# ATTACHMENT A: APPLICATION FORM

## GENERAL INFORMATION

1. Organization name: Click here to enter text
2. Date organization was founded and registration status: Click here to enter text
3. Contact information:

|  |
| --- |
| **Key contact person(s) and title:** Click here to enter text |
| **Office address:** Click here to enter text | Office Phone: Click here to enter text |
| **Mobile:** Click here to enter text | Fax: Click here to enter text |
| **Email:** Click here to enter text | Website: Click here to enter text |
| **Data Universal Numbering System (DUNS) Number**  Click here to enter text |

## PAST PERFORMANCE / ORGANIZATIONAL CAPACITY (no more than 3 pages)

1. Please briefly describe the organization, its purpose, area of expertise and past related experience

Click here to enter text

1. Does your organization have experience in cooperation with donor organizations, including USAID? Does your organization have experience in the administration of at least one cash grant? Please indicate Yes/No/Partially and describe briefly

Click here to enter text

Please fill in the list of previously implemented grants, preferably related to the RFA scope:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | SOURCE OF FUNDING/DONOR | PROJECT TITLE  | PERIOD | BUDGET | TYPE OF GRANT (CASH GRANT/IN-KIND, ETC.) |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

1. Does the applicant have experience in district heating sector capacity building activities? Please indicate Yes/No/Partially and describe briefly.

Click here to enter text

1. Does the applicant have relevant experience in promoting online events? Please indicate Yes/No/Partially and describe briefly.

Click here to enter text

1. Does the applicant have experience in developing architecture and content of websites with proven traffic of visitors? Please indicate Yes/No/Partially and describe briefly.

Click here to enter text

1. How extensive is the applicant’s existing network with DH companies and cities? Please indicate Yes/No/Partially and describe briefly.

Click here to enter text

1. Does the organization have the necessary resources to create a sustainable platform for capacity building in the district heating sector Please describe briefly and provide team composition (names, role, specialties/area of expertise, etc.) with task assignments to perform the activities under this RFA.

Click here to enter text

|  |  |  |  |
| --- | --- | --- | --- |
| PROPOSED PERSONNEL’S NAME, LAST NAME | PROPOSED ROLE UNDER THIS GRANT | TASKS / RESPONSIBILITIES | QUALIFICATION, EXPERIENCE RELEVANT FOR THE ROLE |
|  |  |  |  |
|  |  |  |  |

1. Does your organization have a written accounting and procurement procedures? Please indicate Yes/No/Partially and justify briefly

Click here to enter text

1. Does your organization have capacity to adhere to USAID financial guidelines? Please indicate Yes/No/Partially and justify briefly

Click here to enter text

## TECHNICAL APPROACH (no more than 2 pages)

1. Please develop detailed steps and expected results of each for the objectives and the activities mentioned in the RFA. You may add additional relevant activities not mentioned in the RFA

Click here to enter text

1. Please briefly describe your approach to engaging relevant stakeholders for training development, promoting to newly created platform and attracting target audience to the tailored training series

Click here to enter text

1. Please identify potential obstacles in implementing this activity and offer solutions to these potential challenges

Click here to enter text

## ADDITIONAL REFERENCES

1. Please provide the contact information for additional references from previous donors or organizations that your organization has collaborated with. These additional referees may be contacted by ESP in case additional information on your organization is required.

|  |  |  |  |
| --- | --- | --- | --- |
| DONOR AGENCY OR ORGANIZATION | TITLE OF PROJECT, LOCATION | START and END DATES OF COLLABORATION | CONTACT PERSON |
|  |  |  | Name and Position: Email:Tel: |
|  |  |  | Name and Position: Email:Tel: |
|  |  |  | Name and Position: Email, Tel: |