**Kyrgyz Republic Agro Trade Activity (KRATA)**

**Annual Program Statement (APS) No. 001 Co-Creation Partnership Activities**

**Issuance Date:** October 18, 2020

Application start: October 18, 2020

Application deadline: September 30, 2021

Anticipated cumulative amount: $50,000 (or as amended)

*The funding round will expire by the mentioned date or award of funds, whichever is earlier. Further rounds or changes may be announced at the following website:* [*http://procurement.kg/*](http://procurement.kg/)or other social media outlets that will reach likely participants and beneficiaries.

All funding rounds will begin with invitation to a co-creation workshop. Invitees may be selected and targeted directly by KRATA or identified by response to a call for expressions of interest (EOI) solicited by the KRATA Grants team. Each co-creation workshop will result in a concept paper that will be prepared by the Co-creation Workshop’s lead facilitator or technical specialist (to be determined by the KRATA Team). Further details on the selection and award process are described in Section IV.

# Objective

Co-creation partnership grants are a key tool for reaching women, youth, and marginalized groups where the likelihood of assets for self-financing or access to formal finance is low. The grants fund is intended to be used for bringing women, youth, and members of marginalized groups into formal supply chains of larger enterprises, to upgrade existing entrepreneurial activities, to strengthen organization (e.g. women’s groups or farmer groups) of members of marginalized groups in select value chains, or to support small-scale start-up ventures led by people in these three categories.

Please see Section I for a more detailed description of KRATA project objectives.

The grants will be awarded and implemented in accordance with USAID and US Government regulations governing grants under contracts and KRATA’s internal grant management policies.

Project and Chemonics employees 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 a project employee should be reported to the chief of party or [BusinessConduct@chemonics.com](mailto:BusinessConduct@chemonics.com).

**Required Templates**: See **Annex A** for a Concept Paper Application form template that is required for submitting grant concepts for KRATA consideration.

**SECTION I. PROGRAM DESCRIPTION IA. PROJECT BACKGROUND**

The USAID Kyrgyz Republic Agro Trade Activity (hereinafter called “KRATA”), seeks to support job creation, strengthen value chains, and improve the business enabling environment through interventions that boost productivity, upgrade processing, build international business- to-business linkages, facilitate access to finance, and support private sector–informed policy reform. The three main objectives of the Activity are:

* (Objective 1) Economic Value Added Through More Inclusive (Particularly Women) Jobs and Sales for Southern Kyrgyz Agribusiness and Farmers
* (Objective 2) Increased Cross-Border and Regional Trade Links Between the Kyrgyz Republic and the Fergana Valley, and
* (Objective 3) Improve Enabling Environment for Increased Kyrgyz Republic-Uzbekistan Market Integration.

**IB. OBJECTIVE OF THE APS**

KRATA grants are a key tool for reaching women, youth, and marginalized groups where the likelihood of assets for self-financing or access to formal finance is low. The grants fund is intended to bring women, youth, and members of marginalized groups into formal supply chains of larger enterprises, to upgrade existing entrepreneurial activities, to strengthen organization (e.g., women’s groups or farmer groups) of members of marginalized groups in select value chains, or to support small-scale start-up ventures led by women and youth. Grants may be issued to larger businesses with strong requirements for engaging these three targeted groups – such as by including them in their supply chains or workforce, or providing services or training to marginalized groups in their communities.

**IC. APS PROGRAM DESCRIPTION**

The following represents the anticipated types of activities that will be supported by KRATA. Applicants must indicate in their applications which one or more of the following areas their request falls under.

* Small-scale start-up grant funding for women-and youth-owned business (ideally blended with micro-finance loans)
* Business growth grant funding for women- and youth- owned businesses such as in-kind packages for access to business services or upgrading small-scale equipment (e.g. cleaning, sorting)
* Grant funding for women- and youth-owned businesses, including technical assistance, interested in formalizing or strengthening producer organizations
* Local NGOs and associations that focus specifically on economic inclusion
* Grants to medium-sized businesses to buy down risk for engaging women, youth, and marginalized groups

KRATA recognizes that some grantees may need technical assistance to more effectively carry out the activity. Consequently applicants are encouraged to specify their needs for technical assistance and/or training in their application. Preference will be given to applications that demonstrate practical ways to generating results in the short term.

**ID. AUTHORITY/GOVERNING REGULATIONS**

KRATA grant awards are made under the authority of the U.S. Foreign Affairs Act and USAID’s Automated Directive System (ADS) 302.3.5.6, “Grants Under Contracts.” Awards made to non-U.S. organizations will adhere to guidance provided under [ADS Chapter 303](https://www.usaid.gov/ads/policy/300/303), “Grants and Cooperative Agreements to Non-Governmental Organizations” and will be within the terms of the USAID Standard Provisions as linked in the annexes, as well as the KRATA grants procedures.

ADS 303 references two additional regulatory documents issued by the U.S. Government’s Office of Management and Budget (OMB) and the U.S. Agency for International Development:

* 2 CFR 200 [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E](http://www.ecfr.gov/cgi-bin/text-idx?SID=c1609551b0104e82710f5a3b7591db07&mc=true&node=pt2.1.200&rgn=div5&sp2.1.200.e) (U.S. applicants are subject to 2 CFR 200 in its entirety)
* 2 CFR 700, USAID’s [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](http://www.ecfr.gov/cgi-bin/text-idx?SID=531ffcc47b660d86ca8bbc5a64eed128&mc=true&node=pt2.1.700&rgn=div5) (only applicable to U.S. Applicants)

Full text of 2 CFR 200 can be found at <http://www.ecfr.gov/cgi-bin/text-> idx?tpl=/ecfrbrowse/Title02/2cfr200\_main\_02.tpl and 2 CFR 700 at [http://www.ecfr.gov/cgi-](http://www.ecfr.gov/cgi-bin/text-idx?SID=531ffcc47b660d86ca8bbc5a64eed128&mc=true&node=pt2.1.700&rgn=div5) [bin/text-idx?SID=531ffcc47b660d86ca8bbc5a64eed128&mc=true&node=pt2.1.700&rgn=div5](http://www.ecfr.gov/cgi-bin/text-idx?SID=531ffcc47b660d86ca8bbc5a64eed128&mc=true&node=pt2.1.700&rgn=div5). KRATA is required to ensure that all organizations receiving USAID grant funds comply with the guidance found in these circulars, as applicable to the respective terms and conditions of their grant awards.

Under the KRATA grant program, USAID retains the right at all times to terminate, in whole or in part, KRATA grant-making authorities.

**SECTION II. AWARD INFORMATION**

KRATA anticipates awarding approximately *$50,000 USD* through *up to 15* anticipated grant awards*.* It is anticipated that each grant award may range from between *$5k-$15k,* but the final amount will be dependent upon grant activities and final negotiation and may be lower or higher than that range*.* The duration of any grant award under this solicitation is expected to be no more than two years (24 months). The estimated start date of grants awarded under this solicitation is November 1, 2020. The type of grant award (standard, simplified, fixed amount award, and/or

in-kind) will be determined during the co-creation and negotiation process based on the type of activity, applicant capabilities, and/or total amount of the award. It is anticipated that grants will

be primarily Fixed Amount Award (FAA) or in-kind, given the anticipated recipients (businesses owned by women, youth, or marginalized groups or organizations that serve them).

# IIA. AWARDS TO PRIVATE ENTERPRISES (MSMEs)

Concept papers from private enterprises (i.e. MSMEs, commercial/for-profit cooperatives, independent entrepreneurs) **must include a cost share portion** from the applicant. Proposed cost share by the applicant must be clearly indicated in the concept paper’s budget section and will be further delineated in the detailed grant budget. KRATA will prioritize grant activities where funding is leveraged at a minimum of 1:1. Proposed cost-share below the 1:1 ratio will be considered on a case by case basis, but KRATA expects that all grants to private enterprises must include a cost-share component.

Cost share is a term defined in [ADS 303.3.10](https://www.usaid.gov/sites/default/files/documents/1868/303.pdf) and must be supported by verified back up documentation. During implementation of the grant, the cost share must be verifiable from the grantee’s records – 100% receipts/records are required to substantiate cost share.

# IIB. AWARDS TO NON-COMMERCIAL APPLICANTS

Concept papers from NGOs, business/trade associations, academic institutions, think tanks, and similar non-commercial applicants should include an in-kind ‘grantee contribution’ to the overall budget and activity, generally in the form of administrative and salary costs for applicant staff contributing to the grant award or costs for office leasing, operational expenses, etc. Please include the approximate value of the in-kind grantee contribution in concept paper if applicable.

Unlike cost share, grantee contribution does not need to be substantiated by receipts/records, and instead may be tracked by a simple report from the grantee on an overall performance basis as part of their regular required reporting. Grantee contribution reporting will not include receipts.

**IIC. CO-FUNDING**

Cost share and in-kind contributions are an indication of an applicant’s commitment to working with KRATA. Besides their own cost share and in-kind contributions, applicants may propose additional ideas of co-funding from third parties, including from the public or private sector. Applicants that identified such co-funding shall specify it in their concept paper.

**SECTION III. ELIGIBILITY**

**IIIA. ELIGIBLE RECIPIENTS**

* Applicants (or in the case of a consortia, the lead applicant) must be a registered Kyrgyz for-profit or not-for-profit NGOs, business/trade association, think tank, academic institution, and/or private enterprise formally registered, constituted, recognized by and in good standing with appropriate Kyrgyz governmental authorities and laws of Kyrgyz Republic, and compliant with all applicable civil and fiscal regulations.
* KRATA, at its discretion, may award grants to an individual applicant or sole proprietorship, also known as the “sole trader”, “individual entrepreneur” or “proprietorship” (referring to a type of enterprise that is owned and run by one person and in which there is no legal distinction between the owner and the business entity). In this instance since such businesses do not exist as a separate legal entity, the aforementioned registration requirement is non-applicable.
* Applicants may only submit one application for consideration at a time per prime organization under this APS.
* Applicants must have established outreach capabilities with linkages to the beneficiary group(s) identified in the program description. This should be reflected by the incorporation of the beneficiary perspective in the application.
* Applicants must 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. KRATA will assess this capability prior to awarding a grant. In the case of MSMEs, and particularly women or youth-led enterprises, KRATA will at a minimum require the applicant to display financial and marketing management skills proven by entrepreneurial experience.
* Applicants must sign the required certifications attached to this solicitation (Annex B) prior to receiving a grant. KRATA will review them with applicants.
* For any grant award(s) resulting from this solicitation that is other than in-kind and equivalent to $25,000 USD or more, grantees will be required to provide a Data Universal Numbering System (DUNS) number at the time of award. If the applicant already has a DUNS number it should be included in their application. Otherwise, applicants will be expected to get a DUNS number before an award is made. KRATA will assist successful applicants with this process. DUNS numbers can be obtained online at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>
* The project will work with the successful grantee to draft a marking and branding plan which will be annexed to the grant agreement.

KRATA encourages applications from new organizations or individual entrepreneurs who meet the above eligibility criteria. All grants to individuals will be in-kind.

**SECTION IV. APPLICATION AND SUBMISSION INFORMATION IVA. INSTRUCTIONS TO APPLICANTS**

Applicants must propose strategies for the implementation of the program description described above, introducing innovations that are appropriate to their organizational strengths.

**IVB. GRANT APPLICATION**

This is a 12-step application process:

1. Tech specialist identifies grant opportunity and/or organization requiring support
2. COP approves tech specialist to develop a shortlist of prospective grantees, partners, and/or key informants to invite to a co-creation workshop to discuss the topic1. If advantageous to cast a wider net, the tech specialist may also develop a call for expressions of interest (EOIs) for participants to attend the co-creation workshop.
3. The KRATA grants team will circulate invitations for the co-creation workshop to target recipients. If applicable, KRATA’s communication specialist will post EOI the call for EOIs on KRATA’s Facebook page and/or the procurement.kg website.
4. Tech specialist will facilitate a guided discussion with confirmed workshop participants. Following the workshop, s/he will be responsible for drafting meeting minutes and a draft grant concept paper clearly describing the proposed grant activity2.
5. The COP of his/her designee will review the draft concept paper, and approve the tech specialist to proceed to prepare a full grant application with the prospective grantee(s)3. S/he will also nominate a TEC to evaluate the grant application (these individuals must not be the same as those directly involved in co-designing the grant).
6. Tech specialist, grants staff, and the prospective grantee(s) co-design grant application and budget (KRATA staff taking the lead)
   1. Tech specialist and grant/finance staff review applicant’s proof of legal status, org chart and financial statements; determine if award is in-kind, fixed amount award (payments made for verifiable deliverables), or simplified (reimbursement of costs)
7. TEC evaluates full grant application and budget
8. If approved, grants staff verifies costs and negotiates final budget (can begin the process earlier in Step 6)
9. Grants staff develops negotiation memorandum with inputs from the tech specialist
10. COP or his/her designee approves negotiation memorandum
11. Grants staff submits negotiation memorandum for USAID approval, including any necessary contractual requests (i.e., waiver requests for restricted goods\*\* or source/origin/nationality)
12. If approved, grant agreement is signed
13. The “topic” of the co-creation workshop session is the theme or problem to be addressed by a grant.
14. Applicants may bypass the concept paper and submit a full application from at the end of Stage 4. It is advisable that Applicants first submit a short concept paper for initial KRATA review of the proposed idea’s merit. This will help Applicants avoid making significant investment of time and effort in preparing a grant application ahead of receiving initial indication that the proposed activity may be of interest to a Grant Evaluation Committee.
15. Advice of merit of a submitted concept paper to proceed with a grant application is in no way a guarantee that the full grant application will be approved

# KRATA works with zero percent (0%) VAT; therefore, all budgets using KRATA funding should be submitted without VAT.

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.

**IVC. INELIGIBLE EXPENSES**

KRATA grant funds may not be utilized for the following:

* Construction or infrastructure activities of any kind.
* Ceremonies, parties, celebrations, or “representation” expenses.
* Purchases of restricted goods or prohibited goods under USAID regulations, such as: restricted agricultural commodities, pesticides and fertilizers or used equipment; without the previous approval of KRATA project,
* Alcoholic beverages and tobacco.
* Purchases of goods or services restricted or prohibited under the prevailing USAID source/nationality (Cuba, Iran, North Korea, Syria).
* Any purchase or activity, which has already been made.
* Purchases or activities unnecessary to accomplish grant purposes as determined by the KRATA project.
* Prior obligations of and/or, debts, fines, and penalties imposed on the Grantee.
* Creation of endowments.

**IVE. SUBMISSION INFORMATION**

Concept papers and/or applications must be submitted to <*email to be inserted*>. KRATA will continue to accept concept papers and applications through September 1, 2021 or until funds are no longer available. Late, unresponsive, or incomplete applications will not be considered.

In addition to the application forms, applicants should submit the following to KRATA:

- Signed and dated Required Certifications listed under Section III.A

Please submit all questions concerning this solicitation to the attention of <*input email or link*> via email to <*email address*>. KRATA will assist applicants in understanding the application process and can provide coaching in application development at the request of applicants.

**SECTION V. APPLICATION MERIT REVIEW CRITERIA**

All concept papers and applications will be reviewed by an internal review panel comprised of KRATA technical implementation staff, and recommendations may be vetted by a larger group. Concept papers will be evaluated against the criteria below.

* + Does the organization meet the eligibility requirements?
  + Does the proposed activity fit within the KRATA objectives described in the APS?
  + Is there an opportunity for KRATA to leverage third-party (private or public sector) resources and contributions as a result of engaging in the proposed activity?
  + Does the proposed activity facilitate innovative multi-stakeholder partnerships that advance shared USAID, KRATA, private sector and Kyrgyz government objectives?
  + Is the request for funding commensurate with the potential impact/return on investment?
  + Is the product, service, or activity self-sustainable?

More specific criteria will be used for evaluating full applications for those whose concept papers have been selected. Full applications will be evaluated against the merit review criteria in the table below.

|  |  |
| --- | --- |
| **Merit Review Category** | **Rating (Points)** |
| Viability & creativity of concept and technical approach | 10 |
| Expected impact and return on investment | 20 |
| Sustainability/Financial Self-Reliance | 20 |
| Cost/Budget reasonableness and effectiveness | 20 |
| Demonstration of inclusive development | 30 |
| **Overall Rating (out of 100 points)** | **100** |

These merit review criteria elements are described more fully below.

1. *Viability & creativity of concept and technical approach*. Quality and feasibility of the concept regarding the proposed methodology, innovative nature, efficiency, diversity of approach, clarity, and work plan for achievement of the project objectives. Creativity and uniqueness in concept design. Compatibility of the concept with strategic objectives of development of the industry concerned, and/or program objectives. **10 points**
2. *Expected impact and return on investment.* The extent that the proposed activity will positively impact target firms/beneficiaries/industries and will directly advantage target firms/beneficiaries/industries as a way of introduction of innovation and improvement of the quality of services rendered. Evaluation will rely on calculations of cost per job, ratio of activity budget to expected sales (sales per dollar-requested), and similar measures to evaluate expected impact. **20 points**
3. *Sustainability/Financial Self-Reliance.* The degree to which the activity will contribute to building and strengthening the capacity of beneficiaries, and whether the activity is sustainable

or will foster sustainability of target firms/beneficiaries/industries. The extent which the proposed activity is replicable and can be extended successfully and widely. **20 points**

1. *Cost/budget reasonableness and effectiveness*. The degree to which budgeting is clear and reasonable and reflects best use of resources. The extent which the budget includes contributions - in cash or in kind - from the part of the target firms/beneficiaries/industries and third parties, which indicate commitment of the applicant. **20 points**
2. *Demonstration of inclusive development (30 points)*. The extent to which the proposed activity includes a gender component or represents a strong commitment to women as beneficiaries OR the extent to which proposed activities impact economic opportunities for lesbian, gay, bisexual, transgender, and intersex (LGBTI) individuals, people with disabilities (PWD), ethnic minorities, and other vulnerable persons. **30 points**

Additionally, KRATA will ensure environmental soundness and compliance in design and implementation as required by 22 CFR 216.

**SECTION VI. AWARD AND ADMINISTRATION INFORMATION**

Grants may be negotiated or denominated in som or USD; all grants will be funded and paid in som.

All costs funded by the grant must be allowable, allocable and reasonable. Grant applications must be supported by a detailed and realistic budget as described in Section IV.

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

**LIST ANNEXES –**

**Annex A** – Concept Paper

**Annex B** – Required Certifications The project may choose to attach the certifications with the APS, or to provide them to the grantee during the negotiation stage or at the time of grant signature. It is recommended that the certifications be attached to the APS so that applicants know what they will be required to sign if they are awarded a grant. Use the [Required Certifications Tool](https://chemonics.sharepoint.com/sites/001/library/Required%20Certifications%20Tool.docx) in the GlobalQMS or on the grants department landing page to determine which of the following certifications is required under your grants program. The one included below is supposed to be signed when competing through a APS.

 Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements – Representation (April 2015)

**Annex C** – Mandatory and Required As Applicable Standard Provisions

* + Standard Provisions for U.S. and Non-U.S. Nongovernemtal organizations receiving a fixed amount award can be accessed through the following URL: <http://www.usaid.gov/sites/default/files/documents/1868/303mat.pdf>
  + Standard Provisions for U.S. Nongovernmental recipients receiving all other types of grants can be accessed through following URL: <http://www.usaid.gov/sites/default/files/documents/1868/303maa.pdf>
  + Standard Provisions for Non-U.S., Nongovernmental recipients receiving all other types of grants can be accessed through the following URL: <http://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>

**Annex D –** Amendment to APS

Annex A:

**CONCEPT PAPER TEMPLATE & INSTRUCTIONS**

* 1. **Purpose**

The Concept Paper Template is designed to gather basic information about the Applicant and what it is proposing to do. This format should be presented by the applicants in response to KRATA’s APS-2020- 001, per the instructions in the solicitation.

* 1. **Instructions by Section**

Items 1-2: Organization’s name, date organization was founded, and current registration status.

Item 3: Contact Information— Contact name, title, address, telephone, fax, e-mail, etc. The contact person (agent) is responsible for communications between KRATA and the Applicant. This applies to all aspects of the grant application, from initial summary through negotiation and award. The agent must have full authority and responsibility to act on behalf of the Applicant. The agent should be someone who will be directly involved with the grant activity and has a proven, established relationship with the Applicant.

Item 4: SME eligibility information **(ONLY COMPLETE IF APPLICANT IS ACCEPTED)**; include 1) number of staff, and 2) approximate Annual Turnover or Balance Sheet Total in som.

Item 5: Briefly describe the organization and its activities—This section should introduce the Applicant and its background: how it was formed, its mission or purpose, major accomplishments in the area of the targeted activity, current activities, past related experience, and clients. This section must not exceed **1 page** in length.

Item 6: References—List three donors, partner organizations, or community leaders that can provide references for your organization’s ability to successfully carry out the financial, administrative, and technical requirements of the grant activity. Briefly describe your relationship to the reference and the nature and duration of your work together. If the reference is a previous donor, list the activity and location of the activity(s) they funded. Be sure to provide complete information, including a point of contact, with telephone and email.

Item 7: Grant activity title—The title given to the activity should relate to the grant activity objective.

Item 8: Background—Identify the problem that the grant’s activities propose to address. This section must not exceed **1 page** in length.

Items 9-10: State the grant objective; describe the activities that are proposed to meet this objective, the expected results to be achieved through the grant activities, and how the activities are linked to the grant objective. Please include expected results relating to **increased sales**, **increased investment**, **expansion of markets and/or client bases**, and the creation of **permanent jobs**. The grant objective and activities must be linked to KRATA’s objectives as described in the solicitation. This should be the most detailed section but must not exceed **2 pages** in length.

Item 11: Identify beneficiaries, disaggregated by gender if possible, estimated number, location, how the grant activities will reach the intended beneficiaries, and how they will benefit from the grant.

Item 12: Anticipated duration should be stated with a degree of accuracy of plus or minus two weeks.

Item 13: Approximate cost of this activity (cash, in-kind, and third-party sources)—Applicant must submit a rough estimate of the cost of the proposed activity and sources of funds, specifying how much will come from KRATA, the Applicant’s contribution, and any third-party contributions. An exact detailed budget is not necessary at this point, only a plausible estimated calculation, which should be realistic and within 20 percent (+/-) of the final approved budget. Note that the budget must be provided in som. KRATA works with **zero% VAT**; therefore, applicant budgets using project funding shall be submitted without VAT.

# Grant Concept Paper Form

**USAID/KYRGYZ AGRICULTURE AND TRADE ACTIVITY (KRATA) GRANT CONCEPT PAPER**

1. MSME/Organization name:
2. Date SME/organization was founded and registration status:
3. Contact information:

|  |  |
| --- | --- |
| Key contact person(s) and title: | |
| Office address: | Office phone: |
| Mobile: |  |
| Email: | Website: |

1. MSME eligibility information: **(ONLY COMPLETE IF APPLICANT IS MSME)**

|  |  |
| --- | --- |
| Size (by number of staff): |  |
| Approximate Annual Turnover or  Balance Sheet Total (in som): |  |

1. Briefly describe the MSME/organization, its purpose, and past related experience:
2. List contact information for three (3) references from previous firms, organizations, or donor agencies (U.S. and other) that your organization has collaborated with in the last **two years**:

|  |  |  |  |
| --- | --- | --- | --- |
| Firm or Organization | Nature of Relationship or Title of Project, Location | Start & End Dates of Collaboration | Contact Person |
|  |  |  | Name & Position: |
| Email: |
| Tel: |
|  |  |  | Name & Position: |
| Email: |
| Tel: |
|  |  |  | Name & Position: |
| Email: |
| Tel: |

1. Title of the proposed grant activity:
2. Background: What is the issue or problem that the activity will address? Why is it critical to address this issue?
3. Objective of the proposed grant activity:
4. Describe the proposed activity and expected results in detail, keeping in mind the merit review criteria contained in the solicitation. Please include expected results relating to **increased sales**, **increased investment**, **expansion of markets and/or client bases**, and the creation of **permanent jobs**.
5. Identify beneficiaries, disaggregated by gender if possible, number, how the grant activities will reach the intended beneficiaries, and how they will benefit from the grant:
6. Anticipated duration of activity from start to finish:

|  |  |
| --- | --- |
| Overall length (total number of months) |  |
| Start date (day, month, and year) |  |
| End date (day, month, and year) |  |

1. Approximate cost of this activity (include cash, cost-share, in-kind [i.e., donated goods or services], and other sources of funding). **Private enterprise applicants, please indicate level of cost-share in the approximate budget below.**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget Category | Applicant Resources  (in som) | KRATA  Resources  (in som) | Other Resources (identify source)  (in som) | TOTAL  (in som) |
| Salaries: |  |  |  |  |
| Other Direct Costs (ODCs): |  |  |  |  |
| Training: |  |  |  |  |
| Travel and Transportation: |  |  |  |  |
| Equipment, Goods, and Materials: |  |  |  |  |
| *Other Costs? Please provide details:* |  |  |  |  |
| Total Estimated Costs (in som): |  |  |  |  |

|  |  |
| --- | --- |
|  | **FOR PROJECT USE ONLY** |
| Date received: Concept Paper Reference No.:  The undersigned hereby certifies that: (a) the prospective grantee has received an official delivery receipt for its *Concept Paper*, (b) a copy of that receipt has been filed, (c) a reference number has been assigned, and (d) a grant application file has been opened. In addition, the prospective grantee has been advised as to the review and appraisal process, and its primary project point of contact.  Name, Grants Manager: Date: | |

Annex D:

**Amendment 1 to APS** June 29, 2021

The current APS is hereby amended by removing each of the following: Sections IIB and IIC in their entirety and any and all references thereto contained in the APS, any and all obligations of the KRATA thereunder are hereby deleted from the APS, and such Sections and references shall be of no further effect.