**USAID Kosovo Compete Activity**

**Annual Program Statement[[1]](#footnote-1)**

**Full Grant Application**

Section 1: The Applicant

|  |  |
| --- | --- |
| **APS No.** | APS-2021-01 |
| **Submission date:** |  |
| **Full legal name of Applicant**  *(As per registration certificate, in local language)* |  |
| **Address:** |  |
| **Contact person:** |  |
| **Email:** |  |
| **Telephone number:** |  |
| **Web address:** |  |
| **Applicant legal status:** |  |
| **Year founded:** |  |
| **Registration number:** |  |
| **Tax ID / fiscal number:** |  |
|  | |
| **Activity title:** |  |
| **Sector:** |  |
| **Activity timeframe:** |  |

I/we hereby certify that the information contained herein and attached hereto is complete and accurate to the best of my/our knowledge.

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|  |  |  |  |  |
| **Head of Organization** |  | **Signature** |  | **Date** |

Section 2: Grant Activity Proposal

Submitting a Full Grant Application (FGA) is the second phase in the grant selection process. The FGA is submitted by applicants that have *successfully* passed the review of the Expressions of Interest.

The Full Grant Application requires applicants to expand in detail on the proposed grant activity, objectives and expected results, including a description of target beneficiaries and stakeholders, a proposed staffing structure, and a detailed grant budget. The Full Grant Application must not exceed 15 pages. Applications in excess of 15 pages may not be reviewed by Compete Activity.

2.1 Proposed Grant Activity Details

Please provide information on the following:

* Proposed grant activity title
* Proposed grant activity description
* Proposed grant duration
* Estimated funds requested from the USAID Kosovo Compete Activity (in EUR)
* Applicant’s proposed cost share (in EUR)
* Total cost of the proposed Activity (in EUR)

2.2 Grant Activity Justification

Provide background on the importance of the key issues/problems to be addressed by the proposed grant activity. Be specific in describing the key issues/problems that your activity will address. Identify major players associated with the key issues/problems and indicate the roles that they have in the problem-solving process. Be specific in describing the way your organization intends to address the problem and the benefits and results it will achieve.

2.3 Grant Activity Goals and Objectives

State the overall goal of the proposed grant activity and several specific grant activity objectives contributing to the achievement of the goal. Each specific objective should be clearly stated, measurable and attainable during the proposed project timeline. Please list indicators for each specific objective.

* 1. Main Grant Activity Tasks and Outputs

List the main tasks, deliverables, and outputs for the grant activity, reflecting milestones against which grants funds will be disbursed:

| **Description of main tasks** | **Timing** | **Deliverables/Outputs/Results** |
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2.5 Expected Results

Describe the expected results of the proposed grant activities and how they relate to the proposed grant activity goal and objectives. The results should be verifiable, practical and achievable. Please describe both qualitative and quantitative results. The expected results of the proposed grant activity should aim to advance the overall goals and results of USAID Compete Activity, as stipulated under Section 3 of APS-2021-01.

2.6 Beneficiaries, Target Groups and Main Stakeholders

Describe the specific beneficiaries and target groups of your grant activity and all relevant stakeholders. Explain which groups/individuals are your supporters, potential allies, and/or competitors or other, and briefly define how your organization will interact with these groups throughout implementation of the grant activity.

2.7 Partners

List the main collaborating partners in implementing the grant activity. Such partners are critical to the successful implementation of the grant activity. They may include, but not limited to, private sector companies, government agencies, donor organizations, non-governmental partners, or others. Please briefly describe their specific role in the grant activity, if applicable.

2.8. Proposed Team

List the proposed staffing plan and team members for the implementation of the grant activity. Please list a management plan that outlines the roles and duties of each position ensuring that they correspond to activities listed in the previous sections. Please submit resumes for key personnel.

2.9 Budget Proposal and Budget Narrative

Complete a detailed budget proposal in accordance with the Excel format provided as part of the Full Grant Application form. Please provide in the relevant column (column B) of the budget table, a description of the budget that explains in detail the proposed costs of the grant activity.

Section 3: Institutional Capacity

3.1 Description of the applicant/organization

Describe your organization’s mission statement/purpose and the primary technical sectors of your organization’s operation. Indicate the number of staff employed by your organization.

3.2 Applicant’s/Organization’s experience

Describe your organization’s experience, skills and knowledge in the technical area of the proposed grant activity. Clearly indicate your organization’s recent experience ***relevant*** to the proposed activities, mentioning specific successes achieved. Indicate partnerships and cooperation with other stakeholders that may have led to your success.

3.3 References

List the names and contact information of at least three other donors/funding sources that have previously or currently support your organization through direct grants or contracts. Please indicate the project duration and year it was implemented. Provision of relevant evidence or references of such implementation adds to the credibility of the information provided.

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| --- | --- | --- | --- | --- |
| Name of Funding Source | Contact Person, Name, Title, Email Address, Telephone Number | Name of Grant/Project | Brief Project Description | Project Period of Performance |
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Section 4: Annexes

Submit the following annexes with your application:

* A copy of your organization’s legal Registration Certificate.
* A copy of your Fiscal Certificate.
* Copy of your organization’s organizational chart (desirable but optional).
* Copies of CVs of key personnel.

Section 5: Appendices

* Budget Format (in Excel format)

1. An **Annual Program Statement** is a solicitation instrument of the USAID Kosovo Compete Activity (“Compete”) which provides a potential *partnership opportunity* with eligible organizations to further the main goals of Compete. The solicitation aims to foster extensive collaboration between USAID Kosovo Compete and private sector and other eligible organizations to improve private sector and export competitiveness in key economic sectors. This APS is *not* to be viewed only as a grants instrument; its focus is on the proactive engagement of eligible organizations on problem identification, problem definition, solution scoping and development, and solution implementation. Based on the review of successful concept notes, Compete determines whether to request full applications from an appropriate partner in a proposed partnership alliance. [↑](#footnote-ref-1)