



**USAID**  
FROM THE AMERICAN PEOPLE

## CHECKLIST OF REQUIRED ELEMENTS

This document is intended to provide an easy reference of the new and continued requirements for proposal submissions from NGOs. Proposals that do not meet these requirements will be returned to the applicant without review.

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- Applications must be received from the applicant's headquarters, unless OFDA has been officially notified of and agreed to other processes.**  
The application must be submitted/signed by someone in the organization that has the financial authority to commit the organization; usually these persons are at the organization's headquarters.
  - Applicants must include a Proposal Summary of approximately two pages.**  
A sample of the Proposal Summary is included in the 2006 Guidelines.
  - Applications may not exceed 20 pages, excluding the cost proposal, proposal summary, and attachments.**
  - Applications must include page numbers and headers or footers that clearly identify the submission or revision date.**
  - Applications must be in English or with English translations.**
  - Applications must contain only sectors or sub-sectors identified in the 2006 Guidelines**  
All approved sectors are listed in a chart in the 2006 Guidelines and further explained in the APDRs.
  - Applications must make an effort to address the APDRs.**  
In order to facilitate the technical review of the proposal, applicants must answer each of the applicable technical questions outlined for the sectors, sub-sectors and cross-cutting themes identified in the APDRs.
  - Applicants must submit a Branding Strategy and Marking Plan (BSMP) with unsolicited proposal submissions, even if a waiver is in place.**  
Guidance for the preparation of the BSMP can be found in the 2006 Guidelines and online at <http://www.usaid.gov/branding/assistance.html>.
  - Applications must include a Safety and Security plan.**  
Applicants are required to submit a Safety and Security plan with each proposal submission.  
Note: USAID/OFDA will not evaluate or approve the content of any security documentation.
  - Applications with cost proposals that include "shared costs" will not be reviewed. All costs must be attributed to specific line items.**  
For more information refer to the "Cost/Budget Guidelines" section.
  - Applications must include a detailed itemized budget in U.S. Dollars, a corresponding budget narrative, and a completed SF-424.**
  - Applications must include completed and signed Certifications and Representations.**