

Attachment 1

Micro Grant Application Narrative Template

The Application should not exceed six (6) pages in length (not including the detailed budget and budget narrative). **Longer applications will not be reviewed.** Basic formatting requirements are:

1. The Application must be in English.
2. It must be typed in a Microsoft Word compatible program, single spaced with a 12-point Times New Roman font.
3. It must have one inch (or 2.5 centimeter) margins on all sides of the paper and printed on A4 or 8 ½ x 11 inch paper.
4. Page numbers, the RFA number (RFA: SC-IDEAL-MG-RFA-2019-01) and the name of the applicant organization must appear on each and every page.
5. It must be sent by electronic submission only, in a single sided format.

A. GENERAL INFORMATION (not to exceed 1/2 page)

1. Name of Organization:
2. Name of Main Contact:
3. Main Contact Title:
4. Complete Office Address:
5. Telephone:
6. Fax:
7. Email:
8. Name and Title of Authorizing Signatory:
9. Start Date:
10. End Date:
11. Total Micro Grants Funds requested (in local currency and US\$):

B. APPLICANT BACKGROUND (not to exceed 1/2 page; 5 points)

To receive a full score of 5 points, the applicant will have:

1. Experience working in food security and/or nutrition, preferably with FFP-funded development and emergency food assistance programs

2. A mission, objectives and orientation that are in line with proposed activities
3. Relevant experience within the past three years and capacity in the activity proposed

C. CONTRIBUTION TO IDEAL ACTIVITY OBJECTIVES (not to exceed 1 ½ pages; 35 points)

IDEAL Strategic Objectives and Program Goals can be found in the RFA.

To receive a full score of 35 points, the application must satisfy the following:

1. The project positively contributes to the food security and nutrition knowledge base or skill capacity either locally, nationally, or regionally
2. Directly addresses at least one IDEAL content focus area, as described in the [IDEAL RFA](#)
3. Describe how the project results in learning relevant to multiple implementers in multiple countries
4. Demonstrate innovation and creativity, such as testing promotion of a practice in a new way or new for context

D. PROJECT DESCRIPTION (not to exceed 3 pages; 30 points)

To receive a full score of 30 points, the applicant will:

1. State the project’s overall goal(s) and objectives, explaining how the objectives contribute to the goal(s)
2. Describe what interventions/activities will be implemented during the project, how and by whom; demonstrates that each major objective/deliverable/milestone can be achieved within the proposed timeline
3. Provide in table format clear and well-defined deliverables and due dates that can be used as milestones on which fixed payments will be based
4. Describe how the final results and products will be utilized by the staff involved in this project, how it will be further rolled out within the organization, and the expected organizational benefits once the project is complete

EXAMPLE:

Milestone	Documentation submitted to verify completion	Due Date
Finalize training agenda, tools and presentation	Training tools, agenda and PowerPoint Presentation	June 1, 2020
Conduct a training workshops in Region and provide a manual for each participant	List training participants, photos from training and training evaluation scores	August 1, 2020
Completion of training activities and dissemination plan	IDEAL Final Report	October 1, 2020

E. QUALITY ASSURANCE, DOCUMENTATION AND APPLICATION (not to exceed 1 page; 20 points)

To receive a full score of 20 points, the applicant will:

1. Describe the process that will be used to ensure proposed activity's technical quality
2. Describe how the proposed project or activity will be documented to capture changes and learning in food security programming.
3. Provide a clear and strategic plan for 1) disseminating and 2) facilitating the application of all knowledge end products from the award with multiple implementers, communities of practice or other key food and nutrition security stakeholders

F. DETAILED BUDGET AND BUDGET NARRATIVE (Attachments 2 and 3; 10 points)

To receive a full score of 10, the applicant must ensure costs in budget are detailed, justified, reasonable for the objectives, allowable by USAID and allocable:

1. Detailed Budget (Attachment 2)

Please use the Detailed Budget Template to develop a detailed budget reflecting all proposed costs for the project

2. Budget Narrative (Attachment 3)

The budget narrative should include:

- A description of each item of cost, including why each of the items is necessary to carry out project activities
- Indicate how the unit cost for each item was determined (estimate, purchasing history, quote, etc.)

3. Unallowable Costs

In addition to any costs deemed unallowable in 2 CFR 200 subpart E, the following costs are considered unallowable under this Micro Grants RFA:

- Salaries of personnel, supplies, facilities rental, financial administration and other costs **that are not directly related** to implementing the project activities
- Purchase of motor vehicles, office equipment or furniture
- Construction or physical improvement of offices/facilities
- Purchase of alcoholic beverages
- International travel **that is not directly related** to implementing the project activities
- Regional travel **that is not directly related** to implementing the project activities
- Capital equipment
- Government personnel (either full or partial salaries)
- Any other costs that is not reasonable, realistic allocable and/or allowable