DE-RISKING PAY-AS-YOU-GO SOLAR HOME SYSTEMS IN UGANDA REFUGEE SETTLEMENTS GRANTS PROGRAM

APPLICATION TEMPLATE

FEBRUARY 2019

1. INTRODUCTION

This application template is provided to guide applicants through the process of completing a comprehensive application to USAID Power Africa's *De-Risking Pay-As-You-Go Solar Home Systems in Uganda Refugee Settlements Grant Program.* This document accompanies, and should be used in conjunction with, the Call for Proposals (CfP) which outlines key aspects of the grant program, includes full application submission instructions, can be found at:

www.greenpoweredtechnology.com/UgandaPAYGOGrants

Applicants should work through this document completing each section to ensure that all information requested is provided. Where specific formats are provided in this template these should be used to present information. A page limit for each section is provided. For sections requiring narrative, guiding questions are provided to assist applicants in completion. Applications should demonstrate an understanding of the requirements set out in this document and provide all information as requested in the application template.

TIPS FOR COMPLETION OF THE APPLICATION FORM

- ✓ Applications must be submitted in English.

- ✓ All sections must be complete and all information requested must be provided.

- ✓ Provide information in the space and format provided within the application template.

- ✓ Adhere to the page limits specified in each section.

- ✓ Font size 11 and font type Gill Sans MT, Times New Roman, Arial or Calibri required.

- ✓ Page margins should be one inch.

- ✓ The sample text provided in the template should be deleted and replaced by the applicant's original text. The headings that appear for each section should remain at the top of each page, marking the beginning of each section.

- ✓ The contents of the proposal should be submitted in the same order as in the template provided.

OVERVIEW OF APPLICATION SECTIONS

An overview of the different sections applicants must complete, as per the application template provided, are given below:

1. **Section 1: Cover Page** - The cover page should be printed on the applicant's letterhead (including logo) and should express the applicant's interest and qualifications in implementing the grant activities. It should include the complete contact information for the person authorized to represent the organization and negotiate on its behalf.

2. **Section 2: Organizational Details** – This section should give details on the applying organization, their current legal status, history of operation, current turnover, geographical presence etc. It should include details on each organization's past performance relevant to the implementation of the grant. The lead organization should list any key partners for the implementation of the grant.

3. **Section 3: Proposal Details** – The applicant should provide an overview of the project, the planned activities and how the activities will contribute to the objectives of the grant program. Applicants should demonstrate an understanding of the context, problems and proposed solutions and outline key steps that the project will take in its delivery, including how the applicant will engage with beneficiaries / end-users. The applicant should detail the expected impact of the project and how they envisage to achieve sustainability. The application should state how they will include gender best practice and uphold the humanitarian principle of 'do no harm'.

4. **Section 4: Implementation Plan** – This section should include a work plan for implementation of the activities during the 12-month implementation period. This section will demonstrate:
   - how the proposed solution(s) contributes to increasing energy access through the creation of new connections, including a list of any key risks or constraints for success;
   - how the proposed activities will be sustained beyond the grant period;
   - how local buy-in to activities will be secured;
   - how the applicant will deliver after sales services to end-users;
   - how the proposed project can be further scaled or replicated;
   - how the proposed project will contribute to increasing socio-economic development in the target areas and create economic opportunities for refugees and host community in a manner that considers gender and social inclusion; and,
   - how refugees and / or host community will be employed and the potential impact on livelihoods of the refugees and / or host community.

   It should also list out the key staff required to implement the project and an overview of their experience / qualifications.

5. **Section 5: Financial Details** – A budget template is provided for applicants to detail the budget for the project. The applicant should detail any co-funding they will bring to the project and how they plan to maintain required levels of finance beyond the life of the grant. They should also propose the payment schedule and associated milestones for the grant.

6. **Section 6: Attachments** – The applicant may attach supporting documentation as detailed and listed in the application checklist, include references, resumes of key staff, a copy of the applicant's certificate of incorporation and specifications of solar home system being offered, among others. There is no page limitation to the attachments.

SECTION 1: COVER PAGE (1 PAGE MAXIMUM)

<div align="right">

[INSERT COMPANY LOGO]
Applicant Name
Organization
Street Address
City, State/Province
Postal Code
Country (if not US-based)

</div>

Green Powered Technology, LLC
1228 N Quantico Street
Arlington, VA 22205
USA

[INSERT DATE]

Ref: De-Risking Pay-As-You-Go Solar Home Systems in Uganda Refugee Settlement Grants Program

Dear Sir / Madam,

Introduction paragraph:

Please introduce your organization and provide background information about your services and programs.

Interest in grant program:

Please explain why your organization is interested in applying for this USAID-funded grant and what the expected outcomes of the proposal are.

Capabilities:

Please provide a summary of how your organization is uniquely capable of implementing this grant.

Contact information:

Please provide contact information for the person that will represent your organization.

<Signature>

a) *Please provide the following information regarding your organization;*

- Legal name of organization

- Organization's legal registration number

- Country of incorporation and location of head office

- Organization's Data Universal Number System (DUNS) number[1]

- Which countries does your organization operate in?

- How long has your organization been operating in East Africa (please complete the table below giving details of your operations in each country)?

Country	Year operations started	Products sold	No. of staff	Total annual sales

- If your organization does not currently operate in Uganda, do you have a key partner proposed that is registered to do business in Uganda (list the name of this key partners)?

- What are the total number of employees of your organization (full-time and part-time staff)?

- What is the annual turnover of your organization for the past 3 financial years (list the year and annual turnover for each)?

- Name the lead person who will be the contact for this grants program – first name/last name, office address, email and telephone number.

b) *Please provide a brief overview of your organization, including the main areas of work and how your organization is well positioned to deliver your proposal.*

c) *Please provide details of your organization's past performance on relevant activities, including donor funded initiatives or previous experience working in displacement settings. The sample format below may be used:*

Dates	Location	Donor / Client	Activity Description

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[1] If the applicant does not have a DUNS number, then they must acquire one as part of the application process. Further details on how to do this can be found at https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html

d) Please provide information on organizations you plan to partner with to implement the project, including the organization's name, legal status, role on the project and the nature of the relationship.

SECTION 3: PROPOSAL DETAILS (6 PAGES MAXIMUM)

a) Project Summary (1 page maximum)

Please provide a summary of the project and activities you propose to implement by addressing the following questions;

What are the objectives of your project?

What are the target sales as part of this project? Applicants should include both the target sales for the 12 months grant period but also the target sales in the medium term (2-3 years) following the grant support.

How will you achieve your objectives and what are the main activities involved?

Who will participate in delivering your project?

How does your proposed project meet the objectives of the grant program?

In which of the target location/s will you implement your project?

b) Problem statement and propose solution (0.5 page maximum)

Please explain your understanding of the operating context, the problem your project is targeting and how your project will help to solve it.

c) Product Details (0.5 page maximum)

Please provide details of the product/s you intend to sell under this project, including their specification, price and payment model. Please detail any modifications (if applicable) planned to your product offering. Please attach any product specification(s) or catalogue(s) with this application.

d) Project Impact (1 page maximum)

Please provide a brief narrative on the expected impacts of your project as well as a listing of the key indicators you will use to measure the proposed impact. The sample format below may be used. The indicators listed below are mandatory but applicants may add additional indicators where needed. Indicators should be disaggregated by gender and between the refugee and host community where possible.

Indicator	How many are expected?	How will these be measured?

Number of products sold (total)
     In the refugee community
     In the host community		

Number of jobs created (total)
     In the refugee community
     In the host community		

For female employees		
For male employees		

e) **Stakeholder/Beneficiary Engagement (0.5 page maximum)**
   Please provide details on how you will engage with stakeholders and beneficiaries to ensure adequate project buy-in.

f) **How do you envision your project will be sustained beyond the period of the grant? (0.5 page maximum)**
   Please provide details on how this project fits in with your wider business model and plan. Please provide details on how after sales services will be made available for any products sold.

g) **How do you envision that your project could be scaled or replicated beyond the grant period? (0.5 page maximum)**

h) **Gender & Social Inclusion (0.5 page maximum)**
   Please describe how you will promote gender and social inclusion throughout your project activities.

i) **Within humanitarian settings many organizations strive to "do no harm" or to minimize the harm they may be inadvertently doing simply by being present and providing assistance. (0.5 page maximum)**
   Please briefly explain what steps you will take to ensure there are no unintended consequences from your project?

SECTION 4: IMPLEMENTATION PLAN (4 PAGES MAXIMUM)

a) Implementation plan

The implementation plan should summarize the program design in a chart or table format with key project steps and how the applicant will complete them within the specified timeframe. The project should start by May 2019 and the timeframe must not go beyond 12 months. Product sales should start in the target location(s) by month 6, at the latest. Performance measurement activities should be included. The sample format below may be used or adapted. The example text provided in the table below should be deleted and replaced with the applicant's information.

Start Time to End Time (Day / Week / Month / Year)	Activity Detail	Activity Deliverable	Location	Staff / stakeholder / partner involved
EXAMPLE: Start – mid May 2019	Surveys and focus groups with target beneficiaries to understand product preferences and priorities	Report on feedback from beneficiaries and recommendations for tailoring products and materials	Rwamwanja settlement and host community	Field Officers, Beneficiaries
Mid May to June	Tailoring of payment packages and product marketing based on surveys to suit target market	Product and marketing material tailored to the target beneficiaries	Organization HQ, Kampala	Product Manager
June –July 2019	Identification of shop location and staff	Shop secured and staff recruited	Rwamwanja settlement and host community	Local Partner, Field Officer, Project Manager
Start – mid July 2019	Training of newly recruited staff	All new staff fully trained	Rwamwanja settlement and host community	Head of Sales

Mid July	Start sales from new shop and launch marketing campaign	Sales start in target location and marketing campaign is launched	Rwamwanja settlement and host community	Sales Manager, Shop manager

b) Staffing Plan

Please provide a list of the key and non-key staff expected on this project. This should include staff from partner organizations, as relevant. For non-key staff, a simple listing of the required positions will suffice (i.e. 2 Shop Managers, 6 Sales Agents, etc.). The below format should be used for each key staff member. CV's of the key staff should be included as an attachment to this application.

Key Staff 1 - Name, Position

Please include a summary of the staff member's experience and education as it relates to this program. Also describe the staff member's role and responsibilities under this program.

c) Implementation Risks

Please list out identified risks that may have an adverse effect on the applicant's ability to implement the project. The sample format below may be used. Example text is provided in the table below which should be deleted and replaced with the applicant's information.

Rank	Description of risk	Likelihood (low/ medium/high)	Impact (low/ medium/high)	Mitigation

1	Conflict/tensions between host and displaced communities make it difficult to work with both simultaneously	Medium	Medium	Work with local partner to understand any dynamics or sensitivities between communities. Clear communication form the onset with both communities on the benefits of the projects. Ensure both communities are equally involved in all project aspects.
2	Dependency syndrome among the refugees means they are unwilling to pay for products	Medium	Medium	Clear branding and marketing so beneficiaries understand the superiority and benefits of products. Targeting of local savings groups. Use of community ambassadors to promote products as aspirational.

SECTION 5: FINANCIAL DETAILS (4 PAGE MAXIMUM)

a) Project Budget

Applicants should detail the budget for their project showing what the grant funds will be spent on. Budgets must be presented in USD and should not exceed $175,000. The sample format below may be used and applicants may tailor the budget line headings where needed.

Direct Budget Template: Grants-Under-Contract Budget

Grant Title:

Organization:

Date:

I. Project Costs

a.	Staff Salaries and Rates	Rate / Price	x	Units	=	Total
	1. Name	$0.00	x	0	=	$0.00
	2. Name	$0.00	x	0	=	$0.00
	3. Name	$0.00	x	0	=	$0.00
	Subtotal					**$0.00**
b.	**Consultants**					
	1. Name	$0.00	x	0.00	=	**$0.00**
	2. Name	$0.00	x	0.00	=	**$0.00**
	Subtotal					**$0.00**
c.	**Travel**					
	Airfare	$0.00	x	0	=	$0.00
	Ground Transportation	$0.00	x	0	=	$0.00
	Hotel	$0.00	x	0	=	$0.00
	Per Diem	$0.00	x	0	=	$0.00

Subtotal						**$0.00**

e. Equipment and Supplies

Equipment	$0.00	x	0	=	$0.00
Communications	$0.00	x	0	=	$0.00
Supplies	$0.00	x	0	=	$0.00
Logistics	$0.00	x	0	=	$0.00
Marketing	$0.00	x	0	=	$0.00
Subtotal					**$0.00**

f. Facilities / Other

Room hire	$5.00	x	1	=	$1.00
Catered lunch	$0.00	x	0	=	$0.00
Shop rent	$0.00	x	0	=	$0.00
Subtotal					**$0.00**

Grand Total	**$0.00**

b) *Please provide any additional notes or narrative on the budget that you have presented.*

c) *How will you continue financing your operations in the target location beyond the grant period to ensure sustainability of the project?*

d) Milestone and payment schedule

Based on your project budget and implementation plan, the applicant must propose a payment schedule for the grant detailing the milestones that will be achieved for each payment. The sample format below may be used. An example is provided in the table below which should be deleted and replaced with the applicant's information.

Disbursement	Expected Date	Amount / USD	Milestones to be achieved	Evidence to be submitted
1	May 1, 2019	70,000	• Final project plan approved • MEL framework approved. • Grant agreement signed	• Final project plan and MEL framework • Signed grant agreement
2	September 1, 2019	70,000	• Completion of beneficiary surveys • Identification of shop, recruitment and training of staff • Launch of sales and marketing campaign • …	• Report on beneficiary surveys • Shop lease agreement, employment contracts • Sales records, photos from marketing events
3	April 1, 2020	30,000	• Completion of project and all activities • Submission of final report and M&E data • Completion of final site visit	• Final project report • Final M&E data • Report from site visit

SECTION 6: ADDITIONAL INFORMATION (NO PAGE LIMITATION, PLEASE INCLUDE AS ATTACHMENTS)

a) References

Please provide details of two references that GPTech can contact regarding your organization's performance. These could include customers, organizations or donors you have worked with previously. For each reference please provide the following details:

- Name of reference

- Name of Organization

- Position Held

- Relationship to the applicant

- Contact Details (email address, phone number and location or time zone)

b) Certifications and assurances

The applicant should download and sign the statement regarding certification and assurances which is available at www.greenpoweredtechnology.com/UgandaPAYGOGrants . This document should be returned as an attachment to the grant applications.

c) Additional document

The applicant should attach any relevant additional documents as outlined in the application checklist.