Appendix A. Application Template

USAID Big Small Business Project TPI Fund Grant Application

1. General Information

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| Date of Application Submission |  |
| Title of the Grant Activity |  |
| Name of the Organization/Enterprise  (As per Registry) and abbreviate name |  |
| Address of the  organization/enterprise |  |
| Registration Number and date of registration; Tax ID Number |  |
| Owner of the enterprise | Name: |
| ☐ Male ☐ Female |
| ☐ Age more than 29 ☐ Age 15- 29 |
| Manager  (If different from the owner) | Name: |
| ☐ Male ☐ Female |
| ☐ Age more than 29 ☐ Age 15- 29 |
| The sector of the enterprise and primary business operations |  |
| Contact information  Contact person | Postal address of the enterprise, official website, e-mail; phone |
| Name and title of the contact person. E-mail, phone, skype (if applicable) |

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

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Name of the Representative/ Signature Date

Head of Organization/Enterprise

1. Eligibility Check

*Please check all applicable boxes and provide details as requested*

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| ☐ Registered as a business (legal entity): *Please attach a copy of the organization’s Articles of Incorporation or other documentation which substantiates the legal character/registration of the organization (copy of registration from the Business Registry).* ☐Non-profit ☐ For Profit ☐ Non- governmental (NGO)  ☐Micro ☐Small ☐Medium ☐Large |
| *Please check if your organization is NOT any of the following:*  ☐ Political parties, groupings, or institutions or their subsidiaries and affiliates  ☐ Organizations that advocate, promote, or espouse anti‐democratic policies or illegal activities.  ☐ Faith‐based organizations whose objectives are for discriminatory and religious purposes, and whose main objectives of the deliverables are of a religious nature. |
| ☐ Applicant has a track record of successful business performance (> 3 years)  *Please provide a brief description of your organization from establishment to date*  *Please provide information on the following (as applicable):*   1. *Annual sales turnover in the last three years (for businesses/enterprises):* 2. *Markets/customers, and the number of employees:* 3. *If Business Service Providers (BSP), consultants, NGOs, or associations: please provide names of clients, size of contracts, and significant accomplishments from previous work (minimum 3 references), e.g., size of investments supported, number of SMEs supported, number of employees:* |
| ☐ Applicant is a new business with innovation potential. *Please explain:* |
| ☐ Leverage contribution commitment  *Please specify your intended leverage contribution*:  Summary of applicant’s and third parties’ leverage contribution to the activity (in US$):  Cash (in US$) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  In-kind (in US$) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Percentage of leverage: \_\_\_\_\_\_\_\_\_\_\_\_\_  Source: ☐ Loan ☐ External investor ☐ Own funds ☐ Other  If “Other” please specify:  Requested Grant amount from the Big Small Business Project (in US$) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Purpose of Grant: ☐ Technical support ☐ Business Support ☐ Marketing support ☐ Other  *If it is for “Other” please explain*: |
| ☐ Activity implementation  *Please specify location or locations (Regions/Municipalities)*  Proposed Grant Duration (up to 12 months): |

3. Grant Activity Description (not to exceed 5 pages)

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| *Please check as applicable:*  ☐ Activity is aligned with objectives of USAID Big Small Economy Project:  ☐ Improve SME Productivity and Profitability ☐ Expand SME Markets and Exports  ☐ Increase SME Utilization of Financial Instruments ☐ Develop a Skilled and Diversified Workforce |
| Relevance of the proposed grant activity: *Please explain how your proposed grant activity is in line with the objectives of the Project as set forth in the APS.* |
| Key issues*: Please describe the main problems/issues that the grant activity will address.* *Identify major players associated with the key issues/problems and indicate the roles that they have in the problem-solving process. Be specific in describing the way your organization intends to address the problem and the solutions and benefits that will be achieved.* |
| Grant Activity Goal and Objectives: *Please state the overall goal of the proposed grant activity. List the specific objectives of the grant activity that must be met to achieve the overall goal. It should be made clear how achieving the grant activity’s goal and objectives will contribute to addressing the issues/problems listed above.* *Please describe the specific target groups of your grant activity and all relevant stakeholders, and briefly define how your organization will interact with these groups throughout the implementation of the grant activity.* |
| Description of Grant Activities: *Please elaborate on your action plan/strategy by listing and explaining all the proposed grant activities and how they help to achieve the goal and objectives of the grant. Please keep in mind that the activities should address the cause of the key issues/problems identified and should lead to the achievement of the specific grant activity goal and objectives listed above.* |
| ☐ Grant Activity will result in the growth of the company and those in its market system *If this proposal receives support what are the benefits to your company and other market actors in your market system? Please describe the benefits of this project relating to your ’organization’s ability to achieve its goals.*  *Please list anticipated and achievable results as measurable outcomes of the proposed grant activities. Each result should be linked to a specific objective. Please list the results and outcomes of the grant activity referring to those described in Section I of this APS:* |
| Sustainability of Grant Activities: *Please elaborate on what* *systemic constraint is being addressed. What is the solution proposed to address the systemic constraint? Please provide evidence of commercial viability and sustainability of the solution or a proposed business model and/or what is the planned sustainability of the activity: the extent to which the benefits of the activity will be maintained after formal support has ended -who could provide financial and other required support for sustained development impact of the activity?* |
| Scalability and Innovation: *Please explain the possibility of the activity being expanded and scaled to impact a greater number of firms or their customers e.g., how many more beneficiaries could the scale of the activity reach? Will the activity pilot an innovative or new business model or technology (what constitutes innovation)? Is the activity replicable with the potential for crowding in to achieve economies of scale?* |
| Inclusiveness: *Please explain how the activity will promote female and youth and other marginalized groups’ inclusion. How will the applicant integrate females, youth, and other marginalized participants within their overarching business model?* |