

ANNEX I. GRANT APPLICATION GUIDANCE NOTES

I. Purpose

The guidelines are primarily intended for the grant agent in charge of managing the response to the Call for Proposals. The guidelines are also intended to ensure Ag-Ploutos and the grant applicant have clarity on expectations, roles and responsibilities. The guidelines describe the main features of the grant, provide step-by-step guidance in preparing the grant application and offer general guidance for managing the grant, while specifying the roles and responsibilities of the different stakeholders involved.

Caution: This grant does not support Salaries and Operational costs.

All applicants should use this format and template in their application for grant funding being implemented by Ag-Ploutos as per solicitation instructions in the call.

II. Instructions by Section

Section 1 (i-v): Grant application date, organisation's name, organisation registration date, organisation's registration status and office address (include district and parish names).

Section 1 (vi – viii): Contact information (contact name, title, address, telephone, e-mail, etc.) The contact person will act as an agent and is responsible for communications between Ag- Ploutos Company and the applicant organisation. This refers to all aspects of the grant application, negotiation, award implementation and award closeout.

Section 1 (ix -x): Grant Request amount and In-kind/Third Party Contribution should be denoted in Uganda Shillings which should be the same the total in section 4:

Section 2 (i -ii): Briefly describe the organisation and its activities. This section should introduce the applicant organisation and its background, how it was formed, its mission or purpose, ownership/management structure. Its major accomplishments in the area of the targeted activity, current activities, past related experience and clients. **This section must not exceed 1 A4 page in length**

Section 3 (i): The title given to the activity should relate to the grant activity objective.

Section 3 (ii): In this section, describe overall company/organization's objectives, key problem you are addressing and proposed solution. The section should also include justification/rationale for the proposed solution, adaptations to COVID 19 pandemic disruptions – coping, resilience building and partnerships that create value in terms of wealth, jobs and incomes for all actors involved under PROSPECTS and contribute to the achievement of the project objectives in 12 months. **Please indicate and highlight the inclusion strategy for refugees and host communities.**

The activities must be linked to the grant funding's objectives as described in the solicitation, the expected results to be achieved through the grant activities, and how the activities are linked to the grant objective. This should be the most detailed section, **but must not exceed 4 A4 pages in length.**

Section 3 (iii): State issue or problem that the activity will address? Why is it critical to address this issue? **This section must not exceed ½ A4 page in length**

Section 3 (iv): Identify the beneficiaries (disaggregated by host community and refugees, gender and age) how the grant activities will reach the intended beneficiaries and how beneficiaries will benefit from the grant. **¼ page**

Section 3(v) Demonstrate the profitability of the business through the program (push/pull interventions) after 12 months. If there is not a business case that generates profit after the intervention, there is unlikely to be any rationale for incentives and sustainability after 12 months. **½ page**

Section 3 (vi): Provide a description of the main tasks of the activity, responsible person, resources **required, start and end date, output/expected result in the market system and deliverables.**

Section 4: Activity Budget. Anticipated cost of this activity (cash, in-kind contribution and third-party resources). Grant applicants must submit a rough estimate of the cost of the proposed activity and sources of funds, clearly stating the allocated cost by grant, grantee and third-party contributions. The sums for the activity and the total sum should be fully consistent with the detailed budget established in Excel in order to avoid delays in processing the application. All figures should be denoted in local currency.

Section 5: Implementation Plan. Provide a short description of the activity and in which month/months it will be implemented. **Please note that the maximum duration/length for the grant is 12 months**

Section 6: Anticipated Risks, Mitigation and Sustainability Measures. Provide a short description of the anticipated risks, mitigation and sustainability measures beyond the grant period **in not more than ¼ page each.**

Section 7: Marketing Plan. The grant applicants should describe how they intend to market their intervention to ensure uptake by the beneficiaries. Applicants will be required to provide reports on the results of their initiatives to facilitate learning and documentation. **This should be detailed but not exceed 1 page**

Section 8: Business Development Services (BDS) requirements. Applicants should provide a short write up on which services maybe required, how they intend to acquire them or recommend what interventions maybe needed to be put in place to acquire them. **This should not exceed 2 pages.**

Section 9: Grant Submission. Applicants should send the completed applications via email to **grants@ag-ploutos.com**

The complete application consists of:

- i. Completed application form
- ii. Completed budget template in Excel