**ATTACHMENT A**

**TECHNICAL APPLICATION FORM – RFA No: RFA No: IIAF-RFA-002-2024**

Organizations must complete the following form and attach any required annexesand submit to ftfring\_grants@abtassoc.com Forms are due by May 15, 2024

1. **Cover Letter:** Please complete, sign, and date the following section as your Cover Letter. Alternately, you may attach a separate cover letter of no more than one page which includes all of the following information.

|  |  |
| --- | --- |
| Legal Name of Organization: |  |
| Mailing Address: |  |
| Physical Address (if different from above): |  |
| Contact Name and Title: |  |
| Email: |  |
| Telephone: |  |
| Tax ID #:  |  |
| *Sam.gov Unique Identifier (UEI)* |  |
| Website: |  |
| Region Covered by this Application (*select only one*): | [ ]  Northern District[ ]  North East District[ ]  Upper East District[ ] Upper West District |
| Are you submitting applications for more than one District? | [ ]  Yes[ ]  No  |
| Name of the District you are applying for |  |
| Organization Profile and Mission: |
| Brief Summary of application:Please briefly describe the activities you propose to undertake, as well as the intended outcomes. |
| Total funding requested (in cedi): |
| Signature:Name:Title:Date:  |

1. **Proposed Grant Intervention:**
2. Project Description (no more than 3 pages):

Describe the proposed grant activities and overarching program elements, such as the objective of the grant and project indicators as shown in the solicitation document, or how the proposed activities will contribute to these objectives; results and indicators for measuring results, intended beneficiaries, and plans for disseminating activity deliverables. Outline how the proposed elements will support progress toward organizational sustainability.

*Please ensure that the following elements are included or addressed:*

* *How many beneficiaries will be reached through each activity or intervention?*
* *Describe the activities included under each proposed intervention*
* *Describe the time required for implementing the activity or intervention and the anticipated completion date*
1. Implementation Plan (Annex – 1 page)

Please attach a Gantt chart of planned activities and a timeline for their completion, with a brief description

1. Monitoring & Evaluation (2 paragraphs):

Please describe the monitoring and evaluation methods to be implemented as well as the tools used to measure and evaluate the program activities, targets, and results. *NOTE: A formal M&E Plan may be required once an award decision has been made, depending on the nature of the activities to be performed.*

1. Experience and Capacity (1 page, plus annex):

Please list previous and ongoing experience implementing similar activities.

**CERTIFICATION**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereby certify that this application is current, complete and accurate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Authorized Signatory

**ANNEXES** *(do not count towards page limitations)***:**

1. Copy of official registration