**RCMRD/SERVIR E&SA SMALL GRANTS PROGRAM**

**REQUEST FOR PROPOSAL (RFP)**

**RFP NO. ESA-03**

**Annex A: Grant Application Form**

*Applications should be submitted in* ***PDF Format****,* ***Times New Roman, Font Size 12****. (Strictly adhere to the guidelines provided in this document)*

**Section I. Program Description**

*Building on Section B of your concept paper, please complete the below information.*

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| --- | --- |
| **Title of the proposed grant activity:** |  |

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| --- | --- |
| **Summary.** *Provide a brief description of the grant in 3-5 sentences, summarizing the objectives and expected activities.* |  |

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| **Activity Description.** *Provide answers to the questions directly below, explaining the background, objective, and expected outputs from your proposed activity. This should be the most detailed section but* ***must not exceed 5 pages in length****.* |
| 1. What is/are the issue(s) or problem(s) that the activity will address? Provide background and justification for your research, and support your claim/problem statement citing references. Why is it critical to address this issue? Will your activity focus on vulnerable communities and populations in any way? |
|  |
| 1. What makes this research innovative? |
|  |
| c. (i) State your scientific hypothesis and/or research questions. |
|  |
| c. (ii) State the research objectives of the activity. |
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| c. (iii) What specific geospatial data and tools are necessary to achieve your objectives? |
|  |
| c. (iv) Describe your methodology using system flows (*e.g.,* flow charts). |
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| c. (v) State the expected outputs of the activity. (*i.e.,* what will be achieved at the end of the project and the format, *e.g.,* video, workshop, presentation, web-based tool, etc.) |
|  |
| d. How can your research results affect decision-making in Eastern and Southern Africa? What relevant stakeholders will you engage and who are the potential beneficiaries? Detail at least one engagement activity that you anticipate convening with these partners (and include this in your budget). |
|  |
| e. Sustainability of the project (What steps can be taken to ensure that your activity has a sustainable impact?) |
| Please provide a list of publications cited in *(c)* using IEEE citation standards (https://www.**ieee**.org/documents/**ieeecitation**ref.pdf). |
|  |

**Section II. Personnel & Past Performance**

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| **Personnel List.** *Provide a**list personnel (and their specific roles in this project) who will be involved in implementing this project. CVs are required for all project personnel, and* ***should be included as attachments*** *in your application submission, using the template provided in* ***Annex B****.* |
|  |
| **Past Performance.** *Describe the organization’s experience implementing similar activities. Please provide at least one example of a similar project completed using donor-funding. This section must not exceed* ***1 page*** *in length.* |
|  |

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| --- | --- | --- | --- |
| **Major donor activities.** *List any major donor-funded activities (U.S. and others) that your organization has managed in the last two years, is currently managing, or expects to receive within the duration of the grant activity. Add additional lines if necessary:* | | | |
| Donor Agency | Title of Project, Location, & Start/End Dates | Total Funding  (in local currency) | Donor Contact Person |
|  |  |  | Name: |
| Email: |
| Tel: |
|  |  |  | Name: |
| Email: |
| Tel: |
|  |  |  | Name: |
| Email: |
| Tel: |

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                                  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature of Authorized Agent of the Applicant*                       *Date (& stamp)*

*Name & Title of Authorized Agent of the Applicant:*