

## ***Annex A-3 Application Form for Program Development Grants***

***(Applicant should refer to the Evaluation Criteria in Annex A-5a when developing the application.)***

Grants Manager  
Aqaba Community and Economic Development Program  
P.O. Box 2494  
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### **Subject: Grant Application for Program Development Grant**

**1. Date of this application:** \_\_\_\_\_

#### **2. Contact information about our organization**

- a. Name \_\_\_\_\_
- b. Mailing Address \_\_\_\_\_
- c. Street Address (if available) \_\_\_\_\_
- d. Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_
- e. Organization Contact Person \_\_\_\_\_

#### **3. Organizational Information Related to Eligibility**

- a. Year Established \_\_\_\_\_
- b. Type of Organization:  For Profit       Not for Profit
- c. Legal Status (choose only one):
- Private or public shareholding company, whether for-profit or not-for-profit, that have company objectives that are consistent with the broad objectives of Aqaba Community and Economic Development Program and the specific objectives of the Aqaba Community and Economic Development Program component recommending the grant for approval, or
  - Non-Government Organizations (NGOs), professional organizations, research institutions, and other institutions that have organizational objectives those are consistent with the broad objectives of Aqaba Community and Economic Development Program and the specific objectives of the Aqaba Community and Economic Development Program component recommending the grant for approval.
  - Other (if other, use the following space to clarify):  
\_\_\_\_\_  
\_\_\_\_\_
- d. In order to demonstrate our organization's eligibility, we have attached (choose all that apply):

- A copy of our organization’s formal registration as evidence of the above selected legal status;
- One or more copies of board of directors resolutions, strategic plans (overall long-range plan for beneficiary’s organization) or other documentation indicating our organization’s managerial commitment to implementing objectives that are consistent with the broad objectives of Aqaba Community and Economic Development Program and the specific objectives of the Aqaba Community and Economic Development Program component recommending the grant for approval;
- A memo signed by the Chairman of our board certifying all of the following:
  - That our organization has received a copy of the Aqaba Community and Economic Development Program’s Grant Beneficiary Handbook and that our organization’s board and senior management have read and understood its contents;
  - That our organization has not received any Aqaba Community and Economic Development Program funding to prepare this Application;
  - That our organization has no advances from USAID or its contractors which have been outstanding and unliquidated for longer than 90 days, and that our organization has no grant completion report required under a grant from USAID or a USAID contractor which is more than 30 days past due.
  - That there exists no condition within our organization or with respect to our organization’s management which renders the organization ineligible for a grant directly or indirectly funded by USAID.
  - That the proposed period of funding requested in the application does not exceed the life of Aqaba Community and Economic Development Program and does not exceed 360 days (or a longer period as may be approved by the USAID CTO not to exceed one year) or the value of \$200,000.

**4. Statistical and other Information**

- a. Our members pay dues on the following basis (choose only one if applicable):  
 Voluntary     Mandated by law or regulation     Other (specify):
- b. Fiscal Year end: \_\_\_\_\_ (for your accounting purposes)
- c. We have an accounting system in place  Yes  No Our system is computerized:  
 Yes  No
- d. Ownership/leadership of the organization  Male     Female
- e. Our total membership (if applicable) is: \_\_\_\_\_ members (male/female)
- f. As of the above date of application, the number of our members (if applicable) who have fully paid their annual dues for this year is: \_\_\_\_\_ members
- g. Our organization chart is attached     Yes     No

**5. Benchmark Descriptions and Business Plans**

This application is for a (choose only one):  Program Development Grant

If this is an application for a Program Development Grant, we have attached as Appendix A hereto the organizational Business Plan that our organization is currently implementing and that we have or will have the financial resources to fully fund our contribution to the overall cost of the proposed activities.

Attached to the business plan are additional items such as CVs, job descriptions, and a detailed human resources plan.

## **6. Narrative Description of Proposed Activity or Organizational Development Requirement**

Attached is an Appendix B concisely and accurately describing the following:

- Our proposed activities in detail and why Aqaba Community and Economic Development Program support is needed
- A list of the three main objectives of our proposed activities
- Our main practical outcomes/results of the proposed activities
- A description of how our proposed activities will be organized, and in doing so, stating precisely what will happen, when it will happen, and the methods we will use to achieve the intended outcomes;
- A description of what steps have been taken to plan and prepare the proposed activities
- A description of where the proposed activities will take place
- A description of who will benefit from the proposed activities and in doing so, indicating how many will individuals benefit and in what ways they will benefit;
- A description of our organization's unique ability to manage this program and what relevant resources (materials, talents, partners, etc.) are available to our organization;
- A gender statement including how males and females will benefit from the proposed program;
- A description of the sustainability through the proposed activities,
- A description of how the success of our proposed activities, in accordance with the objectives of the proposed activities, can be quantitatively measured;
- A description of the nature of any outside advisors or consultants for program implementation, training, commodities or other assistance that will be necessary for the success of the proposed activities and why they are required.
- What we believe to be innovative about the proposed activities and the potential for lessons to be learned which be of value to economic stability of Jordan;
- A description, if applicable, of how the proposed activities are useful in stimulating greater investment in Jordan and assisting the Jordanian business to become more globally competitive.

## **7. Programmed Grant Expenditure Schedule**

Attached is Appendix C containing the total amount of expenditures anticipated for a one-month period during the grant schedule. These expenditures are based on real budget figures and represent our best effort to estimate actual costs.

## **8. Proposed Activity Budget**

Attached is Appendix D containing the detailed budget for our proposed activities and includes a budget summary sheet. We understand that it will be revisited quarterly and revised if necessary (subject to GEC and Component Leader approval). Should the GEC choose to approve a budget revision, it is not subject to formal modification.

**Note #1** – The Aqaba Community and Economic Development Program will carefully review the assumptions and associated costs related to your proposed activity so please take time to prepare a thorough and complete budget. A well-prepared budget should clearly support and complement the work plan you described in paragraph 6 above. Sufficient detail should be provided so that someone who is not familiar with your organization can easily understand how you arrived at the budgeted amounts. Keep in mind that proposals will be judged in terms of cost effectiveness so be careful not to neither inflate your costs nor include items that are not necessary for the success of your Program. If possible, please use the general and detailed categories listed below. All costs should be budgeted in Jordanian Dinar (JD).

**Note #2 - Matching or cost-share:** All proposal budgets must include at a minimum a 10 percent match (co-funding) or cost-share. This means that the organization is also supporting the proposed activities with its own or another donor's resources. For example if the total activity will require \$30,000 of allowable costs, Aqaba Community and Economic Development Program will fund up to 90%, or \$27,000. The remaining \$3,000 should be met by the organization. Matching (co-funding) generally refers to funds used from other donors to pay for program related activities, whereas cost-share refers to either payments from the organization's own funds or the fair value of contributions in-kind, such as space, equipment, the value of volunteers or staff time, etc. Please provide details in the budget notes to support the amounts you have identified as matching or cost-share.

**Note #3 - Budget categories for Program Development Grants:** Please group your detailed expenditures in the following general categories for the summary page of your budget. You may not need to use all of the categories:

- Personnel
- Travel and transportation
- Equipment
- Training & technical assistance
- Program activity costs
- Other direct costs
- Indirect costs (if audited indirect rates are available only)

The following detailed descriptive categories are suggested as examples:

### **Personnel**

Includes salaries and benefits for program related activities. Each current position and any anticipated new positions should be listed including the position title and gross salary (including taxes) per month. If you are anticipating salary increases during the period of the program include these increases in the budget.

### **Travel and Transportation**

Travel and transportation could include the following expenditure line items:

- Airfares, bus fares, taxi fares
- Per diem (lodging, meals, and incidental expenses)
- Reimbursement for personal vehicle use
- Official vehicle expenditures including fuel, oil, maintenance, and spares
- Vehicle rental
- Shipping costs
- Travel and transport costs should include the following assumptions to support your calculations:
  - Number of trips required including who, when, and where
  - Rates for various inputs such as hotel costs (per night), meal costs, fuel cost/liter, vehicle rental, airfares, etc.
  - Units required such as number of nights, kilometers traveled (for vehicle costs)

### **Equipment**

Equipment is defined as goods with a minimum cost of \$500 and a useful life of one year or more. As with other parts of the budget, be as specific as possible and it will be much easier to estimate the costs. For equipment it is ideal if exact models can be identified, or specifications provided.

### **Training and Technical Assistance (TA)**

If your organization will be requiring specific training or technical assistance to fulfill the objectives of the program activity you should include these costs here. If you have identified or would like to suggest particular providers of these services you should include this information in the notes to the budget. Payments to consultants should generally be included in this section.

### **Program Activity Costs**

This section is only required if there are specific significant costs (as a percentage of the total proposal costs) related to the activity contained in your application. For example, if the core activity of your proposal is the printing and distribution of a book on strategic management, these costs (printing and distribution costs) would be included in this section.

### **Other Direct Costs**

All other costs would fall into this category. The list would likely include:

- Office supplies
- Office rent
- Utilities (electricity, water, heat)
- Telephone & communications
- Postage
- Educational materials (if not a part of program costs, above)
- Bank charges
- Legal and audit fees, insurance
- Equipment maintenance / office maintenance

### **Results**

Which of these results does the application address? (Include only those from this list that are directly or indirectly affected? (The results will be added upon approval from the CTO).

We understand that if this is approved, the budget is merely illustrative and all costs must be substantiated by bona fide receipts to be considered for reimbursement. We appreciate your timely consideration of our application.

Sincerely,

Name

Position

*(signed by Managing Director or person in similar position within the Applicant organization)*

<b>Grand Total</b>
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