**ATTACHMENT B**

**TECHNICAL APPLICATION FORM – RFA # CATALYZE-217772-ECCE SA-2024-0076**

Organizations responding to Step 2 of RFA # CATALYZE-217772-ECCE SA-2024-0076 must complete the following form, attach the as annexes listed at the bottom of this form, and fill out the cost application/budget template form. Both the technical application and cost application forms must be submitted to the [catalyze.procurements@thepalladiumgroup.com](mailto:catalyze.procurements@thepalladiumgroup.com) with the subject line *Insert Organization Name:* RFA-CATALYZE-217772-ECCE SA-2024-0076. Full applications are due by no later than **06 December 2024.**

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

|  |  |
| --- | --- |
| Legal Name of Organization: |  |
| Mailing Address: |  |
| Physical Address (if different from above): |  |
| Contact Name and Title: |  |
| Email: |  |
| Telephone: |  |
| *Tax ID # (or other locally significant ID #):* |  |
| *Unique Entity Identifier (UEI) Number :* |  |
| Website: |  |
| Brief Summary of application:  Please briefly describe the activities you propose to undertake, as well as the intended outcome. | |
| Total funding requested (in USD only): | |
| Signature:  Name:  Title:  Date: | |

1. **Proposed Grant Intervention:**
2. Project Description (no more than 8 pages):

Describe the proposed grant 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.

*You may include leading questions such as the following examples to ensure that all relevant topics are addressed by the Applicant:*

* *Provide a brief description of the proposed activities your organization is seeking to implement under the identified activities*
* *Specify the targeted audiences for each proposed intervention*
* *How many beneficiaries will be reached through each intervention:*
* *Describe the activities included under each proposed intervention:*
* *Describe the time required for implementing the intervention and the anticipated completion date*
* *Describe how you will monitor performance including the tools that will be use*

*Applicants may be prompted to add additional descriptions as needed.*

1. Implementation Plan (Annex – 1 page)

Please attach a Gantt chart of planned activities and a timeline for their completion, with a brief description

1. Experience and Capacity (no more than 2 pages):

The applicant lists previous and ongoing experience implementing similar activities. This is a critical factor in assessing the capacity of the grantee to implement the activity. The applicant also provides contact information of at least three references that can speak to the applicant’s performance and capabilities.

1. Monitoring & Evaluation (no more than 2 pages):

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 may be required once an award decision has been made, depending on the nature of the activities to be performed.*

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 | Amount |
| 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.* | *The amount that will be paid to the recipient for the deliverable* |
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**CERTIFICATION**

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

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

Signature Name

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

Title of Authorized Signatory

***ANNEXES:***

1. *References*
2. *Signed Certifications*
3. *Completed due diligence form*