

**Annex A-2: Application Form for Small Grants, Mini-Grants, and Fixed
Obligation Grants - Requirements for Proposal Submission**

Grants Manager
Aqaba Community and Economic Development Program
P.O. Box 2494
Aqaba 77110 Jordan
grants@aced-jordan.com

Subject: Grant Application for Small Grants, Mini-Grants, and Fixed Obligation Grants

1. Date of this Application: _____

2. Contact Information for our Organization

a. Name: _____ b. Mailing Address: _____

c. Street Address (if available) _____

d. Phone _____ Fax _____ E-Mail _____

e. Organization's Contact Person for this Application: _____

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 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.

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 funding from the Aqaba Community and Economic Development Program for the preparation of this Application;
 - that our organization has no advances from USAID or a USAID contractor 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 at the time of application 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 life-of-program funding in this application does not exceed the JD equivalent of: for Mini-Grants, \$25,000 and 90 days and for Small Grants, \$100,000 and 360 days which ever is applicable to this application and FOG Grants, \$200,000 up to 360 days.

4. Statistical and Other Information

- a. Our members pay dues on the following basis (choose only one):
 - Voluntary
 - Mandated by law or regulation
 - Other (specify): _____
- b. Fiscal Year end: _____ (for your accounting purposes)
- c. We have an operation accounting system in place? Yes No
- d. Our accounting system is computerized: Yes No
- e. Ownership/leadership of the organization Male Female
- f. Our total membership (if applicable) is: _____ members (male/female)
- g. 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
- h. Our organization chart is attached? Yes No

5. Information Related to the Proposed Program or Activity

- a. Our organization's mandate, mission and/or objectives are the following:

b. This application is for a (choose only one of the following):

Small Grant Mini-Grant Fixed Obligation Grant. If this is an application for a Mini-Grant, please we hereby certify that we are not requesting funding for any of the following:

- To cover international travel, or
- Commodities that have a useful life of greater than one year or that cost more than \$5,000, or
- Indirect costs of our organization.

If this is an application for a FOG Grant, please we hereby certify that in describing our proposed activities below, we have:

- Specified grant benchmarks that indicate and quantify specific accomplishments or results,
- In our design of the proposed benchmarks, we have limited the risks associated with changes in the proposed activities, and
- Provided herewith adequate cost data (historical or unit pricing) to determine and negotiate the proposed schedule of grant disbursements.

And we hereby certify that we are not requesting funding for any indirect organizational costs and that we have the resources to fully fund our contribution to the total cost of the proposed activities.

c. The objective of the proposed Program/Activity is as follows:

d. The intended beneficiaries are : Male Female

e. We would like the Aqaba Community and Economic Development Program to fund the following specific activities/items (specify the activity or cost item as well as the requested Jordanian Dinar amount for each):

Sample Budget Summary and Details:

(Include up to one page on a description of the budget if necessary)

	Total Project	Total Request to ACED	Mandatory Cost-Sharing	Other Sources of Support
Travel - Domestic	0	0	0	0
Travel - Foreign	0	0	0	0
Materials and Supplies	0	0	0	0
Publication Costs/Dissemination	0	0	0	0
Consultant Services	0	0	0	0
Equipment	0	0	0	0
Training	0	0	0	0
Printing	0	0	0	0
Total Direct Cost	0	0	0	0
Total				
Total Activity Request		0		
Cost Share (back-up documentation required at time of funding)			0 and %	
Define What Mandatory Cost-Share includes:				
*All amounts shown in Jordanian Dinar				

Note #1 - Budget categories for FOG Grants: For FOG Grants, there are no specific budget categories as mentioned for other grants. Rather, grant disbursements are against the accomplishment of specific grant benchmarks that indicate and quantify specific accomplishments or results. It is the responsibility of the Applicant to design proposed benchmarks which have limited the risks associated with changes in the proposed activities, and are easily associated with adequate cost data (historical or unit pricing) to determine and negotiate the proposed schedule of grant disbursements.

- f. The total value of this grant request is Jordanian Dinar _____ equivalent to US\$ _____ at the foreign exchange rate of .708.
- g. Scheduled start date for proposed Program/Activity: _____. The scheduled end date for proposed Program/activity: _____.
- h. Our organization will contribute to the funding of the following funding specific activities/items (specify the activity or cost item as well as the requested Jordanian Dinar amount for each and whether the contribution is in cash or in kind; note that our contribution exceeds 10% of the total cost of the Program/Activity):

- i. We will measure the success of this proposed Program/Activity as described below:

Attach and describe the project plan and all activities that you are requesting funding for under the grant. Assign an approximate time frame for implementation of each activity (not to exceed three pages):

Please address these items in your narrative:

- Explain how your activity(ies) are consistent with USAID’s Strategic Objective 3 and ACED’s objectives.
- Explain how your organization has the organizational capability to successfully implement the activity(ies).
- Does the activity(ies) have a realistic well thought out implementation plan with clearly defined objectives, expected results, and quantifiable target/benchmarks?
- Is the activity(ies) budget realistic and in line with costs for similar projects in Jordan?
- Is the proposed beneficiary contributing to the overall activity(ies) cost in cash or in kind? Is the proposed cost share appropriate to the proposed beneficiary’s financial capacity?
- What areas of the activity(ies) address issues of sustainability and replicability?
- Does the proposed activity(ies) include women as project beneficiaries?
- Does the proposed activity(ies) target beneficiaries in Aqaba or in the rural areas (those outside Aqaba and other large cities)?

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, “Agent” or person in similar authorized position within the Applicant organization)