

Attachment A: Full Application Template

Submission of an application must be presented using this template.

Instructions

All applicants must submit a full application based on this template. Prior to completing this form, please carefully review directions and guidelines provided in the RFA. Applicants should read the RFA and the Research Agenda thoroughly to understand CBP priorities and identified gaps in knowledge and technologies.

Submission Deadline: Applicants must submit documents via email to: childblindness@pgrd.org by the application deadline: **December 16, 2016 at 5pm EST.**

Format: Applications must be submitted in the format provided in Microsoft Word or PDF. Applications must be submitted on letter-sized paper (8 1/2 x 11") with 1" margins with a font size of 11 Arial. The only exception to font size is within tables, where a 10-point font size is accepted.

Page Limits: Section I of this template does not have a page limit. Section II subsection 1 is limited to 250 words. The responses to Section II, subsections 2-4 are limited to 4 pages. The responses to Sections II and III of the M&E Plan Template are limited to two (2) pages. There is no limit to the Budget Narrative. It should be sufficiently detailed to allow reviewers understand the purpose of each item and how it was calculated.

Language: All applications must be in English.

Currency: The budgeted costs must be represented in U.S. Dollars at the current exchange rate. If there are fluctuations, CBP will work with the grantees to adjust at the negotiation phase.

Signature: All applicants must sign and date this form as requested in Section III.

Content: All narrative should pertain only to the specific environment of relevance to your project area and the identified problem(s). This information may include cultural, demographic, gender and socio-economic factors related to your project.

Midterm Evaluation: All organizations are required to perform a mid-term evaluation. The evaluator must be impartial, with no ties of duties with the applicant. Employees, former employees, board members, or their families are not considered impartial and are therefore inappropriate to fulfill this duty. If the applicant cannot identify an independent evaluator, CBP technical advisors are available to complete the site visit and/or to make recommendations for an appropriate expert.

Veracity of Information: Information in the narrative must be supported by recent data, literature, reasonable anecdotal evidence, and other verifiable sources.

Any application that does not fully comply with the RFA requirements and corresponding attachments will not be reviewed. This includes but is not limited to: 1) Submitting application after the deadline; 2) Exceeding page limits; 3) Lacking a signature; 4) Exceeding budget limits; 5) Utilizing improper font and/or margins; and 6) Missing sections or attachments.

Section I: Project Information

Please input complete responses for each section of the table below.

1. Project title:	
2. Name of applicant organization:	
3. Signatory/organization representative:	
4. Contact information for the applicant organization and the signatory:	Address: Phone: Email: Skype: Fax:
5. Project duration:	_____ months (Maximum of 12 months.)
6. Country of project location:	
7. Have you received funds previously from the USAID Child Blindness Program?	<input type="checkbox"/> No <input type="checkbox"/> Yes
8. Type of organization (choose one):	<input type="checkbox"/> Non-U.S. based <input type="checkbox"/> U.S. based <i>Please refer to the RFA for eligibility information.</i>

Section II: Project Description

1. **Executive Summary** (No points assessed) – Maximum 250 words.

2. **Innovation** (Maximum Points: 15) – Subsections 2-4 limited to four (4) pages.

- a. Clearly describe your innovation, approach to the expansion of global knowledge and/or the identification and dissemination of Best Practices.

3. **Rationale, problem and context** (Maximum Points: 20)

- a. Justify the need for your innovation;
- b. Support how and/or why your innovation is superior to existing products or procedures;
- c. State the impact your innovation will produce;
- d. State how this innovation improves eye care for vulnerable populations and children;
- e. Describe the population to be served by your innovation. (This may be the population to be served by the project and/or a greater population to be served in the future.);
- f. Provide details regarding the present infrastructure in the project area, as directly related to your work (this may include hospitals, transportation, personnel etc.);
- g. Provide details regarding relevant organizations and/or government entities in the project area. Include existing or new partnerships and collaborations that will be a part of your project.

4. **Continuum of Care (CoC) and CBP priorities** (Maximum Points: 15)

Explicitly state how your project addresses CBP priorities, including:

Goal 1: To increase the number of children provided with quality eye care services.

Goal 2: To increase global knowledge of pediatric eye care through innovation and the implementation of best practices.

Describe any of the following contributions to be made by your project, including:

- a. Increasing the number of children in vulnerable populations receiving eye care services;
- b. Improving follow up of children who have received eye care;
- c. Improving the quality of eye care services delivered;
- d. Assessing improvements to the quality of eye care;
- e. Ensuring gender, socio-economic and geographical equity;
- f. Addressing capacity building;
- g. Developing best practices;
- h. Gathering and disseminating critical information;
- i. Improving information management systems.

Provide a description regarding how your project provides, or is a critical link in the Continuum of Care, as described in the RFA.

5. **Organizational and Managerial Capacity** (Maximum Points: 15)

- a. Project staff and collaborators

Provide the names and titles of key personnel who have the requisite skills to undertake the project. Please note the percentage effort they will contribute to the project and their location.

Demonstrate your staffing structure has the appropriate mix of expertise and effective management structures.

Please explain how the project fits within the existing strategic objectives of your organization.

Please describe the partnership(s) and/or collaborator(s) that will be a part of the project. Explain their role and why the partnership is necessary and advantageous to meeting project goals. Note any sub-contracts, memorandum(s) or related agreements, whether formal or informal.

b. Organizational capacity

Please provide a history of past projects your organization has successfully implemented that demonstrate the ability to successfully implement a project of the size and scope presented. If you have been a prior CBP grantee, provide a description of the project, major accomplishments and project implementation dates.

Describe the resources (human, technical, financial) available within your organization that can be accessed to successfully implement the project within the proposed timeframe and cost.

Describe the use of any consultants or short-term assistance. Please also explain how you will conduct the required mid-term evaluation and who will serve to review your project. Applicants may select an evaluator or request a CBP technical advisor to perform this function.

6. Monitoring and Evaluation (M&E) and Work Plan (Maximum Points: 15)

Please fill in the M&E Plan Template, Attachment C, as required in the narrative section of the plan. Indicators and targets must be realistic given proposed activities, past performance and experience and based on the budget. Information regarding the method(s) of data collection, data storage, review and on going monitoring are also requested. The response to Sections II and III of the M&E Plan Template attachment are limited to two (2) pages.

The Work Plan, Attachment D, requires the selection of milestones based on major accomplishments of the project. Please ensure these are realistic and measurable. Activities leading to the completion of each milestone must be detailed in the template.

7. Budget and Budget Narrative (Maximum Points: 20)

Please use the Full Application Budget Template provided in Attachment E to submit your budget.

Detailed instructions regarding the completion of the budget template are included in Attachment F: Budget Instructions and Cost Principles. Please provide all cost information in United States Dollars. Note, that although this template is designed for a 1 year grant, your project need not extend the full 12 months. The cost categories provided are standard and not all may be applicable to your project. You should modify your budget depending on your proposed start and end dates.

Applicants must provide a Budget Narrative to explain each line item of the budget (Please refer to Attachment G for a sample Budget Narrative). The budget narrative is limited to three (3) pages.

Section III: Acknowledgement

Please complete the table below and provide the signature of the authorized signatory/representative of your organization.

Submitted by:
On behalf of the applicant organization identified in Section I, "Project Information," of this Application Form, I hereby certify that to the best of my knowledge, this application in its entirety contains only true and current information.
Name:
Title:
Signature:
Date: