**ANNEX B**

**FULL TECHNICAL APPLICATION TEMPLATE**

Request for Application (RFA): RFA-CATALYZE-217772-APEP-2023-0074

Organizations responding to the RFA: RFA-CATALYZE-217772-APEP-2023-0074 must complete the Full Technical Application (in either the provided Word or PowerPoint template), attach all annexes, and send via email to catalyze.procurements@thepalladiumgroup.com. Full Technical Applications should be submitted by January 5th, 2024, at 17:00 ET (UTC-4).

1. **Grant Intervention:**
2. Experience and Capacity (no more than 1 page):

*Applicants should include*:

*Past performance of the applicant developing and carrying out acceleration programs within Latin America and the Caribbean. Demonstrated track record increasing the capacities of startup enterprises as well as increasing access to finance/raising capital for assisted enterprises. Application should include an organizational chart of the applying organization as well as CVs for any key personnel.*

*Please include copies of the organizational chart and CVs for any key personnel.*

*Has operations within the Latin America and the Caribbean region as well as a strategy detailing how the applicant will reach enterprises within the project’s 10 target countries (either through direct intervention or by collaborating with local partners to reach a wider geographic scope)*

1. Project Description (no more than 12 pages):

*Applicants must describe the proposed program activities and overarching program elements, such as the objective of the grant and the linkage to the project objectives, or how the proposed activities will contribute to these objectives; results and indicators for measuring results, intended beneficiaries, and plans for disseminating activity deliverables. Outline how the proposed elements will support progress toward organizational sustainability. Among others, specific areas addressed should include.*

Technical Approach**:**

Application clearly detailing how the applicant will go about achieving the anticipated outcomes to strengthen the business capacities of participating enterprises, improve their access to capital, and link them to new markets. The application should include proposed cohort size, duration, anticipated trainings, and anticipated events to promote connections among program participants.

Applications should also note the intended strategy that will be utilized to reach the grant’s objectives such as informal beneficiaries reached, % of participating underrepresented businesses, demonstrated improved access to finance, etc.

Potential Impact and Leverage**:**

Proposed approach details potential leverage/resources that the applicant will contribute to reach greater results alongside the awarded grant. Applications should detail the nature of the potential leverage (in-kind resources, third party contributions, etc.) and expected additional achievements as a result of the support. Other considerations for these criteria include ratio of potential leverage that the applicant will proportion.

Sustainability of Approach**:**

Approach provides additionality to the regional startup ecosystem such as providing trainings that aren’t currently offered or assisting underserved startup enterprises.

Application includes considerations on ensuring the sustainability of the methodology for business capacity support to startups continuing beyond the Activity’s intervention.

1. Implementation Plan (Annex – 1 page)

*This section may be a Gantt chart of planned activities and a timeline with a brief narrative.*

1. Project Milestone Schedule:

*Milestones are for a verifiable product, task, deliverable, or goal of the recipient. The milestones will generally have three parts: (1) a description of the product, task, deliverable, or goal to be accomplished; (2) a description of how the recipient will document the completion of the product, task, deliverable, or goal; and (3) the amount that CATALYZE APEP Accelerator will pay the recipient for the deliverable. Some milestones may also have dates indicating when the milestone is expected or required to be completed. Milestones must be objectively verifiable regarding completion and quantity and within the recipient’s span of management control to successfully complete as designed.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Milestone | Deliverable | Due Date | Payment Amount |
| 1 | *Description of the product, task, deliverable or verifiable objective to be achieved* | *Description of how the recipient will document completion of the product, task, deliverable or objective* | *When the milestone is expected or required to be completed* | *Value in % of the total budget of the application* |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

**CERTIFICATION**

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

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Signature Name

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

Title of Authorized Signatory