**Feed the Future (FtF) Egypt Food Security and Agribusiness Support**

**(FtF Egypt FAS) Project**

**Request for Application (RFA) for establishing horticultural Collection Centers in Upper Egypt**

**Issuance date: Wednesday, February 6th, 2019**

**Deadline for receiving proposals: 4:00 p.m. Egypt time on Monday, March 18th, 2019**

**All submissions preferred to be in English, but Arabic version will be accepted**

Dear Applicant:

FtF Egypt FAS is seeking applications from Egyptian, legally registered Cooperatives and Associations for implementation of the competitive matching grant program to establish horticultural collection centers in Upper Egypt. Instructions for completing the applications can be found in Annex 1. The grants will be awarded and implemented in accordance with the United States Agency for International Development (USAID) and US Government regulations governing grants and FtF Egypt FAS’s internal grant management policies.

This solicitation will support Egyptian Cooperatives and Associations to establish horticultural collection centers in Upper Egypt. Smallholder Farmers’ production volume is insufficient for end buyers. Associations and cooperatives have land, management capacity, and strong trust relationships with farmers. Therefore, this RFA is meant to encourage the establishment of collection centers, to be owned and managed by cooperatives and associations in selected locations where vegetables and fruits received from smallholder farmers can be stored for one day before going to end-buyers or processors. This one day is sufficient time for farmers to complete collection of fruits and vegetables and for buyers to arrange logistics to receive them. The objective of the Collection Centers is to gather fresh and sound quality fruits and vegetables from farmers directly. The collection centers will improve the food safety and post-harvest handling practices of the smallholder farmers. They will help better facilitate traders/exporters’ business goals by buying farmers’ products from one single point which will result in: 1) reduction of product losses in transportation and storage; 2) better information flow of products, markets, and technologies; 3) transparency of the supply chain; and 4) better control of product safety and quality.

**This solicitation will** **only target cooperatives and associations in Upper Egypt. These collection centers should support farmers working in the FtF Egypt FAS Project crop value chains.** **These value chains include, but are not limited to:**

Anise, Fennel, Basil, Cumin, Fennel, Grapes, Green beans, Mango, Marjoram, Mint, Onion, Tomato, Parsley, Pomegranate, Thyme, Date Palm, Pepper, Okra, Sweet Potato, Garlic, Coriander, Other herbs and spices

**For more information regarding the submission of proposals, interested parties are invited to attend an optional Proposal writing workshop in Luxor.**

* Tuesday, February 19th, 2019 at Etab hotel in Luxor.
* Workshop will be from 10:00 a.m. - 4:00 p.m.

**IMPORTANT: Please send an email to** [**grants@egyptfas.org**](mailto:grants@egyptfas.org) **confirming your attendance as soon as possible.**

**The estimated grant award size for successful applicants will range from approximately $ 5,000 - $10,000.**The final number of awards will be decided based on the availability of funds and resources.

**SECTION I. PROGRAM DESCRIPTION**

**IA. About FtF Egypt FAS**

The Feed the Future Egypt Food Security and Agribusiness Support project is a 5-year activity of the United States Agency for International Development (USAID) and implemented by CNFA. The primary objective of the FAS project is to increase incomes and improve food security for 14,000 Upper Egypt smallholder farmers.

To meet this goal, the market-driven program is supported by four interrelated components:

1) Improved on-farm production

2) More efficient post-harvest processes

3) Improved marketing of agriculture crops and products

4) Improved nutritional status, especially for women and children

**IB. Grant Program Description**

The FAS project has a grants fund used to refurbish and develop productive infrastructure, catalyze innovation, stimulate investment, and support the development of critical value chain segments in order to help the FAS project reach its primary objective of increased incomes and food security for smallholder farmers. This RFA is for in-kind grants. Under this grant type, CNFA will conduct all procurement for commodities and services required in the grant budget, and reimbursement will not be provided directly to the grantee with the exception of any minor costs that can be reimbursed to the grantee based upon receipts, as specified in the grant agreement and approved budget. These grants are expected to be no longer than one year in duration.

CNFA envisions the management of the grant and division of responsibilities between CNFA and the successful grantee as follows: the FAS project will directly manage the establishment of the collection center through the procurement of equipment and goods that will be awarded in-kind to successful applicants. The awarded Cooperative/Association will then be responsible for operational management of the collection centers, including developing sales agreements with end-buyers and processors. Smallholder Farmers will supply their horticultural products to the centers and receive a receipt against the delivered quantity. The buyer will then collect the products and give a receipt to the cooperative/association. After a short period (typically one week) the buyer will pay the cooperative/association a fixed commission that will be sufficient to cover marketing and running/repair costs for the collection center; the buyer will also pay individual farmers the amounts due to them.

**IC. Authority and Governing Regulations**

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), when applicable, 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 RFA does not obligate FAS to make any awards. FAS reserves the right to fund any or none of the Applications submitted.

**SECTION II. ELIGIBILITY**

**IIA. Eligible Recipients**

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

* Legally registered Agricultural Cooperatives in Upper Egypt;
* Legally Registered Community Development Associations and Cooperatives working in the agriculture field with a proven track record of supporting smallholder farmers.

**IB. Additional Conditions of Eligibility**

To be considered eligible for grant receipt, applicants must meet the following eligibility criteria:

* Submit an application in response to FtF FAS project’s requirements.
* Applicants must be legally registered entities in accordance with the requirements of Section IIA of this solicitation.
* Applicants must be working in one or more of the FtF FAS project’s Value Chains, which are identified within this solicitation.
* **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. **Applicants that are not able to meet the minimum 25% cost share requirement will not be considered (cost share beyond use of land is encouraged).**
* 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 committed to adherence to high ethical business standards, including transparency in business dealings and record keeping.
* All applicants 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.
* Complete and pass a site-visit and pre-award assessment.
* Agree to and sign the applicable certifications, such as the Certification Regarding Lobbying; Certification Regarding Terrorist Financing; Prohibition on Assistance to Drug Traffickers; and Certification of the Recipient.
* Agree to the terms and conditions of the Mandatory Standard Provisions and Required as Applicable Provisions for Non-US NGOs, if applicable.
* 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 Applicants, Activities and Unallowable Costs**

The following entities are not eligible for grant funds:

* Any entity or member that appears on the US Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) and Blocked Persons list or in the System for Award Management (SAM) database.
* An entity having as key staff a direct relative (spouse, child, parent, or bother/sister/sibling) of CNFA or USAID staff.
* Entities or members engaged in any activities related to Trafficking in Persons.
* Entities or members engaged, transacting with, or providing resources to individuals or organizations associated with terrorism.
* Entities which have been debarred, suspended, or otherwise considered ineligible for an award by the US Government.

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.
* 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 III. 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. 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 before the submission deadline.

Applications along with all supporting documentation (e.g. registration certificate, organizational chart, “Balance Sheet” and “Revenue & Expense Statement” for the prior fiscal year) should be submitted no later than ***4:00 p.m. Egypt time on Tuesday, March 18 th , 2019****.* Late or incomplete Applications will not be considered.

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. **The deadline for submitting questions is 4:00 p.m. local time on Thursday, February 28th, 2019.** No questions will be answered after the deadline.

**For more information regarding the submission of proposals, interested parties are invited to attend an optional Proposal writing workshop in Luxor.**

* Tuesday, February 19th, 2019 at Etab hotel in Luxor.
* Workshop will be from 10:00 a.m. - 4:00 p.m.

**Further, the FtF Egypt FAS Project will provide Applicants with a Business Advisor Consultant to assist them with application preparation during February 20th – March 14th 2019.**

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 summarized as follows:

1. Applicants will submit a proposal in response to a Request for Application (RFA). An evaluation committee made up of FtF Egypt FAS staff will review all submissions based upon the criteria laid out within the RFA. Applicants will be selected according to their scores and the funds available to support the establishment of collection centers. 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. 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 or less), granted assets will be transferred to the permanent ownership of the grant partner, with USAID’s approval.

**SECTION III. EVALUATION CRITERIA FOR PROPOSALS**

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

|  |  |
| --- | --- |
| **EVALUATION CRITERIA** | **WEIGHT)** |
| 1. **Grant Project Description** | **45** |
| Cooperatives/Associations 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 | 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** | **15** |
| Income statement, balance sheet and cash flow present | 5 |
| 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 | **20** |
| 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**

* **Cooperative/Association background:** Applicant’s demonstrated past performance in similar activity; includes 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. To what extent does the proposed grant impact on closing gaps in FtF Egypt FAS crop value chain(s).
* **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 two (2) years 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**: cooperative/Association contribution, third party contribution. Does the grant funding request is relevant to proposed activity and no more than 90 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 demonstrates 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 demonstrates 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 incorporates gender policies and procedures.

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 1: Grant Application Form

**FtF Egypt FAS 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 |  |
| 3 | Head of organization, *please specify if individual* |  |
| 4 | Date of registration in Egypt |  |
| 5 | Legal registration number in Egypt |  |
| 6 | Type of organization, *please indicate if cooperative, or Association* |  |
| 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. ***Cooperative /Association 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: Cooperative/Association 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 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 detail 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** | **Project Year 2** |
| 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** | **End of Project Year2** |
|  | ***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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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

\_\_ Attachment 3: FtF Egypt FAS Program Certification

\_\_ 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.

**Submitted by:**

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

Print Name Signature

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

Title Date