

Application Form for Grants

Date: _____

Grants Manager
USAID Jordan Economic Development Program
P.O. Box 940503
Al Rabiya
Amman 11194 Jordan

Subject: Grant Application

With this letter and attachments, _____ (*insert organization name*) is applying for a grant from the USAID Jordan Economic Development Program (SABEQ).

We are requesting a grant to: (*insert one sentence description*)

The total value of our grant Request is Jordanian Dinar _____.

We are applying for:

- Mini-Grant (limited to JD equivalent of \$25,000 and 90 days duration)
- Small Grant (limited to JD equivalent of \$250,000 and usually one year duration)
- FOG Grant
- Program Development Grant

The estimated **start** date for proposed project/activity: _____.

The estimated **end** date for proposed project/activity: _____.

This application consists of the following materials.

Attachment 1	Program Description of Grant Activity
Attachment 2	Information about Applicant
Attachment 3	Certification from Applicant

Sincerely,

(Name)
(Title)
(Organization)

ATTACHMENT 1
PROGRAM DESCRIPTION OF GRANT ACTIVITY

I. Abstract of proposed Activity:

- A. One line description of the proposed grant Activity
- B. What are the Objectives of the Activity and why is the Activity is needed?
- C. How will the Activity be carried out?
 - a. What is the approach to the Activity?
 - b. Who will carry out Activities (Identify project team and other relevant stakeholders)?
 - c. What is the location and timeframe of Activity?
- D. What are the Impacts of the Activity implementation? (for example):
 - a. Number of direct/indirect beneficiaries
 - b. Number of jobs created
 - c. Increase in revenue
- E. What kind of Reporting and Monitoring plan will be used during the period of the grant?

II. Post Grant Sustainability:

- A. How will the Grantee sustain the impact of the grant Activity after the grant is closed?
- B. How will the Grantee report on results after the grant period is over?

III. Background

- A. Brief background on grantee
- B. Grantee's prior experience related to this Activity

IV. Budget (see sample)

- A. One Page Summary
- B. Budget Detailed Line Item Budget (including # of Units, Unit Costs, Subtotals)
- C. Cost Sharing and Third Party Contributions

ATTACHMENT 2
GRANT APPLICANT DATA SHEET
(Submit as Excel Worksheet)



GRANT APPLICANT DATA SHEET

Name of Organization:

Mailing Address:

Street Address:

Telephone:

Fax:

Mobile:

Point of Contact Name:

POC Title:

Email:

Date Established:

Type of Organization:

Legal Status:

Fiscal Year Period:

Accounting System in Place:

Accounting System Computerized:

If Association:

Dues basis:

Members:

who are current with dues:

**ATTACHMENT 3
CERTIFICATION FROM ORGANIZATION**

- a. Our organization has received a copy of the Program’s Grant Beneficiary Handbook and that our organization’s board and senior management have read and understood its contents.
- b. Our organization has not received any funding from the Program for the preparation of this Application.
- c. Our organization has no advances from USAID or a USAID contractor which have been outstanding and un-liquidated 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.
- d. 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.
- e. If this is an application for a Mini-Grant, we hereby certify that we are not requesting funding for any of the following:
 - 1. international travel
 - 2. commodities that have a useful life of greater than one year or that cost more than \$5,000
 - 3. indirect costs of our organization
- f. If this is an application for a Small Grant, we have described as part of the proposed Project/Activity the specific costs that may be related to one or both of the following:
 - 1. international travel
 - 2. commodities that have a useful life of greater than one year or that cost more than \$5,000
- g. 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.
- h. 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 our 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 grant application.
 - A copy of our organization chart

By affixing my signature below, I certify that the above statements are true and may be relied upon by the USAID Jordan Economic Development Program in determining eligibility for grant award.

Organization Name

Signatory Name, Title

Date