



# Request for Application (RFA)

RFA Title:	Business Support Program for Youth-Led Enterprises
RFA Number:	UNITY-02-2024
Issued Under:	USAID Cooperative Agreement No. 2012120CA00002
Issuance Date:	March 13, 2024
Total Funding Available:	USD 80,000
Questions Due Date/Time:	March 25; 2024 5:00 p.m. Kyiv
Answers Provided By:	March 29; 2024; 5:00 p.m. Kyiv
Closing Date/Time:	April 19, 2024; 5:00 p.m. Kyiv

The United States Agency for International Development (USAID)-funded **Ukraine National Identity through Youth (UNITY)** Activity implemented by IREX and its partner Making Cents International (Making Cents) is seeking grant applications from qualified entities to provide technical support as described in the Statement of Work in this document. Making Cents anticipates awarding one grant for the subject solicitation.

Grants under this RFA will be awarded and implemented in accordance with USAID and US Government regulations governing grants and Making Cents' internal grant management policies.

Issuance of this solicitation does not constitute an award commitment on the part of Making Cents, nor does it commit Making Cents to pay for any costs incurred in the preparation or submission of an application. Making Cents reserves the right to reject any and all applications, if such action is considered to be in the best interest of UNITY.

This funding opportunity is posted on <https://makingcents.com/UNITY-grants-rfa> and may be amended. Potential applicants should regularly check the website to ensure they have the latest information pertaining to this RFA.

All requests by applicants regarding a meaning in or interpretation of this RFA must be requested in writing, in English, to [ybodashevaska@makingcents.com](mailto:ybodashevaska@makingcents.com). Such requests must be submitted no later than the date and time specified in the Questions Due line stated above. This will allow sufficient time for a reply/amendment to reach all applicants before they submit their responses. Answers to all questions will be posted to <https://makingcents.com/UNITY-grants-rfa> by the date specified above. Any information that substantially changes the requirements of this RFA shall be released through the issuance of an amendment to the RFA. Making Cents may, at its own discretion, extend the deadline for the submission of applications.



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Making Cents employees and employees of UNITY implementing partners may not ask for, and applicants are prohibited from offering, any money, fee, commission, credit, gift, gratuity, thing of value, or compensation to obtain or reward improper favorable treatment regarding this solicitation. Any improper request from an employee of Making Cents or a UNITY implementing partner should be reported to [businessconduct@makingcents.com](mailto:businessconduct@makingcents.com).



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## 1. Project Description

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### A. Background

The UNITY program aims to foster vested ownership among young people, ages 10 through 35, in Ukraine's democratic, European future by further mobilizing youth leadership around a values-based conception of Ukrainian identity grounded in engagement and pluralism and expanding economic opportunities for youth through innovation, entrepreneurship, and career preparedness.

Since February 24, 2022, the war in Ukraine has ignited an unprecedented humanitarian crisis, significantly impacting workforce development and entrepreneurial ecosystem. Though the war has brought much destruction to the Ukrainian economy, it has also brought opportunity as it turned global attention and awareness to Ukraine, which has provided an elevated demand for access to Ukrainian goods and services. Amidst the uncertainties and challenges of the entrepreneurial landscape, young entrepreneurs are actively seeking support to navigate the complexities of pivoting and revitalizing their businesses in the midst of wartime conditions.

In Years 2 and 3, UNITY has supported youth-led entrepreneurs via two rounds of business support programming to pivot, sustain, and flourish with their business during a war time economy. Given the successful results of the first two round of programming, UNITY is providing an additional round of business support programming to youth-led enterprises.

### B. Objective

The objective of this Request for Applications is to support youth entrepreneurs (18-29 years old) from smaller hromadas (rural communities and towns with a population of less than 100,000 people) across Ukraine to adapt and expand their business activity within a war context. This support should result in 12 youth businesses being selected for a grant (which will be separately issued by UNITY directly to the youth businesses) and receiving targeted coaching and business consulting to advance their business ventures.

### C. Program Description

Making Cents seeks applicants that propose a youth-focused program responding to the activity outlined below. Making Cents anticipates awarding one grant to achieve the activity outlined below. No grant will be less than USD 50,000 or greater than USD 80,000.

#### **Activity 1: Program Design and Business Selection**

UNITY seeks to support youth-led businesses (defined as at least 50% of the ownership is held by youth 29 years old or younger) from small hromadas (under 100,000 people) across Ukraine seeking to strengthen or expand their enterprise.

The successful applicant will propose a program that has the following components:



- Identification of up to 12 youth-led businesses from small hromadas, registered and providing activities in the controlled territory of Ukraine. Of these 12 youth-led businesses, at least three must be led by women.
- Information for youth-led businesses about grant requirements and expectations.
- Individualized business assessments to understand specific needs and opportunities for each business.
- Business consulting and coaching to develop or refine business plans and goals within a war time economy.
- Coaching and monitoring during grant utilization for each business.
- Linkages to additional funding opportunities.
- Application of lessons learned from UNITY's previous round of programming (learning documents will be shared with the awarded partner).

Considering that youth-led businesses are operating in a war setting, a successful business support program should also integrate mental health and psychosocial services to develop and strengthen self-and business resilience. A successful program should also engage youth entrepreneurs as mentors who can serve as role models and support peer-to-peer networking. Making Cents welcomes applicants to propose designs grounded in a youth entrepreneurs' lens that respond to common requests such as arranging mentoring/expert sessions at the end of the day or keeping schedules flexible upon agreement between mentors/experts and mentees.

The grantee will consult with Making Cents in the design of the Business Support Program and recruitment and selection of youth-led businesses.

Milestones for Activity 1 should include, at a minimum:

- Tailored business support program outlined
- Youth-led enterprise recruitment and selection plan developed
- 12 youth-led businesses selected
- Relevant business experts and coaches selected

The successful applicant will have deep familiarity with supporting youth entrepreneurs; demonstrable experience designing and implementing business support activities lasting at least 6 months, as well as connections with business experts and coaches who can provide direct support to the youth-led businesses.

### **Activity 2: Support to Youth-led Businesses**

UNITY knows that best practices for business support include extended and targeted support. After selection and onboarding of the 12 businesses, the successful applicant will support those businesses to respond to the current business environment's challenges and opportunities. Successful applicants will do this by providing individualized support to each business as they refine or develop a business plan and goals, and develop a grant application to UNITY (up to 10,000 USD each) towards business investments.



Successful programs will support youth-led businesses to understand the UNITY grant application process, requirements, and limitations within USAID regulations and provide examples of successful grant applications and implementation to align expectations and ensure the grants maximize business impact. After this framing, successful applicants will support each business as they receive and implement a 10,000 USD business development grant from UNITY.

A successful business support program will utilize global best practices of provided extensive tailored support to each business as they expand and adjust their business through grant funding.

Milestones for Activity 2 should include at a minimum:

- Grant Expectation and Requirements Workshop outlined
- Individual businesses analyzed
- Business coaching plans developed
- Periodic Coaching reporting
- Individual business grant packages prepared ready for approval
- Periodic Grant Monitoring reporting
- Linkages to additional funding opportunities and business development support resources identified

Successful applicants will have demonstrable experience providing targeted business coaching as well as supporting grants implementation to comply with USAID standard and expand business growth.

### **Activity 3: Analyzing Results and Impact**

UNITY seeks to understand the results and impact of its investment in youth-led enterprises. Thus, successful applicants will provide detailed monitoring, evaluation, and learning throughout implementation and synthesize all learning through a summary report. A summary report may include:

- Overview of all activities performed
- Outputs and outcomes
- At least three stories of how businesses have advanced because of the program
- Takeaways and lessons learned
- Recommendations for the next round of programming

Milestones for Activity 3 should include at a minimum:

- Monitoring and evaluation plan developed
- Summary reporting

The successful applicant will have deep familiarity with capturing outputs and outcomes and transferring information in an accessible fashion that demonstrates the impact of the program.



#### **D. Authority/Governing Regulations**

Awards will adhere to the guidance provided in [ADS Chapter 303](#), “Grants and Cooperative Agreements to Non-Governmental Organizations,” and the terms of the USAID [Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations](#). ADS 303 references two additional regulatory documents issued by the US Government’s Office of Management and Budget (OMB):

- 2 CFR 200 [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#); and
- 2 CFR 700, [USAID Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#).

Making Cents is required to ensure that all organizations receiving USAID grant funds comply with the guidance found in the regulations referenced above, as applicable to the respective terms and conditions of their grant awards, as well as Making Cents grant procedures.

#### **2. Award Information**

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Making Cents anticipates awarding up to USD 80,000 through one individual fixed award amount grant. The final grant amount will be dependent upon grant activities and final negotiation.

The estimated start date of any grant awarded under this solicitation is May 10, 2024. The duration of the grant award under this RFA is expected to be no more than 12 months.

There is no cost-sharing requirement for this grant.

Making Cents reserves the right to fund any or none of the applications submitted.

#### **3. Eligibility**

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This RFA is issued to ensure that all interested and qualified organizations have a fair opportunity to submit applications for funding. Making Cents will not accept applications from individuals or government entities.

#### **E. Types of Organizations Eligible**

The following types of Ukrainian organizations may apply for funding under this RFA:

- Non-profit organizations,
- Institutions of higher education,
- Charitable or private foundations, and
- Privately owned enterprises or firms.

#### **F. Further Eligibility Criteria**

1. Grants will only be made to the responsible applicant able to demonstrate that they:



- Are legally organized as one of the above types of organizations in Ukraine and operate primarily in the territory controlled by Ukraine.
  - Represent objectives that are consistent with the broad objectives of UNITY.
  - Must have existing capacity to engage key stakeholders.
  - Display sound management in the form of financial, administrative, and technical policies and procedures and present a system of internal controls that safeguard assets; protect against fraud, waste, and abuse; and support the achievement of program goals and objectives. Making Cents will assess this capability prior to awarding a grant.
  - Are in good standing with all civil and fiscal authorities (e.g., not declared insolvent).
  - Possess financial accountability and maintain detailed records of all expenses.
  - Will not charge a fee or receive profit under the grant agreement.
  - Are willing to sign applicable assurances, statements, and certifications prior to receiving a grant, including:
    - Certification Regarding Terrorist Financing (Required for all grantees),
    - Certification of Recipient (Required for all grantees),
    - Certification Regarding Lobbying (Required for all grantees), and
  - Do not appear on any of the following:
    - "Lists of Parties Excluded from Federal Procurement and Non-procurement Programs" available at <https://sam.gov/content/exclusions>.
    - List of Specially Designated Nationals and Blocked Persons, maintained by the US Department of Treasury's Office of Foreign Assets Control (OFAC) available at <https://home.treasury.gov/policy-issues/financial-sanctions/specially-designated-nationals-and-blocked-persons-list-sdn-human-readable-lists>.
    - List compiled by the United Nations Security Sanctions Committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") available at <https://scsanctions.un.org/search/>.
2. All grantees must secure a unique entity identifier (UEI) and must register in SAM, the System for Award Management. SAM is the US Government's portal for managing the processes for contracts, grants, and cooperative agreements. Information about registration procedures may be found at [www.sam.gov](http://www.sam.gov). Organizations may submit applications under this RFA without SAM registration. However, the apparently successful applicant will be required to register and must submit evidence of registration to Making Cents prior to grant award. Therefore, applicants are encouraged to register with SAM early so that, if selected, award will not be delayed. Note that SAM registration is free to all.
3. To make a responsibility determination of financial and management capacity, shortlisted applicants will be further requested to submit the following:
- a. Audited Financial Reports: Copies of the applicant's financial reports for the previous three (3) year period, which have been audited by a certified public accountant or other auditor acceptable to Making Cents. In the





event audited financial reports are not available, other documentation regarding the applicant's financial viability and capability shall be provided, for example, income statements and balance sheets.

- b. Certificate of Incorporation/Association.
- c. Cash flow statements.
- d. Organizational chart.
- e. Copies of the applicant's accounting and operational policies/manuals (as available).
- f. Documentation that the applicant has the ability to comply work under the grant award conditions.

### **G. Ineligible Organizations**

Ineligible organizations include:

- Private enterprises and firms that propose fees.
- Private foundations established for estate managing purposes.
- UNITY implementers to prevent any potential conflict of interest.
- Government entities or officers.
- Political parties, groupings, or institutions or their subsidiaries and affiliates.
- Organizations that advocate, espouse, or promote anti-democratic policies or illegal activities.
- Faith-based organizations whose objectives are for discriminatory and religious purposes, and whose main objective of the grant is of a religious nature.
- Any entity whose name appears on the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

## **4. Application and Submission Instructions**

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### **H. Grant Application**

Instructions and templates for the full application are provided in Annexes A-D. Applicants shall present their technical application and budget with accompanying notes in the formats provided and shall follow the instructions and guidelines listed in these annexes.

Applicants must propose activities responding to the RFA's Program Description, introducing innovations that are appropriate to their organizational strengths. Applications should be kept as concise and succinct as possible. Detailed information should be presented only when required by specific RFA instructions and be appropriately organized and referenced. Applications received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and adherence to application format. Applications not conforming to this RFA may be categorized as non-responsive, thereby eliminating them from further consideration.

Applications shall be prepared in English. Applications in any other language shall be treated as non-responsive and eliminated from further consideration. The



applicant should retain for its records a copy of the application and all enclosures that accompany their application.

All grant activity costs must be within the normal operating practices of the applicant and in accordance with its written policies and procedures. For applicants without an audited indirect cost rate, the budget may include direct costs that will be incurred by the applicant to provide identifiable administrative and management costs that can be directly attributable to supporting the grant objective.

The application must be signed by an authorized agent of the applicant.

Applicants that submit full applications that meet or exceed the merit review criteria will be notified of next steps in the application process.

## **I. Ineligible Activities and Expenses**

UNITY grant funds may not be utilized for the following:

- Any purchases that are not necessary to execute the grant activity, including any grantee headquarter expenses that are not directly linked to the implementation of the proposed project.
- Profit or fee.
- Alcoholic beverages.
- International airfare unless the applicable Standard Provision is included in the grant agreement or when airfare is provided as in-kind grant.
- Items having a value of USD 5,000 or more.
- Fines, penalties, previous obligations, or bad debt.
- Activities that contribute to the destruction, deterioration, or the degradation of natural resources, and/or environment.
- Illegal activities as defined by the host country and/or USAID.
- Subsidies to organizations that are not legally recognized.
- Ceremonies, celebrations, parties, gifts, or gratuities.
- Purchases of prohibited goods such as military equipment, police equipment, commodities, and services for support of police and other law enforcement activities, surveillance equipment, abortion equipment and services, luxury goods, gambling equipment, climate/weather modification equipment.
- Purchase of restricted goods such as agricultural products, pesticides, fertilizer, motor vehicles, pharmaceutical and contraceptive items, used equipment, US Government-owned excess property, and surplus equipment.

## **J. Responsibility Determination**

All applicants are subject to a pre-award risk assessment conducted by Making Cents to ascertain whether the organization has the minimum management capabilities required to handle US government funds. The recommendation or selection of an applicant with established procedures does not guarantee an



award. To assist in making this determination, finalists will be required to complete a financial capability questionnaire which consists of the applicant's recent audited financial statements, projected budget, cash flow, organization chart, and applicable policies and procedures.

An award shall be made only when Making Cents makes a positive determination that the applicant possesses, or has the ability to obtain, the necessary management competence in planning and carrying out programs and that it will practice mutually agreed upon methods of accountability for funds and other assets provided by Making Cents.

### **K. Application Submission**

Interested applicants who meet the eligibility criteria as listed in Section 3 should prepare and submit an application, in English, using the template and instructions in Annex A. Applicants should submit the full application to the Point of Contact listed in Section 4.E below.

Applicants should submit to the Point of Contact the following materials as a **PDF** package (AND in the **additional format** where indicated below):

- A. Signed Cover, Organization, and Program Information, of Annex A;
- B. Annex A, Application, in **Microsoft Word**;
- C. The CVs of program personnel as indicated in Section III of Annex A;
- D. A budget, using Annex B as the template in **Microsoft Excel**;
- E. An implementation plan, using Annex C as the template;
- F. Signed and dated Required Certifications (Annex D);
- G. A copy of the applicant's latest audited financial statements (or NICRA, if applicable); and
- H. A copy of the applicant's valid legal registration.

This RFA will remain open until April 12, 2024; 5:00 p.m. Kyiv. Applications must reach the designated Point of Contact ([ybodashevaska@makingcents.com](mailto:ybodashevaska@makingcents.com)) on or before the above-mentioned deadline. Applications received after the closure date/time above will not be considered.

Making Cents will record the date formal grant applications are received, the name of the organization, and the signature of the organization's representative who is delivering the proposal.

### **L. Point of Contact**

It is anticipated that this RFA, including any references/hyperlinks/attachments set forth herein, contains everything that a potential applicant will need to apply. However, if additional information is needed, a potential applicant may communicate with the following Point of Contact:

Grants and Procurement Lead, Yuliia Bodashevaska  
[ybodashevaska@makingcents.com](mailto:ybodashevaska@makingcents.com)



## 5. Application Evaluation

Full applications will be evaluated by a Grant Evaluation Committee against the review criteria below. These criteria will serve as the basis upon which the application will be evaluated. Selection will be based on evaluation of the applicant’s technical proposal and approach and the applying organization’s capacity to satisfactorily manage and implement the proposed grant program. Cost and other factors will be considered, and award will be made only if the application is determined to be technically acceptable and cost reasonable.

Category	Description	Points
1. Strategic Fit	<ul style="list-style-type: none"> <li>Contribution toward the project objectives</li> </ul>	15
2. Technical Approach	<ul style="list-style-type: none"> <li>Demonstrated proficiency in designing and executing a clear, well-structured business support program tailored to youth-led enterprises</li> <li>Proven capability to enlist at least 10 youth-led enterprises from small hromadas</li> <li>Ability to offer comprehensive mentoring and coaching assistance to the selected youth-led enterprises</li> <li>Experience in engaging business experts</li> <li>Proficiency in fundraising strategies and facilitating access to finance initiatives</li> <li>Ability to devise and implement a robust security plan to safeguard the well-being of all participants</li> <li>Identification of potential obstacles and proactive formulation of solutions to mitigate challenges effectively</li> </ul>	40
3. Personnel	<ul style="list-style-type: none"> <li>Project leaders have relevant experience with similarly complex projects</li> <li>Relevance of staff technical skills to the proposed program, including grant management</li> <li>Tasks and subtasks assigned to appropriate skill levels</li> <li>Supervisory personnel have relevant grant and project management experience</li> </ul>	20
4. Organizational Capabilities	<ul style="list-style-type: none"> <li>Past performance on similar projects</li> <li>Soundness of accounting and procurement practices</li> <li>Capacity to adhere to USAID financial guidelines</li> <li>Experience supporting USAID grants</li> </ul>	15
5. Cost Effectiveness	<ul style="list-style-type: none"> <li>Cost realism</li> <li>Completeness</li> </ul>	10
<b>TOTAL POINTS</b>		<b>100</b>



## **6. Further information regarding RFA**

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Making Cents reserves the right to change or cancel this RFA or any of its requirements at any time during the RFA process; such actions by Making Cents will either be posted publicly or directly communicated to all applicants, as appropriate.

The preparation of all materials for submission against this RFA to Making Cents will be at the applicant's sole cost and expense, and Making Cents shall not be responsible for any pre-award cost or expense incurred by the applicant nor shall Making Cents be liable for any anticipated outcome from the submission of an application in response to this solicitation.

## **7. Award and Administration Information**

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All grants will be negotiated, denominated, and funded in the local currency of the applicant and will specify the applicable US dollar equivalent.

All costs funded by the grant must be allowable, allocable, and reasonable. In no instance will total disbursements made under the grant agreement exceed the applicable US dollar equivalent specified in the grant agreement.

Grant applications must be supported by a detailed and realistic budget as described in Section 4. Making Cents reserves the right to conduct financial reviews or audits to ensure the adequate accountability of applicants expending grant funds.

Grantees will be required to report on a schedule agreed-to during the negotiation phase with reporting aligned with grant deliverables.

Making Cents reserves the right to make an award based on initial submission without discussion; hence, applications should be initially submitted with the most favorable terms from a technical and budget perspective. However, Making Cents reserves the right to enter into discussions with one or more applicants in order to obtain clarifications, additional detail, or to suggest refinements in the program description, budget, or other aspects of an application.

Issuance of this RFA and assistance with application development do not constitute an award or commitment on the part of Making Cents, nor does it commit Making Cents to pay for costs incurred in the preparation and submission of an application. Further, Making Cents reserves the right to accept or reject any or all applications received. Applicants will be informed in writing of the decision made regarding their application.



**ANNEX A – APPLICATION FORM IN RESPONSE TO RFA # UNITY-02-2024**

**Cover: Organization and Program Information**

1. Title of the proposed grant activity (Descriptive, precise, and brief):
2. Name of Organization:
3. Legal Name (If different from that listed above):
4. Type of Ukrainian Organization: operating as a: [*select*: corporation incorporated under the laws of Ukraine; a partnership; a nongovernmental nonprofit organization; a state or local governmental organization; a private college or university; a public college or university; a joint venture]
5. Tax Identification Number:
6. Unique Entity identifier (UEI): [leave blank if your organization has not completed its registration in SAM.gov]
7. Organization contact information:

Name of representative:	
Title of representative:	
Mailing address:	
Mobile:	
Office phone:	
Email:	
Website:	

8. Grant Amount:

Amount requested from UNITY:	[list in local currency]	[list in US dollars]
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*Note:* All applications must be supported by the attached Annex B, Grant Budget template and accompanying budget notes. The budget shall be prepared in local currency and US dollar equivalent.

The application must be signed by an authorized agent of the applicant.

**By affixing my signature below, I certify that to the best of my knowledge, the information provided in this application is accurate, correct, and in accordance with the established guidelines:**

Submitted by: [Name, Title]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Instructions:**

Page maximums per section are indicated below. All sections must be included in the application, including Annexes. All applications must be submitted in English. Font must be Calibri 11 point, 1" margins on all sides, and in 8.5" by 11" paper/page size.

**Section I. Executive Summary (maximum one [1] page)**

1. Describe how your approach applies global best practices in supporting youth entrepreneurship and knowledge of the local context in supporting rural businesses.
2. Provide an overview of your technical approach, program leadership, and implementation plan.
3. Provide an overview of your organization's capabilities to lead this enterprise startup activity.
4. Provide an overview of requested funding, including percentages by major budget category.

**Section II. Technical Approach and Personnel (Maximum seven [7] pages)**

1. Describe the proposed activity and expected results in detail. Describe the main tasks that are proposed to design and implement: (1) a program design and selection of 12 youth-led businesses, (2) business plan development/refinement and business coaching support during grant distribution, and (3) documentation of outputs, outcomes, impact, and lessons learned. Describe the expected results to be achieved, how the tasks are linked to the grant objective, and how the safety of participants will be accounted for. This activity detail should keep in mind the evaluation criteria contained in the RFA.
2. Provide an overview of the implementation plan detailed in Section III and Annex C. Include the anticipated amount of time it will take to achieve project outputs. The progress towards the achievement of these results may be considered to be a progress indicator of the project.
3. Describe the relevant technical qualifications of the program leader(s). Describe briefly the technical qualifications of other program staff.

**Section III. Implementation Plan (Maximum two [2] pages)**

1. Supply a basic organizational chart for the grant activity proposed.
2. Provide a coherent discussion of tasks and key subtasks, including relevant timeframes. Connect tasks and subtasks from the implementation plan to program staff.
3. Identify supervisory roles by program leader(s) and their management experience.
4. Three-page maximum CVs are required for all program personnel who will design, lead, provide oversight, and quality control.

All implementation plans must be supported by Annex C, which lists all identified tasks over the duration of the activity.

**Section IV. Organizational Experience and Capacity (Maximum one [1] page)**

Describe the organization's experience implementing similar activities.



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**ANNEX B – DETAILED GRANT BUDGET TEMPLATE (Excel-attached as separate document)**

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**ANNEX C: IMPLEMENTATION PLAN**

Relabel the columns in the Timeline section below with the appropriate half-month start and end. For example, if your proposed start date is 15 October 2022, relabel column 1a with “2/22a” for the first half of October, column 1b with “2/22b” for the second half of October, column 1c as “3/22a” for the first half of November, etc. to represent the half-months of 1-15 October 2022, 15-30 October 2022, 1-15 November 2022, etc.

Task List each task. Please be as specific as possible. Use additional pages if necessary.	Grant Resources Required and Detailed Explanation of Use	Bi-Monthly Timeline														Person(s) Responsible Who is responsible for overseeing and implementing the task?	Milestones How will you measure the success of the task?	
		1a	1b	2a	2b	3a	3b	4a	4b	5a	5b	6a	6b	7a	7b			

## ANNEX D: REQUIRED CERTIFICATIONS AND ASSURANCES

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### **D1 – Certification Regarding Terrorist Financing, Implementing Executive Order 13224**

By signing and submitting this application, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3. The Certification in the preceding sentence will not be deemed applicable to material support or resources provided by the Recipient pursuant to an authorization contained in one or more applicable licenses issued by the US Treasury's Office of Foreign Assets Control (OFAC).
2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:
  - a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by OFAC and is available online at OFAC's website: <https://home.treasury.gov/policy-issues/financial-sanctions/specially-designated-nationals-and-blocked-persons-list-sdn-human-readable-lists>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.
  - b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <https://scsanctions.un.org/search/>
  - c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
  - d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.
3. For purposes of this Certification-
  - a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

(i) "Training" means instruction or teaching designed to impart a specific skill, as opposed to general knowledge.

(ii) "Expert advice or assistance" means advice or assistance derived from scientific, technical, or other specialized knowledge

b. "Terrorist act" means-

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

Signature \_\_\_\_\_

Name, Title \_\_\_\_\_

Organization \_\_\_\_\_

Date \_\_\_\_\_