(Note: Applicant to fill blank boxes, ADF Staff will update shaded areas (NA) after the site visit).

Country:		Name of Project:					
Estimate of Funding Request:	Local Currency:	NA				Investment Type: NA	
	U.S. $ equivalent:	NA					
Length of Project (months)	NA	Exchange Rate:		NA			
Legal Name of Applicant:							
Other Names Applicant is known by or does business as:							
Legal Status of Applicant:							
Date of Registration:							
Date of Business Commencement:							
For Enterprise: # of Full Time Employees	Male	NA	Female	NA	Total	NA	
For Enterprise: # of Part Time Employees		NA		NA		NA	
For Enterprise: # of Farmers or Enterprises Supplying Raw Materials	Male	NA	Female	NA	Total	NA	

Applicant Contact Points:	
Name of Primary Contact:	
Position:	
Telephone:	
Fax or E-Mail:	

Location of the Organization/Business:	
Physical Address:	
Mailing Address:	
City or town [if urban]:	
Village [if rural]:	
Nearest Town [if rural]:	

Event:	App. Rcvd.				Grant Date	
Date	NA				NA	

SIGN-OFF				
Name	Organization	Title	Date	
ADF Program Coordinator	NA	NA	NA	
ADF Partner Organization				
Regional Program Director	NA	NA	NA	

I understand that a material misstatement or the omission of material facts may stop the United States African Development Foundation from providing funding, may require the termination of any funding that is awarded, and may give cause for legal action by the Foundation. I confirm that I have necessary authority to act for and on behalf of the company in making the foregoing statements and that they are correct, to the best of my knowledge and belief, and that no statements of fact are omitted from this questionnaire which are necessary in order to make the statements herein not misleading.

Applicant			

USADF PROJECT FUNDING APPLICATION

NOTE TO APPLICANT: The Project Funding Application includes four sections below:

        A. Organization Information
        B. Current Financial Situation
        C. Project Proposal Information
        D. Supporting Documents

Please follow this outline in developing your application request. The answers to the questions below **should not exceed 10 pages.** If your application is accepted, additional details will be required.

A. ORGANIZATION INFORMATION

1) The organization was established in _____ (year) , by (names of people involved) ….

   Date of Legal Registration (Month / Day / Year) ____ /____ / _200_

2) The purpose of the organization is to …

3) The primary activities, services, or product the organization provides includes:

4) In the next three years the main goal for the organization is to ….

5) The organization's operating income comes from …

   The main way the organization sells its products / services is …

6) Benefits of the organization are shared among members by ….

7) The organization helps the poor, underserved, or marginalized groups in the community by …

USADF PROJECT FUNDING APPLICATION

8) If applicable, describe the Ownership Structure:

List of Owners or Founders

Name	Citizenship	% Ownership

9) Describe the Governing Structure:

List of Board Members or Executive Committee

Name	Citizenship	Title

10) Describe the Management Structure:

List of Managers and Senior Staff

Name	Qualifications	Years with Organization

11) The Organization is made up of _____ active, paid up members (_____ male _____ female). The following requirements are needed for membership:
-
-
-

12) The organization's main achievements for the past three years are:

Year	Achievement 1	Achievement 2	Achievement 3
2006			
2007			
2008			

B. CURRENT FINANCIAL SITUATION

1) List the value and type of major assets owned by the organization (such as money in the bank, credit owed by buyers, members' dues, equipment, building, land, etc.).

Asset Type	Value

Other:

2) List any loans (amounts, term, provider), and other liabilities attached to the organization?

Loan Type	Value	Balance Due

Other:

3) List all sources, amounts, and dates of any donor, government or other outside funding received. Have you requested any other funding (grants or loans) support from other donors, NGOs, government, private companies, or banks that are still being considered? If yes, please list details (Name of donor, date of decision, type, amount)

Donor Name	Date	Type (Loan / Grant)	Value

Other Funding Requested:

Donor Name	Date	Type (Loan / Grant)	Value

4) Does the organization have financial statements for the past two years of operations? Yes / No
Are these audited? Yes / No

5) Does the organization have an accountant or bookkeeper? Yes / No
What are their qualifications?

C. **PROJECT PROPOSAL INFORMATION**

1)   What major problem or opportunity does the organization face? Why is the project needed?

2)   Provide a brief summary of the proposed project (50 words or less).

3)   List the primary activities that must be completed for success?

4)   What are the expected results of this project?

-

-

-

5)   What will be the economic and social Benefits for:

Beneficiary	Primary Economic / Social Benefit
The Organization	
The Members	
The Community	
The Owners	

6)   Describe how the organization identified the need for this project. Describe who participated in putting together and approving this proposal.

7)   Estimate the project budget needed for the project to be successful.

   Local Currency Amount_____ Local Currency Name _____

   (Attach a proposed budget).

8) What will the organization contribute to the project (e.g. money, land, labor, existing infrastructure, etc)

9) Will any other groups be involved in providing technical support for this project? If so, list the organization and the nature of the support.

D. <u>SUPPORT DOCUMENTS</u>

In addition to the funding proposal information above, you must ATTACH THE FOLLOWING ITEMS to your application.

☐ Proposed Budget (list each major item, cost, and when needed)

☐ Copy of your registration documents.

☐ Copies of at least the past two years' financial statements (audited statements and management letter, if available).

☐ Three references that can verify the financial integrity, reliability and usefulness of your organization.

Name	Relationship	Telephone	E-mail

USADF PROJECT FUNDING APPLICATION

Category	Description	Costs in Local Currency
	Name of Project	
A	**INFRASTRUCTURE**	
A.1		
A.2		
	Sub-Total	
B	**EQUIPMENT PURCHASES**	
B.1		
B.2		
	Sub-Total	
C	**WORKING CAPITAL / INPUTS**	
C.1	used for:	
C.2	used for:	
	Sub-Total	
D	**TRAINING**	
D.1		
D.2		
	Sub-Total	
E	**TECHNICAL ASSISTANCE**	
E.1		
E.2		
	Sub-Total	
F	**ADMINISTRATIVE SUPPORT**	
F.1		
F.2		
	Sub-Total	
	Grand Total	