**ATTACHMENT B**

**TECHNICAL APPLICATION FORM**

**RFA #1 2025-001**

Organizations must complete the following form, attach any required annexes, and submit it to grants\_mongolia@abtassoc.com. Forms are due by, 2024.02.14 5:00 pm.

1. **Cover Letter:** Please complete, sign, and date the following section as your Cover Letter. Alternately, you may attach a separate cover letter of no more than one page which includes all of the following information.

|  |  |
| --- | --- |
| Legal Name of Organization: |  |
| Name of Project: |  |
| Mailing Address: |  |
| Physical Address (if different from above): |  |
| Contact Name and Title: |  |
| Email: |  |
| Telephone: |  |
| Organization ID: |  |
| Tax ID: |  |
| Sam.gov Unique Identifier (UEI) |  |
| Website: |  |
| Organization Profile:Are you legally registered in Mongolia? YES\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_If yes, Date and Type of Registration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Please provide copies of registration documents with your completed form:
* Please provide copies of Audited financial report for last 3 years (If you have any restriction, please provide follow up activity explanation)
 |
| Brief Summary of application:Write a brief cover letter introducing your organization or yourself, the outcome (purpose) of the grant, and a thank-you note for the opportunity to apply.  |
| Total funding requested (in MNT, without VAT): |
| Signature:Name:Title:Date:  |

1. **Proposed Grant Intervention:**
2. Project Description (no more than 3 pages):

Detail the specific objectives, activities, and methods of your project. Describe how you plan to achieve the “desired outcomes” and the timeline for implementation. (Keep the project description concise while providing enough detail for the reader to understand your project thoroughly).

* *Introduction and Background: Start by introducing your project and providing very concise context. Describe the issue or problem your project aims to address. Explain why this issue is important and relevant by providing relevant data, statistics, or real-life examples to support your claims.*
* *Project Objectives: Clearly state the specific objectives and goals of your project. What do you intend to achieve, and what specific outcomes are you aiming for? Your objectives should be specific, measurable, achievable, relevant, and time-bound (SMART).*
* *Methods and Activities: Describe the methods and activities you will undertake to achieve your objectives. Provide a step-by-step outline of how you will implement the project. Be detailed and precise, so the reader can understand your approach clearly.*
* *Target Beneficiaries or Participants: Identify the primary beneficiaries or participants of your project. Explain how they will benefit from the project and how you will reach and involve them.*
* *Gender equality and social inclusion: Describe which gender, youthand social inclusion – related barriers you expect to address with grant funding, and how.*
* *Innovation and Uniqueness: Highlight any innovative or unique aspects of your project. What sets it apart from similar initiatives? How will your approach lead to better results or greater impact?*
* *Timeline: Provide a timeline for the project's implementation. Include key milestones and the estimated duration of each phase. A well-structured timeline demonstrates that you have carefully planned the project's execution.*
* *Collaborations and Partnerships: If your project involves collaborations with other organizations or individuals, explain their roles and contributions. Highlight any existing partnerships or support you have secured.*
1. Implementation Plan (Annex – 1-2 page)

Please attach a Gantt chart of planned activities and a timeline for their completion, with a brief description. Writing an implementation plan requires careful planning and organization to ensure that your project's goals are achieved effectively and efficiently. Here is a step-by-step guide to help you write up an effective implementation plan:

* *Based on your above defined Project Objectives break down the project into specific tasks and activities that need to be completed to achieve each milestone. Assign responsibilities for each task to team members based on their expertise and availability. Create a detailed list of the steps required to accomplish each objective. Assign responsibilities to team members for each task.*
* *Establish a Timeline and Milestone: Develop a timeline or schedule for the implementation of each task. Determine the start and end dates for each activity and set milestones for tracking progress. . Milestones serve as markers for progress and help track the project's advancement.*
* *Resource Allocation: Identify the resources required to carry out each task. This includes personnel, equipment, materials, and any external support needed. Ensure that the necessary resources are available when they are needed.*
* *Risk Assessment and Mitigation: Identify potential risks that could hinder the successful implementation of the project. Develop a plan to mitigate each risk and address how you will handle any unforeseen challenges.*
* *Communication and Collaboration Plan: Outline how communication will be managed within the project team and with external stakeholders by identifying stakeholder analysis. Clarify how progress will be reported, and how feedback and updates will be shared.*
* *Final evaluation and Closure: Conduct a comprehensive evaluation of the project upon completion. Analyze successes, challenges, and lessons learned. Provide a clear project closure report, including any follow-up actions required.*
1. Monitoring & Evaluation (no more than 2 page):

Please describe the monitoring and evaluation methods to be implemented as well as the tools used to measure and evaluate the project activities, targets, and results. Define the criteria for evaluating the project's success and quality standards for deliverables. Regularly assess progress and outcomes to ensure that the project stays on track and meets its objectives.

NOTE: A formal M&E Plan will be required once an award decision has been made, depending on the nature of the activities to be performed.

* 1. Project success:

|  |  |  |
| --- | --- | --- |
| Describe project success: | Find criteria (evidence of results): | Set indicators (Indicate results) |
| *Project success can be visualized as a combination of tangible results, outcomes and intangible factors that demonstrate the project's effectiveness and overall positive impact* | *Criteria are specific standards or benchmarks used to evaluate or judge the success, quality, or suitability.* | *These indicators serve as numerical (quantity) or observable (quality) data for measuring results.* |

* 1. Outcome and Output Indicators to measure your project success

|  |  |  |
| --- | --- | --- |
| Outcome indicators | Baseline | Targets |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Output indicators | Baseline | Targets |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Project logical framework (Annex – 1 page)::

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Problem | Inputs | Activities | Deliverables | Outputs | Outcomes | Impacts |
| *What is the need challenge, or opportunity being addressed* | *What is needed to address it, including staff, infrastructure, expertise, funding, processes, materials,*  | *What are the specific tasks, activities, functions, or processes that the agency or grantee will undertake to address it?* | *What are to the specific products or services that are produced as a result of the activities.* | *What are the artifacts or products that should result from these activities that will be measured and tracked* | *What are the expected results these tasks, activities, functions, or processes* | *What effects did the tasks, activities, functions, or processes have on the outcomes of interest.* |

1. Proposed Milestones and Deliverables:

Please complete the following chart with anticipated deliverables and their associated timeframes. Add lines as necessary to capture all anticipated milestones.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Milestone** (Description of the verifiable product, task, deliverable, or goal to be accomplished) | **Deliverable** (Description of how the recipient will document the completion of the product, task, deliverable, or goal) | **Due Date** (When the milestone is expected or required to be completed.) |
| 1 | Initial workplan | Comprehensive workplan showing activities, tasks, and associated timelines and personnel assignments.  | Date |
| 2. | Sustainability Plan | Written plan for sustaining the proposed activities and their associated outcomes over time. | Date |
|  | Etc |  |  |

1. Experience and Capacity (Annex – 1 page):

Please list previous and ongoing experience implementing similar activities.

Please provide CV copies of key staffs and resources of proposed project.

As an Annex to this Application, please also provide contact information (organization, name, title, phone, and email information) for at least three references that can speak to your organization’s performance and capabilities.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Name of previous project | Referee organization | Name and title | Mail and Mobile phone |
| *1* |  |  |  |  |
| *2* |  |  |  |  |
| *3* |  |  |  |  |

1. Risk Assessment and Sustainability for future funding (Annex – 1page):

*Identify, assess, and evaluate the potential risks that project activities may encounter. Thoroughly analyze the causes and impacts of each risk, and evaluate their severity on a scale from low to high. Propose appropriate treatments or mitigation strategies for high-impact risks, if necessary.*

*Explain how the project will be sustained after the grant period ends as a brief sustainability plan. If there are plans to seek additional funding or generate income, please highlight strategies. Please describe regularly evaluating and adapting these strategies based on the project's progress and changing circumstances will ensure its continued success beyond the initial grant period.*

**CERTIFICATION**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereby certify that this application is current, complete and accurate.

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

Signature Name

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

Title of Authorized Signatory

**ANNEXES:**

1. Copy of official registration
2. Copy of Audited financial report (last 3 years)
3. Implementation plan
4. Project logical framework
5. CV copies of key staffs and resources of proposed project
6. References (experience and capacity) for previous implemented projects
7. Sustainability plan

xxx