**ATTACHMENT B**

**FULL TECHNICAL APPLICATION FORM – RFA #217810-EFP-2024-004**

*As a response to STEP 2 of RFA #217810-EFP-2024-004 your organization must complete the following form, attach any required annexes, and submit it as instructed in RFA. Application Form is due by time and date as instructed by the USAID Financial Innovation Program.*

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

|  |  |
| --- | --- |
| Legal Name of Organization: |  |
| Mailing Address: |  |
| Physical Address (if different from above): |  |
| Contact Name and Title: |  |
| Email: |  |
| Telephone: |  |
| *Tax ID #:* |  |
| Unique Entity Identifier: |  |
| SAM.gov registration status: | active  inactive |
| Website: |  |
| Organization Profile:  Are you legally registered in Georgia? YES  NO  If yes, Date and Type of Registration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Please provide copies of registration documents with your completed form (ignore this request if submitted with the Concept Note):* | |
| Brief Summary of application:  Please briefly describe the activities you propose to undertake, as well as the intended outcome. | |
| Total funding requested (in Georgian Lari): | |
| Signature:  Name:  Title:  Date: | |

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

Describes the proposed event scope and its responsiveness to the RFA requirements, including technical and implementation details. Describe the grant program activities, such as the objective of the grant and the linkage to the project objectives, or how the proposed activities will contribute to these objectives. Define methods and indicators for measuring results, intended beneficiaries, and plans for activity deliverables. Outline how the proposed elements will support progress toward organizational sustainability.

1. Implementation Plan (Annex B – 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 will be required once an award decision has been made, which will be part of the grant agreement.*

1. Proposed Milestones and Deliverables:

Please complete the following chart with anticipated deliverables and their associated timeframes. Add lines as necessary to capture all anticipated milestones.

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Milestone | Deliverable | Completion Date |
| 1 | *Description of the verifiable product, task, deliverable, or goal to be accomplished* | *Description of how the recipient will document the completion of the product, task, deliverable, or goal;* | *When the milestone is expected or required to be completed.* |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

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

Please list previous and ongoing experience implementing similar activities. Please provide a brief description of the project team composition and experience of key personnel, with CVs attached to this application as Annex D.

As Annex E to this Application, please also provide contact information (organization, name, title, phone, and email information) for at least three references that can speak to your organization’s performance and capabilities.

**CERTIFICATION**

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

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

Signature Name

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

Title of Authorized Signatory

***ANNEXES:***

1. *Copy of official registration (only if not submitted with Concept Note)*
2. *Implementation Plan*
3. *Monitoring and Evaluation Plan (optional, at a minimum, provide required information in section C of this form)*
4. *Proposed staff CVs*
5. *References*