**Feed the Future Egypt Food Security and Agribusiness Support**

**(FtF Egypt FAS) Project**

**Annual Program Statement (APS) for Innovative Agri-business in Upper Egypt Governorates**

**Issuance date: November 1, 2018**

**All submissions should be written in English**

Dear Applicant:

The Feed the Future Egypt Food Security and Agribusiness Support (FtF Egypt FAS) is releasing an Annual Program Statement (APS), inviting proposals from existing **small and medium size Egyptian private businesses and entrepreneurs in the following Upper Egypt Governorates; Minya, Beni Suef, Assiut, Sohag, Qena, Luxor, and Aswan** to establish, expand and/or pilot innovative business ideas and technologies that may have a transformative effect on agriculture in Upper Egypt. Instructions for completing the proposals can be found in Annexes 1 and 2. The grants will be awarded bv the Feed the Future-funded Egypt Food Security and Agribusiness Support (FtF Egypt FAS) project. The grants will be governed by USAID, US Government regulations, and FtF Egypt FAS’s grant management policies.

This solicitation is open only to small and medium size Egyptian private businesses and entrepreneurs, including but not limited to: processors, logistics firms, and other value chain actors working in the FtF FAS Project crop value chains in the Upper Egypt Governorates **(The definition of small and medium business is per Egyptian Law # 141 for the Year 2004)**. It is preferred that private business entities have previous experience working with small farmers in Upper Egypt.

The Government of Egypt is keen to develop the governorates of Upper Egypt and encourage investment and upgrading of services through expansion of development projects to achieve integrated development. Nevertheless, recent studies have shown that investment opportunities are still very weak in Upper Egypt. bearing in mind that Upper Egypt has many investment opportunities in a number of sectors, especially the agriculture sector as well as the assets, wealth and human resources.

The goal of The Feed the Future Egypt Food Security and Agribusiness Support (FtF Egypt FAS) project is to increase agriculture-related incomes of smallholder farmers in Upper Egypt. Therefore, the FAS project is announcing for an Annual Program Statement (APS) to support **small and medium size Egyptian private businesses and entrepreneurs in the following Upper Egypt Governorates; Minya, Beni Suef, Assiut, Sohag, Qena, Luxor and Aswan,** in piloting or introducing services, technologies, or practices that could have a transformative effect on Upper Egyptian horticulture..

The FtF Egypt FAS Project crop value chains include:

Tomato Okra Anise

Sweet Potato Mango Cumin

Green Bean Table Grape Coriander

Pepper Date Palm Fennel

Baby Garlic Pomegranate Henna

Onion Other herbs and spices

These in-kind grants will provide support to small- and medium-size Egyptian private businesses and entrepreneurs, including: processors, logistics firms, and other value chain actors working in the FtF FAS Project crop value chains. The following are some examples of agri-business activities that could be considered for funding:

* Offering sorting and grading services,
* Laser land leveling,
* Market information,
* Machinery services,
* Digital extension,
* Expanding value added products or convenient semi-processed food products;
* Producing and processing organic products.

***Investment scale – ranging from $10,000 - $150,000 -*** The final number of awards will be decided based on the availability of funds and resources.

FtF Egypt FAS grant awards are made under the authority of the U.S. Foreign Affairs Act, Code of Federal Regulations (CFR) 2 CFR 200, and USAID’s Advanced Directive System (ADS) [Chapter 303](http://transition.usaid.gov/policy/ads/300/303.pdf), “Grants and Cooperative Agreements to Non-Governmental Organizations.” Grants administered under FtF Egypt FAS will adhere to the terms of the USAID [Standard Provisions for Non-U.S. Non-Governmental Recipients](http://transition.usaid.gov/policy/ads/300/303mab.pdf), as well as the FAS grants procedures.

FtF Egypt FAS is required to ensure that all organizations receiving USAID grant funds comply with the guidance found in these regulations, as applicable to the respective terms and conditions of their grant awards.

Under the FtF Egypt FAS grant program, USAID retains the right at all times to terminate, in whole or in part, any FtF Egypt FAS grants. The issuance of this APS does not obligate FAS to make any awards. FAS reserves the right to fund any or none of the Applications submitted.

Please note that concept notes are reviewed on a rolling basis throughout the APS period of November 1, 2018 through December 31, 2019 (please refer to ‘Section II Application and Submission Information’ for more information).

**SECTION I. ELIGIBILITY**

**IA. Eligible Recipients**

Entities that submit applications in response to this solicitation must be legally registered. FtF Egypt FAS grant support may be extended to the following actors working in the FtF Egypt FAS crop value chains:

* Egyptian private businesses
* Processors
* Logistics firms
* Other value chain actors working the FtF Egypt FAS Project crop value chains (not including farmer associations/cooperatives and input suppliers)

**IB. Additional Conditions of Eligibility**

* **Cost share is required**. All Applicants must show proof of their ability to meet the cost-share requirement. Capital investments are preferred, however in some cases existing assets can be used to meet cost share requirements as long as they are directly relevant to the proposed grant activity. Working capital will also be considered as cost share on a case-by-case basis. **Applicants that are not able to meet the minimum 50% cost share requirement will not be considered.**
* Applicants must have the ability to impact a significant number of beneficiaries in their immediate market area, leading to increased employment and rural incomes.
* Applicants must be legally registered, private, for-profit Egyptian entities (LLC, JSC, sole proprietorships, etc.).
* Applicants must be committed to adherence to high ethical business standards, including transparency in business dealings and record keeping.
* All grant recipients must be prepared to undertake an independent financial review or audit as requested.
* Applicants must agree to abide to acceptable environmental standards and to present information regarding potential environmental risks and mitigation measures; however, a negative environmental assessment can be a condition for disqualification for the applicant.
* Applicants may not engage in alcohol and tobacco production, and activities that support this will not be accepted.
* Applicants must not engage in any activities related to Trafficking in Persons.
* Applicants must not engage, transact with, or provide resources to individuals or organizations associated with terrorism.
* By submitting an application, the applicant certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. FAS will not award a grant to any entity that is debarred, suspended, or considered to be ineligible by the U.S. Government.

**IC. Ineligible Activities and Unallowable Costs**

FtF Egypt FAS Grant funds cannot be utilized for the following:

* Private ceremonies, parties, celebrations, or "representation" expenses.
* In accordance with USAID regulations, agricultural commodities, pharmaceuticals, or used equipment, all require an additional level of approval from USAID prior to purchase, which can often delay activities. Accordingly, grantees are strongly discouraged from requesting USAID funds to purchase these goods and instead encouraged to use their own funds to acquire them.
* Prohibited goods under USAID regulations, including but not limited to: military equipment, surveillance equipment, police or law enforcement equipment, abortion equipment and services, weather modification equipment, luxury goods, and gambling equipment.
* Any purchases or activities deemed unnecessary to accomplish grant purposes, as determined by FtF Egypt FAS, including any grantee headquarters expenses that are not directly linked to the implementation of the proposed project.
* Previous obligations and/or bad debts.
* Fines and/or penalties.
* Creation of endowments.
* Other costs unallowable under USAID and/or federal regulations, such as alcoholic beverages. Refer to 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
* Indirect costs such as but not limited to overhead or indirect fringe (unless the Applicant has documented proof of such rates through audits or USAID-issued NICRA).
* Activities that negatively impact endangered species.
* Result in wetland or biodiversity degradation or loss.
* Support extractive industries (e.g. mining and quarrying).
* Promote timber harvesting.
* Provide support for regulatory permitting.
* Result in privatization of industrial or infrastructure facilities.
* Procure or use genetically modified organisms.

**SECTION II. APPLICATION AND SUBMISSION INFORMATION**

Applications will be accepted only in the application format given in Annexes 1 and 2*.* Applications and supporting documentation (**e.g. Egyptian commercial registration certificate, organizational chart, “Balance Sheet” and “Revenue & Expense Statement” for the prior fiscal year)** should be submitted **by either hand or express mail as a hard copy *and/or* as a soft copy via email*.*** Hard copies of the proposal can be delivered to the FtF Egypt FAS offices at the addresses below:

**Luxor Office: Gezira Gardens Street, Ramla, El Bairat, West Bank, Luxor**

**Aswan Office: Atlas, El-Neiaba El-Askareya Street, Eng. Guerges Building Apt. # 18**

**Minya Office: 27 Haseeb Street, off Ahmed Maher Street, 9th Floor**

Proposals submitted by email should be sent to [grants@egyptfas.org](mailto:grants@egyptfas.org). Applicants should be sure to request a confirmation of receipt from FtF Egypt FAS when emailing their proposal and follow-up with FtF Egypt FAS to be sure their submission was received.

Applications along with all required certifications and supporting documentation (**Egyptian commercial registration certificate, organizational chart, “Balance Sheet” and “Revenue & Expense Statement” for the prior fiscal year)** should be submitted.

Applicants may submit questions in writing to [grants@egyptfas.org](mailto:grants@egyptfas.org). The answers will be shared with all the applicants by email.

Issuance of this solicitation and assistance with application development do not constitute an award or commitment on the part of FtF Egypt FAS, nor does it commit FtF Egypt FAS to pay for costs incurred in the preparation and submission of an application. Further, FtF Egypt FAS reserves the right to accept or reject any or all applications received, as well as issue amendments revising the terms of this solicitation before or after receipt of applications. In submitting an application, applicants understand that USAID is not a party to this solicitation and the applicant agrees that any communications regarding this solicitation will be conducted with FtF Egypt FAS and not USAID. Applicants will be informed in writing of the decision made regarding their application.

The complete application process is as follows:

1. Applicants will submit a proposal in response to an Annual Program Statement (APS). An evaluation committee made up of FtF Egypt FAS staff will review all submissions based upon the criteria laid out within the APS. Applicants will be selected according to their scores and the funds available to support FAS activity. Selected applicants will then move onto the next step in the review process.
2. FtF Egypt FAS staff will conduct an on-site financial – i.e. Pre-Award Assessment – visit to successful Applicants that verifies their ability to meet the financial and administrative requirements laid out within their proposal.
3. Those applicants that have passed the pre-award assessment will then be visited by a team of project experts consisting of representatives of the relevant technical component, environmental specialist, and/or grants specialists and outside consultants if specific expertise is required. A site visit report will be prepared by the team, including a report on environmental issues. Any financial issues that are highlighted in the site visit may result in designation of the applicant as a high-risk grantee, which does not disqualify the applicant from receiving the grant but may require special conditions to be made in an eventual grant award.
4. FtF Egypt FAS staff and applicants will collaborate to further develop the project proposals for each potential grant, including negotiating the possible award and its budget. The FtF Egypt FAS team will collect quotes for items to be procured under the grant budget. Results of the negotiation will serve as inputs in the drafting of the grant agreement. The M&E Manager will also be involved to ensure all necessary indicators are incorporated.
5. For each project, an Environmental Review Checklist (ERC) will be completed and approved by the FtF Egypt FAS COP and USAID. The ERC determines whether the proposed action (scope of work) encompasses the potential for environmental hazard and, if so, to determine the scope and extent of additional environmental evaluation, mitigation, and monitoring measures necessary to USAID and national environmental requirements.
6. Proposals, including detailed business plans, technical assistance plans, gender integration plans, environmental monitoring and implementation plans, projected impacts and project budgets are reviewed and approved by a selection committee led by the COP. FtF Egypt FAS will request USAID approval of all grant documents, including the environmental clearance, procurement of goods, and any other necessary approvals. If approved by USAID, the project will proceed with the awarding and signing of grant agreement.
7. After grant signing follows the period for grant implementation. **All assets purchased with grant funds will be given into the temporary use of the grant partner enterprises, but title will remain vested with FAS until project completion, unless otherwise approved by USAID.** Over the course of project implementation, performance monitoring, program and financial reporting and compliance reviews will be conducted.
8. Upon successful completion of the grant term (average one year), granted assets will be transferred to the permanent ownership of the grant partner, with USAID’s approval.

**SECTION III. EVALUATION CRITERIA FOR PROPOSAL**

All proposals submitted will be evaluated as per the criteria listed below:

|  |  |
| --- | --- |
| **EVALUATION CRITERIA** | **WEIGHT0** |
| 1. **Grant Project Description** | **45** |
| Company background demonstrating past performance in similar activity | 5 |
| Purpose of grant and impact on closing gaps in FtF Egypt FAS crop value chain(s) as identified in the FtF Egypt FAS Value Chain Study (the study will be shared with applicants during or after the training) | 15 |
| Market for products, competitive analysis, pricing and marketing strategy demonstrating growing demand | 15 |
| Management plan and implementation skills/experience and company capacity | 5 |
| Regional focus, coverage and reach | 5 |
| 1. **Use of Grant Funds** | **15** |
| Costs of overall activity: organizational contribution, third party contribution, grant funding request is relevant to proposed activity | 5 |
| Budget is reasonable and reflects the proposed activities | 10 |
| 1. **Financial Analysis and Projections** | **20** |
| Income statement, balance sheet and cash flow present | 10 |
| Pro-forma income statement, balance sheet and cash flow present for two years, i.e., business viability | 10 |
| 1. **Impact on Women:**   1) Number of women beneficiaries, 2) number of job opportunities created for women, 3) incorporates gender policies and procedures 4) support of Women-owned enterprises. | **15** |
| 1. **Cost Benefit Analysis:**   1)reasonableaverage cost per beneficiary, 2) impact on increasing farmers’ incomes | **5** |
| **Total** | **100** |

These evaluation criteria elements are described more fully below:

1. **Grant Project Description**

* **Company background:** Demonstrate past performance of applicant in similar activity, including information about applicant’s qualifications and professional backgrounds related to the grant implementation.

**Purpose of grant**: Indicate the overall purpose of the grant and describe in detail the background (i.e. problems, opportunities) and activities that the grant will fund. This section should describe how the grant will address a problem/gap in agriculture in Upper Egypt. The proposal should lay out how the grant will establish, expand and/or pilot innovative business ideas and technologies that may have a transformative effect on agriculture in Upper Egypt.

* **Market analysis:** A realistic and detailed description of the market for products, competitive analysis, pricing and marketing strategy demonstrating growing demand, and sales forecasting.
* **Management plan**: Implementation plan and skills/experience and company capacity. A clear and detailed description of the implementation schedule for one (1) year is presented, including all key skills/experience and company capacity.
* **Regional focus**: Indicate the geographic coverage of the grant project in Upper Egypt.

1. **Use of Grant Funds**

* **Costs of overall activity**: Includes company contribution, and third-party contribution. The grant funding request is relevant to proposed activity and does not exceed 50 percent of the Grant budget
* **Budget is reasonable and reflects the proposed activities:** The budget necessary for materials or equipment are realistic, comprehensive, and match existing market requirements and trends.

1. **Financial Analysis and Projections**

* Provide income statement, balance sheet, and cash flow for the last year and the last quarter of the present year. The financial analysis of the presented financial statements should demonstrate healthy financial performance and profitable operations.
* Pro-forma income statement, balance sheet, and cash flow present for two years. The financial analysis of the projected financial statements should demonstrate profitable and sustainable operations.

1. **Impact on Women**

* The extent to which the proposed activity represents a strong commitment to women as beneficiaries. State the number of women beneficiaries and number of job opportunities created for women. To what extent does the proposed grant incorporate gender policies and procedures? Do the activities supports women-owned enterprises?

1. **Cost Benefit Analysis**

* Reasonable average cost of interventions per beneficiary, it means the ratio of FAS contribution to number of farmers: LE/farmer

For example:

* FAS Grant Contribution: 400,000 LE
* Number of Farmers Benefited: 400
* LE/Farmer = 1,000

**ANNEXES:**

**Annex 1** –Grant Application Form

**Annex 2** – Required Certification Package

# Annex 1: Grant Application Form

**APPLICATION**

**FtF Egypt FAS Proposal Application Form**

See separate attachment – Grant Application Form Instructions – for additional guidance

**Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application Form** *(please type your information in the boxes provided, they will expand as you type).*

**SECTION A: Company Profile**

|  |  |  |
| --- | --- | --- |
| 1 | Proposal title *provide the project name in self explanatory way* |  |
| 2 | Name of organization/business/individual |  |
| 3 | Head of organization/business, *please specify if individual* |  |
| 4 | Date of registration in Egypt |  |
| 5 | Legal registration number in Egypt |  |
| 6 | Type of organization/business, *please indicate if cooperative, private sector firm, registration number, TIN* |  |
| 7 | Telephone |  |
| 8 | Email address(es) |  |
| 9 | Website address (if any) |  |
| 10 | Proposed grant project start and end date |  |
| 11 | DUNS (if any) |  |

**SECTION B: Grant Project Description**

1. ***Company Background:***
2. ***Purpose of Grant:***
3. ***Market for Products:***
4. ***Competitive Analysis:***
5. ***Pricing and Marketing Strategy:***
6. ***Management Team:***
7. ***Regional Focus:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Region** | | **District(s)** | **Sector(s)** | **Beneficiaries** | |
|  |  |  |  | Male | Female |
| **** | Aswan |  |  |  |  |
| **** | Luxor |  |  |  |  |
| **** | Qena |  |  |  |  |
| **** | Sohag |  |  |  |  |
| **** | Assiut |  |  |  |  |
| **** | Minya |  |  |  |  |
| **** | Beni Suef |  |  |  |  |

**SECTION C: Use of Grant Funds and Grantee/Third Party Contributions**

1. ***Indicative Cost of Overall Activity***

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | | **Amount in EGP\*** | **% of Total Cost** |
| a. | Organizational contribution |  |  |
| b. | Third party contribution (if any) |  |  |
| c. | Grant funding requested (list items such as equipment, training, technical support, operational support\*\* |  |  |
| **Total Estimated Costs** | |  |  |

1. ***Budget***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Investment Costs (in EGP)** | | | | | |
| **No.** | **Investment Type** | **Units** | **FtF Egypt FAS Contribution** | **Grantee Contribution** | **Total Cost** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **Total Investment Cost** |  |  |  |  |
|  | **Percentage of Investment** |  | **%** | **%** | **%** |

**SECTION D: Financial Analysis**

1. ***Income Statement***
2. ***Balance Sheet***
3. ***Cash Flow***

**SECTION E: Other Donor Funds Received**

Please provide details about previously completed and/or ongoing activities for the last three years (listing the latest project first). Add additional columns where needed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity Name** | **Funding** | **Duration (From/To)** | **Location(s)** | **Total Budget EGP** | **Major Achievements** |
|  |  |  |  |  |  |

**SECTION F: Impact on Women**

|  |
| --- |
|  |

**SECTION G: Cost Benefit Analysis**

|  |
| --- |
|  |

**SECTION H: Additional FtF Egypt FAS Support Requested**

|  |
| --- |
|  |

**SECTION I: Compliance Review (to be completed by FtF Egypt FAS staff)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Statements** *Please tick the relevant responses.* | | **Yes** | **No** |
| 1. | SAM tests complete |  |  |
| 2. | D-U-N-S is obtained |  |  |
| 3. | Pre-award assessment/Internal review completed |  |  |
| 3. | Environmental impact assessment and mitigation completed |  |  |

**SIGNATURE**

**Name of Applicant(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Applicant(s):**

**Grant Application Form Instructions by Section**

Note: The total number of pages for sections A through I may not exceed 20 pages, not including any Attachment(s).

SECTION A: Company Profile

Item 1: Proposal title is self-explanatory.

Item 2: Indicate name of the person or organization applying for the grant.

Item 3: Indicate name of person heading the organization applying for the grant.

Item 4: Date of registration in Egypt is self-explanatory.

Item 5: Indicate registration number (for applying organizations).

Item 6: Indicate legal status of organization.

Items 7-10: Contact information and grant period is self-explanatory.

Item 11: FtF Egypt FAS can assist the grantee in obtaining a DUNS.

SECTION B: Grant Project Description

Item 1: Describe the company or organization, including its development and current areas of activities or business. Highlight areas of activity relevant to the proposed grant project.

Item 2: Indicate the overall purpose of the grant and describe in detail the background (i.e. problems, opportunities) and activities that the grant will fund.

Item 3: Describe the market or beneficiary of the products or services that the grant project is supporting. This section should demonstrate sustainable demand for goods and/or services through a detailed description and analysis of the market.

Item 4: Clearly describe the competition – in terms of competing products and/or services that are supported through the grant project. What are the grant applicant’s plans to address the competition?

Item 5: In this section provide details on the pricing and marketing strategy to ensure that the grant project is financially viable and/or maximizes results.

Item 6: Describe the organization or company’s management structure in general, and then provide a detailed description of the applicant’s plan to manage the grant project. As much as possible give examples of who will be doing what and provide evidence that the team has the skills required to implement a successful grant project.

Item 7: Indicate the geographic coverage of the grant project, including the number of people who benefit directly from the grant project.

SECTION C: Use of Grant Funds and Grantee/Third Party Contributions

Item 1: This table provides an overview of the budget and communicates the total contribution (and %) of the grant, the grantee, and third parties.

Item 2: All budget items need to be detailed in terms of item specification and number of units. If there is insufficient space to provide necessary details, then the grantee is required to provide annexed budget notes. If the grant project requires procurement of vehicles or pharmaceuticals, these items should be included in the grantee’s contribution. The grantee should make every effort to ensure the cost of a single item is not split between the grantee and the FtF Egypt FAS grant. Ensure that the budget meets the matching requirements of the solicitation.

SECTION D: Financial Analysis

Items 1-3: Financial statements include a cash flow analysis, income statement and balance sheet. The financial statement templates are attached as Attachments 1 and 2.

SECTION E: This section is self-explanatory

SECTION F: Impact on Women

Clearly describe the positive impact the grant project will have on women – with a focus on improved economic opportunity and/or nutrition. Provide as much detail as possible.

SECTION G: Cost Benefit Analysis

In this section provide a clear description of how the grant project will help FtF Egypt FAS to achieve its objectives. Determine which objectives are relevant to the grant project and provide a description of the impact the grant project has related to these objectives. For an example, FtF Egypt FAS has an objective to increase the profitability and production of high-value horticulture value chains. If the grant project will have impact on this, then the grantee should estimate the amount that the value chain targeted by this grant will be increased by.

SECTION H: Additional FtF Egypt FAS Support Requested

In this section describe any supplemental training and/or technical assistance support required to ensure that the grant project is successful.

SECTION I: Compliance Review – to be completed by FtF Egypt FAS staff.

*ATTACHMENT 1*

Please provide income statement and balance sheet for the last year and most recent quarter. **Your Application will not be complete without financial statements and documents.**

*ATTACHMENT 2*

Please provide pro-forma projections of the expected financial performance of the project after award.

*ATTACHMENT 3*

Signed FtF Egypt FAS Program Certification

*ATTACHMENT 4*

FtF Egypt FAS Checklist and Signature Page

*ATTACHMENT 5 (optional)*

Any other additional information related to your objectives description or project implementation

**ATTACHMENT 1: Past financial statements (values in EGP)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **PROFIT AND LOSS STATEMENT** | **For the previous year** | **For the current year** (including the most recent quarter) |
| 1 | **Sales Revenues** |  |  |
| 2 | Cost of Goods Sold |  |  |
| 3 | **Gross Profit** (1-2) |  |  |
| 4 | *Gross Profit Margin %* (3/1) |  |  |
| 5 | Administrative Costs |  |  |
| 6 | Sales and Marketing Costs |  |  |
| 7 | **Operational Profit** (3-5-6) |  |  |
| 8 | Grants Received |  |  |
| 9 | Other Non-Operational Income/Expense +/- |  |  |
| 10 | **EBITDA** (7+8+9) |  |  |
| 11 | Depreciation and Amortization |  |  |
| 12 | Interest |  |  |
| 13 | **EBT** (10-11-12) |  |  |
| 14 | Profit Tax |  |  |
| 15 | **Net Profit (Loss)** (13-14) |  |  |
|  |  |  |  |
|  | **BALANCE SHEET** | **End of the previous year** | **End of the most recent quarter** |
|  | ***ASSETS:*** |  |  |
|  | Cash |  |  |
|  | Accounts Receivable |  |  |
|  | Inventory |  |  |
|  | Other Short-Term Assets |  |  |
|  | **Total Short-Term Assets** |  |  |
|  | Net Fixed Assets (Land, Buildings, Machinery) |  |  |
|  | Other Long-Term Assets |  |  |
|  | **Total Long-Term Assets** |  |  |
|  | **TOTAL ASSETS** |  |  |
|  | ***LIABILITIES AND CAPITAL:*** |  |  |
|  | Accounts Payable |  |  |
|  | Other Short-Term Liabilities |  |  |
|  | **Total Short-Term Liabilities** |  |  |
|  | Bank Loan |  |  |
|  | Other Long-Term Liabilities |  |  |
|  | **Total Long-Term Liabilities** |  |  |
|  | Paid-in Capital |  |  |
|  | Retained Earnings |  |  |
|  | Other Capital |  |  |
|  | **Total Capital** |  |  |
|  | **TOTAL LIABILITIES AND CAPITAL** |  |  |

**ATTACHMENT 2: Pro-forma financial projections (values in EGP)**

|  |  |  |
| --- | --- | --- |
|  | **PROFIT AND LOSS STATEMENT** | **Project Year 1** |
| 1 | **Sales Revenues** |  |
| 2 | Cost of Goods Sold |  |
| 3 | **Gross Profit** (1-2) |  |
| 4 | *Gross Profit Margin %* (3/1) |  |
| 5 | Administrative Costs |  |
| 6 | Sales and Marketing Costs |  |
| 7 | **Operational Profit** (3-5-6) |  |
| 8 | Grants Received |  |
| 9 | Other Non-Operational Income/Expense +/- |  |
| 10 | **EBITDA** (7+8+9) |  |
| 11 | Depreciation and Amortization |  |
| 12 | Interest |  |
| 13 | **EBT** (10-11-12) |  |
| 14 | Profit Tax |  |
| 15 | **Net Profit (Loss)** (13-14) |  |
|  |  |  |
|  | **BALANCE SHEET** | **End of Project Year 1** |
|  | ***ASSETS:*** |  |
|  | Cash |  |
|  | Accounts Receivable |  |
|  | Inventory |  |
|  | Other Short-Term Assets |  |
|  | **Total Short-Term Assets** |  |
|  | Net Fixed Assets (Land, Buildings, Machinery) |  |
|  | Other Long-Term Assets |  |
|  | **Total Long-Term Assets** |  |
|  | **TOTAL ASSETS** |  |
|  | ***LIABILITIES AND CAPITAL:*** |  |
|  | Accounts Payable |  |
|  | Other Short-Term Liabilities |  |
|  | **Total Short-Term Liabilities** |  |
|  | Bank Loan |  |
|  | Other Long-Term Liabilities |  |
|  | **Total Long-Term Liabilities** |  |
|  | Paid-in Capital |  |
|  | Retained Earnings |  |
|  | Other Capital |  |
|  | **Total Capital** |  |
|  | **TOTAL LIABILITIES AND CAPITAL** |  |

**ATTACHMENT 3: FtF Egypt FAS Program Certification**

I understand that the FtF Egypt FAS Activity is an open and transparent program and submission of a grant Application **is absolutely free of charge.**

I further understand that my Application, to which this Certification is attached, (the “Application”) will be reviewed for possible funding based **only on the potential of the proposed project** to offer innovative and sustainable ideas that address the goals of FtF Egypt FAS.

**I have not and will not make any payments or gifts or any offers or promises of payments or gifts of any kind, directly or indirectly, to any person in connection with the Application**. I understand that the making of any such act shall entail the disqualification of the Application.

I undertake to promptly and fully disclose to FAS any information about the situations listed above should they occur in connection with the Application.

I confirm that neither I, nor my immediate family (or other owners), are related to any employees of FAS or USAID. If a potential conflict of interest or appearance of impropriety exists, I undertake to discuss with FAS the situation and how it can be resolved.

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Applicant

Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANNEX 2. Required Certifications Package

USAID requires that recipients sign the following certifications as a prerequisite to receive a grant from a U.S. Government source.

**CERTIFICATION REGARDING TERRORIST FINANCING**

By signing and submitting this Application, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.
2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:
3. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury’s Office of Foreign Assets Control (OFAC) and is available online at OFAC’s website: http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.
4. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”) [individuals and entities linked to the Taliban, Osama bin Laden, or the Al Qaeda Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee’s website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.
5. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
6. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification:

* 1. “Material support and resources” means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safe-houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.
  2. “Terrorist act” means-(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>) ; or (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or (iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.
  3. “Entity” means a partnership, association, corporation, or other organization, group or subgroup.
  4. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.
  5. The Recipient’s obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this Application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

**APPLICANT:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RECIPIENT CERTIFICATE OF COMPLIANCE**

*This certification is required in all sub agreements. Modify the referenced certifications and assurances according to which certifications are actually incorporated into the agreement.*

By signing below, the recipient provides certifications and assurances for *(1) the Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs, (2) the Certification Regarding Lobbying, (3) the Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206), (4) the Certification Regarding Terrorist Financing Implementing Executive Order 13224, and (5) the Certification Regarding Trafficking in Persons above*.

These certifications and assurances are given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the recipient by the Agency, including installment payments after such date on account of applications for Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States will have the right to seek judicial enforcement of these assurances. These assurances are binding on the recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign these assurances on behalf of the recipient.

**APPLICANT:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION REGARDING LOBBYING**

**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

NOTE THIS IS ONLY REQUIRED FOR GRANTS OVER $100,000

The undersigned certifies, to the best of his or her knowledge and belief, that:

**(1)** No Federal *(United States Government)* appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

**(2)** If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

**(3)** The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

**APPLICANT:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CERTIFICATION REGARDING TRAFFICKING IN PERSONS**

NOTE THIS IS ONLY REQUIRED FOR GRANTS OVER $500,000

By signing below, the applicant or recipient, as applicable, through its duly designated representative, after having conducted due diligence, hereby certifies the following:

1. The applicant/recipient has implemented a compliance plan to prevent the prohibited activities identified in section (a) of the Mandatory Provision “Trafficking in Persons” and is in compliance with that plan;
2. The applicant/recipient has implemented procedures to prevent any activities described in section (a) of the Mandatory Provision “Trafficking in Persons” and to monitor, detect, and terminate any contractor, sub awardee, employee, or other agent of the applicant/recipient engaging in any activities described in such section; and
3. To the best of the representative’s knowledge, neither the applicant/recipient, nor any employee, contractor, or sub awardee of the applicant/recipient, nor any agent of the applicant/recipient or of such a contractor or sub awardee is engaged in any of the activities described in section (a) the Mandatory Provision “Trafficking in Persons.”

**APPLICANT:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX 3. MANDATORY STANDARD PROVISIONS FOR NON-U.S. NONGOVERNMENTAL ORGANIZATIONS**

The full text of the provisions listed below and incorporated into any eventual grant agreement may be accessed online at <https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>. The Grantee is required to comply with the below Mandatory Standard Provisions in the event that it is selected for award.

NOTE: In the text of the following Standard Provisions, unless the context clearly requires otherwise, "FAS" shall be substituted for "USAID" and "Sub recipient" shall be substituted for "Recipient."

**MANDATORY STANDARD PROVISIONS FOR NON-U.S. NONGOVERNMENTAL ORGANIZATIONS**

|  |  |  |
| --- | --- | --- |
| M1 | Allowable Costs | December 2014 |
| M2 | Accounting, Audit, and Records | December 2012 |
| M3 | Amendment of Award and Revision of Budget | August 2013 |
| M4 | Notices | June 2012 |
| M5 | Procurement Policies | June 2012 |
| M6 | USAID Eligibility Rules for Procurement of Commodities and Services | June 2012 |
| M7 | Title to and Use of Property | December 2014 |
| M8 | Submissions to the Development Experience Clearinghouse and Data Rights | June 2012 |
| M9 | Marking and Public Communications under USAID-Funded Assistance | December 2014 |
| M10 | Award Termination and Suspension | December 2014 |
| M11 | Recipient and Employee Conduct | August 2013 |
| M12 | Debarment and Suspension | June 2012 |
| M13 | Disputes and Appeals | December 2014 |
| M14 | Preventing Terrorist Financing | August 2013 |
| M15 | Trafficking in Persons | July 2015 |
| M16 | Voluntary Population Planning Activities - Mandatory Requirements | May 2006 |
| M17 | Equal Participation by Faith-Based Organizations | June 2016 |
| M18 | Nondiscrimination | June 2012 |
| M19 | USAID Disability Policy – Assistance | June 2012 |
| M20 | Limiting Construction Activities | August 2013 |
| M21 | USAID Implementing Partner Notices (IPN) Portal for Assistance | July 2014 |
| M22 | Pilot Program for Enhancement of Grantee Employee Whistleblower Protections | July 2014 |
| M23 | Submission of Datasets to the Development Data Library | October 2014 |
| M24 | Prohibition on Providing Federal Assistance to Entities that Require Certain Internal Confidentiality Agreements | April 2015 |
| M25 | Child Safeguarding | June 2015 |
| M26 | Mandatory Disclosures | July 2015 |
| M27 | Nondiscrimination Against Beneficiaries | November 2016 |

In addition, FAS will work with the Grantee to determine the Required As Applicable Provisions (RAAs) found online at <https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf> following selection for award and will incorporate applicable requirements into the final Grant Agreement.

**ATTACHMENT 4: FtF Egypt FAS Checklist and Signature Page**

FtF Egypt FAS requests that your organization submit a number of documents along with this completed questionnaire. **Complete this page to ensure that all requested information and signatures have been included.**

Please complete the checklist below, then sign and return the questionnaire and any other requested documents to FtF Egypt FAS.

1. Complete the checklist:

\_\_ Section A: Company Profile

\_\_ Section B: Grant Project Description

\_\_ Section C: Use of Grant Funds and Grantee/Third Party Contributions

\_\_ Section D: Financial Analysis (Attachments 1 and 2)

\_\_ Section E: Other Donor Funds Received

\_\_ Section F: Impact on Women

\_\_ Section G: Cost Benefit Analysis

\_\_ Section H: Additional FtF Egypt FAS Support Requested

\_\_ Annex 2: FtF Egypt FAS Program Certification

\_\_ Annex 2: Certification Regarding Terrorist Financing

\_\_ Annex 2: Recipient Certificate of Compliance

\_\_ Annex 2: Certification Regarding Lobbying (for grants over $100,000)

\_\_ Annex 2: Certification Regarding Trafficking in Persons (for grants over $500,000)

\_\_ Attachment 4: FtF Egypt FAS Checklist and Signature Page

The accounting questionnaire must be signed and dated by the organization’s authorized Agent who has either completed or reviewed the form.

**Approved by:**

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

Print Name Signature

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

Title Date