  |  |  |  |
| --- | --- | --- | --- |
| **Goal(s)** | **Objective(s)** | **Activities/Sub-activities associated with the proposal** | **Anticipated Results/ Outputs** |
| M1 | M2 | M3 | M4 | M5 | M6 | M7 | M8 | M9 | M  10 | M  11 | M  12 |
| 1. | 1.a |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.b |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.c |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. | 2.a |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.b |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.c |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. | 3.a |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.b |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.c |  |  |  |  |  |  |  |  |  |  |  |  |  |

## Grant Application Form–SUMMARY OF Budget Section

Grantees must provide detailed, per activity budget using the following format (in **Attachment-B** in MS Excel for those with access to computer).

The Budget Section consists of the following parts:

1. Total budget showing a breakdown of costs;
2. Project costs should be broken down by what amount BADGE will fund, and what amount your organization will fund;
3. Budget Notes – Use the “notes” column to provide guidance; and
4. Indirect Costs and/or Profit cannot be included in the budget
5. Under the BADGE Grants Program profits are not allowed, and BADGE is Value Added Tax (VAT) exempted as per national board of revenue (NBR) of Bangladesh government*.* ***Therefore, VAT should not be included in the budget.***

##### Detailed Budget – Use Local Currency (in Bangladeshi Taka)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget Line Item | Costs Shared by BADGE **Project**  (A) | Costs shared by **[Grantee]**  (B) | TOTAL  **(BDT)**  (A+B) | **Notes** |
| 1. Personnel/labor |  |  |  |  |
| 1. Equipment and Furniture |  |  |  |  |
| 1. Travel & Per Diem |  |  |  |  |
| 1. Program Activity Cost (Services/training/workshop) |  |  |  |  |
| 1. Other Direct Costs (if applicable) |  |  |  |  |
| TOTAL BUDGET |  |  |  |  |

## gRANT aPPLICATION–description of Budget Line Items

Please provide proposed detailed activity budget in the **Attachment B: Detailed Activity Budget** excel file. The **Attachment B** contains three worksheets; worksheet “Detailed Activity Budget” is to provide detailed activity budget, worksheet “Milestones” is to provide list of milestones and deliverables to be achieved, and worksheet “Budget instructions” is budget instruction.