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**Resilience Learning Activity (RLA)**

**Grant Application Template**

**I. APPLICANT INFORMATION**

1. **Name of organization:**

*(****Please include organization physical location address****)*

1. **Organization PIN number:**
2. **Organization registration number:**

***(Attach registration document****)*

1. **Unique Entity ID (UEI):**

***(USAID 12-digit unique entity identifier number acquired via Sam.gov)***

1. **Contacts *(fill in below):***

Grant Signatory *(Name, Position, Email and Telephone):*

Name:

Position:

Email:

Tel:

Main Technical Contact *(Name, Position, Email and Telephone):*

Name:

Position:

Email:

Tel:

Main Financial Contact *(Name, Position, Email and Telephone):*

Name:

Position:

Email:

Tel:

**II. ORGANIZATIONAL BACKGROUND**

*(Provide a brief background of your organization and any relevant information related to this activity)*

**III. PROJECT INFORMATION**

**1. Grant title:**

**2.** **Grant location** *(city, county):*

**3. Grant duration** *(# of months):*

**4. Estimated budget** *(total amount in KES):*

**IV. PROJECT DESCRIPTION**

*The Project Description – including: (1) Statement of Opportunity, (2) Theory of Change, (3) Statement on Gender Consideration (4) Objectives and Activities, (5) Learning Goal, (6) M&E, (7) Implementation Plan (8) Branding and Marking;*

1. **Statement of Opportunity**

(*Please provide a* ***summary*** *of the specific opportunity, challenge or gap that this specific grant addresses, with specific emphasis on how the activity will build resilience to future shocks in the region)*

1. **Theory of Change (ToC)**

*(Example of a ToC statement =* ***IF*** *we support local engagement and well networked mechanisms for women, THEN they will participate more actively in building resilience in their community, BECAUSE increased engagement opportunities will lead to more active resilience roles for women.)*

1. **Statement on Gender Consideration**

(*Please provide a* ***summary*** *of the specific opportunity, challenge or gap on gender as it pertains to resilience)*

1. **Objectives and Activities**

(*Please list the Objectives. List every activity, in chronological order, that this grant will undertake. Each activity must appear in the budget template, along with detailed costs).*

1. **Learning Goals**

What is/are your organizational learning goal/s?

1. **Monitoring and Evaluation (M&E)**

(RLA *respects that each organization has its own approach to Monitoring and Evaluation (M&E). Kindly provide a brief statement on how your organization plans to monitor and evaluate the success of this work.)*

**Implementation Plan:** Provide a Gantt chart indicating the sequence of deliverables/activities that will be undertaken and their timelines

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Event**  **#** | **ACTIVITIES** |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Branding and Marking Plan**

**a)** All materials produced under this Grant (written, graphic, film, magnetic tape, or otherwise) shall remain the property of RLA. Except as otherwise provided in the terms and conditions of this Grant, the author or the Grantee is free to copyright any books, publications, or other copyrightable materials developed in the course of or under this Grant, but USAID reserves a royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for other purposes. The rights and duties provided for in this paragraph shall continue, notwithstanding the termination of the Grant or the execution of its other provisions.

**b)** Counties Activity Logo and Positioning

* No logo will be developed to identify this program.
* All projects, activities, public communications, or commodities implemented or delivered under this Activity will be branded and marked with the USAID logo. USAID logo will be in the top or bottom left, with a preference on the top left.
* Co-branding with the government will be considered when appropriate and desirable. Logos should be of the same size and prominence.
* The tagline, “From the American People,” will be prominent on materials and communications (and translated into local languages as appropriate).

**c)** Studies, reports, publications, and all information and promotion products not authored, reviewed, or edited by USAID will contain the following provision:

* This study/report/audio/visual/other information/media product (specify) is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of ACDI/VOCA and do not necessarily reflect the views of USAID or the United States Government.

**d)** All programs, projects, activities, public communications, and commodities partially or fully funded by USAID must be marked appropriately overseas with the USAID Identity. As a condition of receipt of this Grant, marking with the USAID Identity of a size and prominence equivalent to or greater than other donors or third parties is required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items to be marked** | | | | |
| Item Description | Type of Marking | Materials to be Used | When Marking Will Occur | Marking Placement |
| Orientation meetings | Branded USAID identity | Signboards or banners made with durable materials | Expected in Project Q1 | USAID logo in upper or lower left |
| Program pamphlets, fact sheets, project flyers, PPT presentations and other printed material | Branded USAID identity | A4 and standard letter-sized paper, PPT software (or equivalent) | Expected in Project Q1 and update throughout life of project | USAID logo in upper or lower left |
| Activity deliverables (reports, workplans etc.) | Branded USAID identity | A4 and standard letter-sized paper | Throughout life of project | USAID logo in upper or lower left |
| Events, event signs, banners, and exhibition booths | Branded USAID identity | Training materials; certificates and handouts | Throughout life of project | The USAID logo will be visible at all events (including trainings, conferences, press conferences, seminars, briefings, exhibitions, fairs, workshops, etc.); located on banners and exhibition booths.  If a podium is used for an event, the Project logo will be placed on the podium.  Bags, folders, notebooks, and pens will carry the USAID logo (left) and Tufts University logo (right).  All handouts associated with events (including invitations) will feature the USAID identity and Project logo prominently. |
| Audio or Videos | Branded USAID identity |  | Expected in Project Y2 | USAID will be included at the beginning of the video and again at the end. |
| Mass distribution communication | Branded USAID identity | E-mail and distribution software such as Constant Contact | Throughout life of project | USAID will be included, and e-mail will be sent from @resiliencelearning.org |
| Press releases | Branded USAID identity | A4 and standard letter-sized paper | Throughout life of project | USAID logo in upper or lower left |
| Success stories | Branded USAID identity | E-mail, | Quarterly (submitted with quarterly progress reports | USAID logo in upper or lower left |

**V. PROJECT TEAM**

*(Please list all project team members, including their position, role in the project and a short description of their assigned responsibilities. Please note that the inserted positions are key in the delivery of this assignment (insert any other roles as necessary).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name, Surname** | **Position** | **Role/Title** | **Description of Duties** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

**VI. PAST PERFORMANCE**

(1) Past Performance

*(Please describe 3 projects in which your organization was involved over the past 3 years. Please try and share examples that are related to the type of work being proposed under this grant.)*

|  |  |
| --- | --- |
| Project title |  |
| Duration (months) |  |
| Year |  |
| Location |  |
| Role of your organization *(leader, partner)* |  |
| Project purpose/objective |  |
| Total budget (USD) |  |
| Funding sources and types of funding – i.e. grants, contract, etc. *Please include contact information for funding sources.* |  |

|  |  |
| --- | --- |
| Project title |  |
| Duration (months) |  |
| Year |  |
| Location |  |
| Role of your organization *(leader, partner)* |  |
| Project purpose/objective |  |
| Total budget (USD) |  |
| Funding sources and types of funding – i.e. grants, contract, etc. *Please include contact information for funding sources.* |  |

|  |  |
| --- | --- |
| Project title |  |
| Duration (months) |  |
| Year |  |
| Location |  |
| Role of your organization *(leader, partner)* |  |
| Project purpose/objective |  |
| Total budget (USD) |  |
| Funding sources and types of funding – i.e. grants, contract, etc. *Please include contact information for funding sources.* |  |

**VII. 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, Surname: |  |
| Position: |  |
| Signature and Stamp: |  |
| Date and Place: |  |