



# USAID | MACEDONIA

FROM THE AMERICAN PEOPLE

## REVISED ANNUAL PROGRAM STATEMENT (APS) NUMBER: APS-165-15-000001

APS and First Round Issuance Date: January 8, 2015  
First Round Questions Due: January 14, 2015, 14:00 Skopje Time  
Revised APS Date: January 16, 2015  
Second Revised APS Date: January 21, 2015  
First Round Pre-Bidders Conference: January 20, 2015, 12:00-14:00 Skopje Time at Hotel Porta, Bul. Jane Sandanski 1A, 1000 Skopje  
First Round Closing Date: February 2, 2015, 17:00 Skopje Time  
APS Closing Date: July 8, 2015

**Subject: USAID/Macedonia's APS for Expanding Participation of People with Disabilities Program – 2014 Disability Funding**

The U.S. Agency for International Development (USAID) in Macedonia would like to bring to the attention of prospective organizations and existing USAID recipients and contractors an exciting funding opportunity to increase the participation of people with disabilities (PWD) in USAID programs/activities and strengthen the capacity and services of Disabled People's Organizations (DPO) in Macedonia. The authority for this Request is found in the foreign Assistance Act of 1961, as amended.

In compliance with its Disability Policy, USAID continues to work toward fuller inclusion of people with disabilities in its foreign policy and development efforts. For more information about USAID and Disability Inclusive Development you can visit <http://www.usaid.gov/what-we-do/democracy-human-rights-and-governance/protecting-human-rights/disability>

Subject to the availability of funds, USAID/Macedonia anticipates awarding (or to modify existing awards) one or more awards in the range from \$20,000 to \$300,000 for small fund programs and from \$300,000 - \$600,000 for large fund programs per individual award expended within a 12-36 month period. The anticipated start date for this activity is estimated to be Summer of 2015. USAID reserves the right to fund any or none of the applications submitted.

USAID/Macedonia seeks concept papers from eligible prospective organizations and from its implementing partners of ongoing projects to propose innovative and effective approaches that increase participation of PWD in Macedonia and strengthen the capacity of local DPOs. The proposed program(s) areas could include, but are not limited to: democracy, human rights & governance; economic growth and trade; education; gender equality and women's empowerment; and science, technology and innovation, among others. Capacity building programs for DPOs may include organizational capacity, advocacy efforts, cross-disability coalition building, coordination, and leadership and training.

Award will be made to that responsible applicant(s) whose application(s) best meets the requirements of this APS and the selection criteria contained herein. Issuance of this APS does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in preparation and submissions of an application.

Applicants under consideration for an award that have never received funding from USAID may be subject to a pre-award audit to determine fiscal responsibility, ensure adequacy of financial controls and establish an indirect cost rate.

This APS and any future amendments can be downloaded from <http://www.grants.gov>. It is the responsibility of the applicant to ensure that it has received the APS and any future amendments from <http://www.grants.gov> in its entirety. All interested parties are encouraged to register on <http://www.grants.gov> to receive automatic notification of amendments to this APS. Select "Find Grant Opportunities," then click on "Browse by Agency," and select the "U.S. Agency for International Development" and search for the APS. If there are problems in downloading the APS from the Internet, please contact the Grants.gov help desk at 1.800.518.4726 or [support@grants.gov](mailto:support@grants.gov) for technical assistance. It is important to note that this program has been advertised in four Macedonian newspapers (Dnevnik, Utrinski, Koha Daily, and Lajm Daily) as well on USAID's website at <http://www.usaid.gov/macedonia/partnership-opportunities>. However, to ensure applicants receive all future amendments/additional information to this APS, they can be found on [www.grants.gov](http://www.grants.gov).

In the event of an inconsistency between the documents comprising this APS, it shall be resolved at the discretion of the Agreement Officer. This APS will be open for six (6) months and USAID/Macedonia reserves the right to issue another round of applications during this open period.

Please note that the issuance of this APS does not constitute an award commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of an application. The applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense. In addition, final award of any resultant award cannot be made until funds have been fully appropriated, allocated, and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award.

**Any questions** concerning the APS should be submitted electronically (e-mail) to Rade Knezevic, A&A Specialist at [umacedonia@usaid.gov](mailto:umacedonia@usaid.gov) by the date listed above.

I hope you will take advantage of the opportunities this request provides to expand and extend the work that USAID/Macedonia is doing to reduce barriers and provide full participation of PWD in Macedonia.

I strongly encourage you to invest time and energy in developing your project idea and submitting your application.

Sincerely,

Justin Gunnoe

Annual Program Statement (APS) Number: APS-165-15-000001

Agreement Officer  
USAID/Kosovo/Regional Contract Office

**SECTION I: PROGRAM DESCRIPTION**

## **A. Background**

According to the World Health Organization (2011), approximately 15% of any population has some form of disability, with a higher incidence of disability in countries that are post conflict or affected by natural disasters. The prevalence of disability is expected to rise in coming years due to an ageing global population and an increase in chronic health conditions. Of the estimated 1 billion people throughout the world with a disability, 80% live in less resourced nations.

PWD are more likely to experience poverty. Women and girls with disabilities often experience double-discrimination on account of gender and disability. Due to stigma, discrimination and inaccessibility, people with disabilities are less likely to access basic services such as education, employment and healthcare. The lack of access to vital services and programs contributes to their marginalization and exclusion, with little or no option to escape from poverty.

Societies that are inclusive of their diverse populations are more likely to be democratic, participatory and equitable. They are more likely to meet their development goals. In spite of this, and although disability is a crosscutting development issue, people with disabilities often remain invisible in the global development agenda.

USAID is committed to disability inclusive development. Its [Disability Policy](#) advances a clear vision and framework for the Agency's efforts towards disability inclusion. The policy states that USAID will not discriminate against people with disabilities and will work to ensure the inclusion and active participation of people with disabilities in USAID-funded programs and activities. To this end, USAID has mainstreamed disability in several of its key policies and sector strategies, such as the Education Strategy (2011), Gender Equality and Female Empowerment Policy (2012) and Strategy on Democracy, Human Rights and Governance (2013).

In July 2009, the U.S. signed the UN Convention on the Rights of Persons with Disabilities affirming its commitment to the human rights of people with disabilities around the world. To date, most of the countries in which USAID operates have also signed and ratified the Convention signaling a global movement towards the full realization of the rights of people with disabilities and their role in the international development community.

For more information about USAID and Disability Inclusive Development, visit: <http://www.usaid.gov/what-we-do/democracy-human-rights-and-governance/protecting-human-rights/disability>

## **B. Overview**

Through this Annual Program Statement (APS), USAID/Macedonia intends to assist organizations in increasing the participation of people with Disabilities (PWD) in USAID programs/activities and strengthen the capacity and services of Disabled People's Organization (DPO) in Macedonia. Organizations interested in receiving funding for programs are invited to carefully read this APS in its entirety and to follow the grant application guidance in order to apply for funds.

USAID/Macedonia is seeking concept papers from eligible prospective organizations and from its implementing partners of ongoing projects for program (s) that will:

- Increase the participation of people with disabilities in USAID programs/activities; and
- Strengthen the capacity and services of civil society organizations run by and for people with disabilities; herein referred to as Disabled People's Organizations (DPOs).

### **C. Areas of Interest**

The two main objectives are to increase participation of PWD in USAID programming and strengthen the capacity of DPO. Ideally, activities should complement USAID/Macedonia's strategic objectives that can be found at: <http://macedonia.usaid.gov> (under Documents and Reports).

Projects that address targeted needs of people with disabilities may be considered. Projects that highlight the needs of marginalized groups, such as women and girls, individuals who are deaf, deaf-blind and those with developmental or psychosocial disabilities, and members of the Lesbian, Gay, Bisexual and Transgender (LGBT) communities are encouraged. All programs, regardless of implementing partner, must verify significant involvement of people with disabilities, especially women with disabilities in the design, implementation, monitoring and evaluation of the project.

Following is a list of illustrative activities - other innovative ideas are welcome.

#### 1. Increase participation of people with disabilities in new or existing USAID programs

*Examples:*

- Promote the participation of people with disabilities in democratic processes and elections through national awareness campaigns, use of accessible polling stations, provision of accessible voter materials and open exchange between disability communities and politicians.
- Foster the inclusion of children and youth with disabilities in inclusive education programs through teacher-training, adaptive technology and community outreach. Promote literacy of deaf and blind learners through the use of native sign languages and teaching of Braille.
- Integrate youth and adults with disabilities in the competitive workforce by facilitating job training, internship opportunities and educating employers on best practices for hiring people with disabilities.
- Support the economic independence of women with disabilities through microcredit programs that provide seed grants to women to invest in their families and start new businesses.
- Improve national laws and policies to better reflect the protection and inclusion of people with disabilities within countries. Support human rights institutions, such as human rights commissions and national ombudsmen, to be responsive to disability rights and monitor implementation of legal frameworks.
- Develop, support and strengthen sports programs for people with disabilities

#### 2. Strengthen the capacity and services of DPOs

*Examples:*

- Improve the organizational capacity, financial management, human/material resources, strategic planning, fundraising, leadership and coordination of DPOs.
- Support the development and strengthening of national and regional cross-disability networks and coalitions.
- Support the establishment and strengthening of consumer-controlled disability resource centers (often referred to as “Independent Living Centers” in the U.S.) that promote the full independence and participation of people with disabilities in society.
- Build advocacy skills of DPOs to increase the inclusion of people with disabilities in programs funded by USAID, host governments and other donors.
- Provide training on the UN Convention on the Rights of Persons with Disabilities.

The required indicators for this program are as follows:

1. Number of People Served: disaggregated by sex/disability (as appropriate);
2. Number of People Trained; disaggregated by sex/disability (as appropriate); and
3. Number of Organizations Strengthened; disaggregated by DPO/non-DPO.

## **SECTION II: FEDERAL AWARD INFORMATION**

Program areas could include, but are not limited to: democracy, human rights & governance; economic growth and trade; education; sports; gender equality and women’s empowerment; and science, technology and innovation, among others. Capacity building programs for DPO may include organizational capacity, advocacy efforts, cross-disability coalition building, coordination, and leadership and training.

Subject to the availability of funds, we expect to fund individual programs in the category of small fund programs ranging from \$20,000 to \$300,000 and large fund programs ranging from \$300,000 - \$600,000 (per individual award). The period of performance for the award(s) are from 12-36 months with an estimated start date of Summer, 2015. The Agreement Officer retains the right to choose the appropriate choice of instrument based on the applications received. Concept Papers will be considered for “one time awards” with no expectations for follow-on funding.

The award(s) under this request for concept papers will be administered through and managed by USAID/Macedonia. For U.S. organizations, 2 CFR 700, 2 CFR 200, and USAID Standard Provisions for U.S. non-governmental organizations, <http://www.usaid.gov/sites/default/files/documents/1868/303maa.pdf> are applicable. For non-U.S. organizations, USAID Standard Provisions for U.S. Non-governmental Recipients or Non-U.S. Non-governmental Recipients, <http://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf> are applicable.

The geographic code for this award is 935 and the place of performance is Macedonia.

USAID/Macedonia anticipates awarding up to approximately three awards from this APS.

Organizations receiving an award under this APS must comply with all applicable U.S. laws. Failure to comply may result in forfeiture/termination of an award. However, USAID reserves the right to fund any or none of the applications submitted.

### **Information Conferences**

*Pre-Bidders Conference:* USAID intends to hold a conference allowing anyone interested in applying to the APS to ask questions about the application process.

The conference will be on January 20, 2015, from 12:00-14:00 at Hotel Porta (Jane Sandanski 1A, 1000 Skopje.) All interested applicants are welcome to attend and should RSVP to [umacedonia@usaid.gov](mailto:umacedonia@usaid.gov) by January 14, 2015 to ensure space availability.

### **SECTION III: ELIGIBILITY INFORMATION**

Applications should be from qualified entities, such as private, non-profit organizations (or for-profit companies willing to forego profits), including private voluntary organizations, universities, research organizations, professional associations, and relevant special interest associations. **Local DPOs are strongly encouraged to apply.**

**Mainstream (non-DPO) organizations applying for funds must include in their application letter(s) of signed support from local DPOs they wish to partner with for the purpose of the project.** Organizations may submit applications individually or in partnership with other international or local organizations. If applications are done through a partnership or consortium, there must be one lead organization identified that would be responsible for managing the overall activity.

Partners new to USAID may submit applications. However, resultant award to these organizations may be significantly delayed if USAID must undertake necessary pre-award reviews of these organizations. Organizations should take this into account and plan their implementation dates and activities accordingly.

**USAID will not accept applications from individuals.** All applicants must be legally recognized organizational entities under applicable law. Public International Organizations are not eligible to apply for funding under this program.

Cost Sharing is not required under this APS. All applications must be submitted in accordance with ADS 303.

Applicants may only submit one application.

The following activities and programs will **not** be considered for funding:

- Programs with a significant budget for infrastructure or construction activities
- Programs focused on the provision of assistive devices or physical rehabilitation
- Programs supporting institutionalization of or institutions for children or adults with disabilities

- Employment programs promoting sheltered workshops or income generating activities that perpetuate negative stereotypes of people with disabilities and that do not provide for meaningful employment
- Programs with a primary focus on awareness raising

In addition, due to the availability of significant funding through PEPFAR, the DCHA/DRG disability funding may not be used to support HIV/AIDS-related activities.

#### **SECTION IV: APPLICATION AND SUBMISSION INFORMATION**

All applicants must use the Required Application Format which is included as Attachment 1. Submissions made using other formats may not be considered. Applications should be **no longer than eight pages (plus cover letter (1 pg.) and attachments.)**

**The deadline** for submission of the Required Application Format is listed on the cover letter and shall be sent electronically (e-mail) to Rade Knezevic at [umacedonia@usaid.gov](mailto:umacedonia@usaid.gov). Applications not received by [umacedonia@usaid.gov](mailto:umacedonia@usaid.gov) by the date listed on the cover letter will not be considered.

APS Point of Contact (POC):

Rade Knezevic  
A&A Specialist, USAID Macedonia  
Samuilova 21  
Skopje, Macedonia 1000  
Phone: 398-2-310-2203  
E-mail: [umacedonia@usaid.gov](mailto:umacedonia@usaid.gov)

All concepts must fit within at least one of the program areas outlined above. Further, the proposed activity must have an estimated value and performance period that is within the parameters described in APS Section entitled Federal Award Information (Section II). USAID/Macedonia may opt to exclude from further consideration any submission which is not within these parameters. Applications and all supporting material must be submitted in English.

No program expenditures will be paid by USAID/Macedonia except those covered in an award signed by the USAID Agreement Officer. USAID reserves the right to fund any or none of the applications received.

#### **The award process is as follows:**

**Step 1:** Applicants submit their application/concept paper by completing the Required Application Format (Attachment 1);

**Step 2:** The Regional Contracting Office (RCO) notifies both the unsuccessful applicants and shortlisted applicants of the status of their applications. Shortlisted applicants will be requested to submit full applications (guidance on application process will be provided at the time of selection). Please do not submit a full proposal unless specifically invited to do so by RCO.

**Step 3:** Negotiation and Agreement of Terms.

**Step One: Submit Application/Concept Paper**

All applicants must complete the Required Application Format in Attachment 1. Submissions made using other formats may not be considered. Applications shall be no longer than eight pages (plus cover letter (1 pg.) and attachments).

The deadline for submission of the concept papers, submission of questions, and pre-bidders conference are listed on the APS cover letter.

**Non-conforming concept papers will not be reviewed.** Due to the volume of anticipated concept papers, the standard application form must be used.

**Direct submissions of concept papers or applications from applicants to USAID/Washington will not be considered.**

**SECTION V: APPLICATION REVIEW INFORMATION**

USAID will inform unsuccessful applicants in writing, explaining briefly why the concept paper was not selected for further consideration. Preliminary budgets will be examined to ensure they are a realistic financial expression of the proposed program, and do not contain estimated costs which may be unreasonable or unable to be charged under the program.

If a concept paper is selected for further consideration, a pre-award survey or assessment may be conducted. The areas covered by a pre-award survey or assessment will vary according to circumstances, but may include reviews to ensure the organization meets the necessary standards for financial management, program management, property, procurement, reports and records, internal controls, is in good financial standing, and has the technical capacity to conduct the proposed program.

**USAID Evaluation of Application(s)/Concept Paper(s)**

Concept papers will be reviewed by an evaluation committee for their responsiveness in the areas of Technical Merit; Cost Realism and linkage between costs and program activities; and capability of the proposed team to implement the proposed activity. Concept papers that are deemed to be responsive will be selected and applicants will be requested to submit a full application to USAID.

USAID/Macedonia will use the following criteria in reviewing the concept paper:

**1. Applicant Information (20 points)**

*To receive a full score the organization will have:*

- <sup>35</sup>/<sub>17</sub> Extensive involvement in disability inclusion or be a DPO.
- <sup>35</sup>/<sub>17</sub> Previous experience in project management or managing activities related to those proposed in the concept paper.

<sup>35</sup><sub>17</sub> A clear understanding of the disability landscape and situation of people with disabilities in the country/region of programming.

<sup>35</sup><sub>17</sub> A clear mission, set of objectives and orientation that is in line with proposed activities.

## **2. Project description (60 points)**

*To receive a full score the project must:*

<sup>35</sup><sub>17</sub> Show a clear link between the described need and the proposed activities.

<sup>35</sup><sub>17</sub> Describe the impact of the proposed project on existing USAID programs, activities or strategies.

<sup>35</sup><sub>17</sub> Define who will benefit from the project (children, youth, adults; people with disabilities or not; government institutions, families, local community, schools, etc.; disaggregated by sex and type of disability if possible).

<sup>35</sup><sub>17</sub> Provide an activity schedule that is well defined and realistic.

<sup>35</sup><sub>17</sub> Describe measurable indicators (beyond the three required indicators) that will be used to show the project impact and success.

## **3. Integration of People with Disabilities (20 points)**

*To receive a full score the organization will:*

<sup>35</sup><sub>17</sub> Show evidence of linkages with existing disability programs or organizations in the country where activities are being proposed.

<sup>35</sup><sub>17</sub> Illustrate how people with disabilities have been/will be involved in the design, implementation and evaluation of the program.

<sup>35</sup><sub>17</sub> Ensure that women and girls with disabilities will participate in and benefit from activities.

### **Step 2: Selected Applicants Submit Full Application to USAID**

If the Concept Paper is selected, USAID will provide full guidance on the requirements and evaluation criteria at that time.

### **Step Three: Negotiation and Agreement of Grant Terms**

If USAID's review results in a recommendation for funding, then the organization and USAID/Macedonia will enter final discussions to ensure all pre-award requirements are met and significant grant terms are negotiated and agreed. The exact details of this phase will vary according to the circumstances pertaining to each application.

A decision not to fund a program may occur at any phase of the evaluation process. No program expenditures will be paid by USAID/Macedonia except those covered in an award signed by the USAID Agreement Officer. USAID reserves the right to fund any or none of the applications received.

## **SECTION VI: FEDERAL AWARD AND ADMINISTRATION INFORMATION**

The award(s) under this request for concept papers will be administered through and managed by USAID/Macedonia. For U.S. organizations, 2 CFR 700, 2 CFR 200, and USAID Standard Provisions for U.S. non-governmental organizations, <http://www.usaid.gov/sites/default/files/documents/1868/303maa.pdf> are applicable. For non-U.S. organizations, USAID Standard Provisions for U.S. Non-governmental Recipients or Non-U.S. Non-governmental Recipients, <http://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf> are applicable.

Awards will include language prohibiting transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism; the same will be required in all sub-contracts and sub-awards.

There are numerous firms and organizations that offer to provide assistance in preparing grant applications. The utilization of such services is at the sole discretion of the applicant. USAID does not endorse any of these or require their use with respect to this APS. Further, any costs incurred for such services are not reimbursable by USAID.

It is possible that an application recommended for funding does not result in an award. Reasons for this include, but are not limited to, insufficient availability of funding, insufficient capability to manage the proposed project, or for other reason(s) which will be provided to the applicant.

### **Environmental Protection and Compliance**

The Foreign Assistance Act of 1961, as amended, Section 117 requires that the impact of USAID's activities on the environment be considered and that USAID include environmental sustainability as a central consideration in designing and carrying out its development programs. This mandate is codified in Federal Regulations (22 CFR 216) and in USAID's Automated Directives System (ADS) Parts 201.5.10g and 204 (<http://www.usaid.gov/policy/ADS/200/>), which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities.

No activity funded hereunder will be implemented unless an environmental threshold determination, as defined by 22 CFR 216, has been reached for that activity, as documented in a Request for Categorical Exclusion (RCE), Initial Environmental Examination (IEE), or Environmental Assessment (EA) duly signed by the Bureau Environmental Officer (BEO). (Hereinafter, such documents are described as "approved Regulation 216 environmental documentation.") Subsequently, over the Life of the Activity (LOA), these environmental mitigation measures are to be a standard component of program management. Successful Applicants will be advised by USAID how to satisfy these requirements.

### **SECTION VII: FEDERAL AWARING AGENCY CONTACTS**

The POC for questions while the funding opportunity is open is as follows:

Rade Knezevic  
A&A Specialist, USAID Macedonia  
Samuilova 21

Skopje, Macedonia 1000  
Phone: 398-2-310-2203  
E-mail: [umacedonia@usaid.gov](mailto:umacedonia@usaid.gov)

**SECTION VIII: OTHER INFORMATION**

USAID reserves the right to fund any or none of applications submitted.

USAID Automated Directive System (ADS), Chapter 303, contains USAID policy and procedures concerning "Grants and Cooperative Agreements to Non-governmental Organizations" and is available on our website: <http://www.usaid.gov/ads/policy/300/303>.

USAID/Macedonia will ensure environmental soundness and compliance in design and implementation when required by the 22 CFR 216 determination.

**Attachment 1 – Required Application Format**

<b>EXPANDING PARTICIPATION OF PEOPLE WITH DISABILITIES</b>
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Please provide information in the space given. Please type your responses (minimum 11 point font). Handwritten applications will not be accepted. All answers must be written in English. **If partnering with a local DPO, a letter of cooperation from that local DPO must be attached to this application.**

**Name of Organization** \_\_\_\_\_

**Type of Organization:**            Local               **or**            International     
   DPO               **or**            non-DPO  

**Mailing Address:** \_\_\_\_\_ **Country:** \_ -  
\_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Project Title:**  
\_\_\_\_\_

**Amount of funding requested (in US Dollars):** \_\_\_\_\_

**Project duration (total months):** \_\_\_\_\_

**Proposed start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_

**The proposed project activities address which of the following areas? (Tick all that apply):**

\_\_\_\_\_ Increase participation of people with disabilities in USAID activities

\_\_\_\_\_ Strengthen the capacity and services of disabled people's organizations

**1. Please provide a brief description of your organization, including background and experience in the disability sector. (Please limit your response to ½ page.)**

**2. Please provide a brief summary of the proposed project. This must include what this project seeks to achieve, specific objectives, DELIVERABLES, location and expected number of beneficiaries. (Please limit your response to 2 pages)**

**3. Please justify the NEED for this project. Justification should address overall need for this project and need for each of the main activities/deliverables. (Please limit your response to 1 page)**

**4. Please explain how the proposed project will further the goals and objectives of the USAID mission/bureau and the provisions set forth in the UN Convention on the Rights of Persons with Disabilities. (Please limit your response to ½ page)**

**5. Please list main activities with target dates for completion for the duration of the proposed project. Please provide summary information using the sample table below. Beneath the table please provide details of the implementation of EACH activity. (Please limit your response to 1 ½ pages)**

**Year 1**

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.												
2.												
3.												
4.												

Details:

- 1.
- 2.
- 3.
- 4.

**Year 2**

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.												
2.												
3.												
4.												

Details:

- 1.
- 2.
- 3.
- 4.

**6. How many staff will be directly involved in and/or funded by this project? Please list their role, qualifications and experience. Please note the roles of individuals with disabilities in the project. (Please limit your response to ½ page)**

**7. Does your organization plan to collaborate with other organizations, government agencies, etc. in achieving this project’s objectives? If so, please explain HOW. If partnering with a local DPO, a letter of cooperation from that local DPO must be attached to this application. (Please limit your response to ¼ page)**

**8. Please provide your detailed budget summarized under the following budget line items. Below this budget, and as notes to the budget, provide a detailed breakdown of this summary per line item. Please indicate exchange rate used. (Please limit your response to 2 pages; annex acceptable.)**

<i>Description</i>	<i>Budget (USD)</i>
Direct labor (e.g. salaries, wages etc)	
-	
-	
Travel and Per diem	
-	
-	
Equipment and supplies	
-	
Program Activities	
-	
Other Direct Costs (e.g. rent, utilities, communication etc)	
-	
Total	

**Notes to the budget:**

**9. Please describe the monitoring and evaluation plan for the project (including program indicators, frequency, and method. The M&E plan should include measurement of the qualitative and quantitative outcomes of the project as well as a final report/analysis of lessons learned. (Please limit your response to 1 page)**

**End of Application**