

Request for Application (RFA)

YouthPower Learning

Issuance Date: February 27, 2017

RFA Title: Advancing the Evidence Base for Youth Civic Engagement in Effective Peacebuilding or in Countering / Prevention of Violent Extremism

RFA Number: YouthPower Learning Grants RFA#003-2017

Grant Ceiling Amount: \$40,000

Issue Under: USAID YouthPower Learning Contract No. AID-OAA-I-15-00034/AID-OAA-TO-000011

Questions Closing Date/Time: March 13, 2017 21:00 GMT

Answers Provided By: 14 calendar days prior to closing date

Closing Date/Time: April 13, 2017, 21:00 GMT

Making Cents International (Making Cents) under the United States Agency for International Development (USAID)-funded contract YouthPower Learning is seeking grant applications from qualified entities as part of its efforts to further assess, evaluate, document and disseminate innovative work in positive youth development and cross-sectoral youth programming.

Grants under this RFA will be awarded and implemented in accordance with USAID and US Government regulations governing grants under contracts and Making Cents' internal grant management policies.

This funding opportunity is posted on www.youthpower.org and may be amended. Potential applicants should regularly check the website to ensure they have the latest information pertaining to this RFA. If you have difficulty accessing this document, please contact the Grants Manager via email at grants@youthpower.org.

Any explanation desired by an applicant regarding the meaning or interpretation of this RFA must be requested in writing, in English, via this link: <https://goo.gl/forms/MkRt3lHslBWkM6ty1> and must be submitted no later than the date and time specified in the Questions Due line stated above. This will allow sufficient time for a reply/amendment to reach all of the applicants before they submit their responses. Answers to all questions will be posted to www.youthpower.org by the date specified above. Any information that substantially changes the requirements of this RFA shall be released through the issuance of an amendment to the RFA. Making Cents may, at its own discretion, extend the deadline for the submission of applications.

YouthPower Learning staff, Making Cents employees, and employees of YouthPower Learning subcontractors may not ask for, and applicants are prohibited from offering, any money, fee, commission, credit, gift, gratuity, thing of value, or compensation to obtain or reward improper favorable treatment regarding this solicitation. Any improper request from a program employee should be reported to the YouthPower Learning Project Director or BusinessConduct@makingcents.com.

YouthPower Learning is made possible by the generous support of the American People through the United States Agency for International Development (USAID), under the terms of Contract No. AID-OAA-I-15-00034/AID-OAA-TO-000011. The contents of this RFA are the sole responsibility of Making Cents International and do not necessarily reflect the views of USAID or the United States Government.

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1. Project Description

A. Objective

The objective of the YouthPower Learning's grant program is to engage US and developing country youth-serving and youth-led non-profit and for-profit organizations in efforts to further assess, evaluate, document, and disseminate innovative work in positive youth development (PYD) and cross-sectoral youth programming.

YouthPower defines PYD in the following fashion:

Positive Youth Development engages youth, along with their families, communities and/or governments, so that youth are empowered to reach their full potential. PYD approaches build skills, assets and competencies; foster healthy relationships; strengthen the environment; and transform systems.

B. Background

YouthPower Learning is a five year contract funded by the US Agency for International Development (USAID) and implemented by Making Cents International and its subcontractors. USAID YouthPower Learning generates and disseminates knowledge about the implementation and impact of PYD and cross-sectoral approaches in international development. The project leads research, evaluations, and events designed to build the evidence base. Concurrently, YouthPower Learning employs expertise in learning and knowledge sharing to promote engagement and inform the global community about how to successfully help transition young people into productive, healthy adults.

YouthPower Learning supports the implementation of the 2012 USAID Youth in Development Policy to improve capacity and enable the aspirations of youth so that they can contribute to, and benefit from, more stable, democratic, and prosperous communities. The project also responds to USAID's renewed call for unbiased impact and performance evaluations of the agency's programs, as well as for increased use of research to improve program planning and results. The project is jointly funded by USAID's Bureau for Global Health and the US President's Emergency Plan for AIDS Relief; USAID's Bureau for Economic Growth, Education, and Environment; and USAID's Bureau for Democracy, Conflict, and Humanitarian Assistance.

YouthPower Learning's main activities include:

- Creating and managing YouthPower.org – the premier learning hub for enhanced knowledge-sharing on PYD and cross-sectoral programming;
- Fostering an inclusive, demand-driven learning network and communities of practice (CoPs) to improve skills, practices, and partnerships around international cross-sectoral PYD;
- Developing indicators and related tools to bridge gaps across sectors and establish common measures to contribute to a comprehensive PYD framework;
- Producing the definitive global meta-review of PYD literature to expand on the existing evidence base; and
- Providing evidence and evaluation support through buy-ins to USAID using assessment, evaluation, research, learning, and project design technical assistance.

Under YouthPower, a CoP is defined as a social network of individuals committed to exploring what works in PYD and cross-sectoral youth programs. CoPs draw membership from across the spectrum of stakeholders in youth development and will work to foster creation of new practices to improve results and ultimately support YouthPower's overall goal of helping young people successfully navigate the

transition to adulthood. Grants serve as one of YouthPower’s central mechanisms to provide local-level insights to support the substantive work of CoPs in their respective thematic areas.

C. Detailed Program Description

YouthPower Learning seeks to help fill the gap in the research or evidence base on youth civic engagement in effective peacebuilding or in countering / prevention of violent extremism.¹ While many peacebuilding and CVE/PVE-relevant interventions include components of civic engagement and leadership for youth, relatively little is known about how the civic engagement of youth (a) contributes to peacebuilding or (b) is CVE/PVE-relevant in diverse contexts.

Throughout this document we refer to “peacebuilding” activities; however, we also welcome proposals that apply the research questions using a CVE/PVE-relevant lens and for CVE/PVE-relevant theories of change.²

The grant aims to help the YouthPower Learning Community of Practice and development community understand how youth civic engagement can contribute to peacebuilding. Specifically, the grant seeks to identify what motivates and hinders youth (ages 10-29, females and males) to become positively engaged civic actors for peacebuilding in their communities, especially in times of crisis and conflict. Grant applicants are encouraged to describe how to undertake successful youth civic engagement, how effective youth civic engagement initiatives (alone or in combination with other program components, e.g., skills training) are contributing to peacebuilding, the conditions that contribute to success or failure, and how scalable and transferrable the program components are.

For the purposes of this grant, we define youth civic engagement as, “any way a young person engages – through action or through mental faculties – with his or her community in the interest of the greater good.”³ The definition of “greater good” should be based on a [Positive Youth Development Approach](#) (PYD).⁴ Thus, from a PYD perspective, the “greater good” would be that which develops the skills, assets, relationships, and environment in individual youth and in their peers.⁵

For the purpose of this grant, successful civic engagement projects or initiatives that build peace are defined as those that will:

1. Reduce barriers to peace including the drivers and root causes (e.g., horizontal inequalities) of conflict or violent extremism; or
2. Leverage the boosters and motivators for peace; or

¹ See: Global Center. (2015). Does CVE Work? Lessons Learned From the Global Effort to Counter Violent Extremism. Page 9. Accessed at: http://www.globalcenter.org/wp-content/uploads/2015/09/Does-CVE-Work_2015.pdf. “...CVE-relevant measures are framed more generally [than CVE-specific], intending to reduce vulnerability to extremism in an indirect way. These measures, which primarily address cognitive radicalization, are more likely to be advanced through education, development, and women’s rights and youth initiatives. ...” CVE-relevant measures often aim to build “resilience,” which is the psychological, social, cultural, and physical capacity of individuals and communities to sustain their well-being and, in particular, to resist and respond to extremist influences.”

² Sample background reading: Aryal, A., et.al. (2012). Theories of Change in Peacebuilding, Learning from the Experiences of Peacebuilding Initiatives in Nepal. Also: Alliance for Peacebuilding (2015). Theories of Change on Counterterrorism, Counterinsurgency, and Preventing Violent Extremism. Policy Brief; accessed at <http://www.allianceforpeacebuilding.org/2015/09/theories-of-change-on-counter-terrorism-counterinsurgency-and-preventing-violent-extremism-2015/>.

³ <http://etd.library.vanderbilt.edu/available/etd-03162015-144742/unrestricted/Karakos.pdf>, page 23.

⁴ A PYD Approach is defined as an approach that “engages youth along with their families, communities, and/or governments so that youth are empowered to reach their full potential. PYD approaches build skills, assets and competencies; foster healthy relationships; strengthen the environment; and transform systems.” For more information about PYD, see the YouthPower Learning website: <http://www.youthpower.org/positive-youth-development>.

⁵ See also <http://etd.library.vanderbilt.edu/available/etd-03162015-144742/unrestricted/Karakos.pdf>, page 31.

3. Build institutions and capacities of individuals, communities and authorities to manage conflict and deliver relevant services (e.g., political, security, justice, and government institutions that deliver social services); or
4. Enhance social cohesion and build trust among social groups (society-society relations) (e.g., reconciliation processes); or
5. Build trust in and legitimacy of governments, from local to national levels (state-society relations) (e.g. political dialogue).⁶

Research Study Focus

Research Question 1: What are the boosters, motivators, and barriers that influence young people's participation in civic engagement related to peacebuilding?

YouthPower Learning is interested in better understanding youth engagement. The research should identify the principal boosters, motivators, and barriers that affect youth engagement in peacebuilding efforts in contexts where youth have either remained largely inactive or have actively participated in these efforts within their communities.

The research study should pay careful attention to the possible social, economic, cultural, political, and other contextual factors that drive youth's engagement or lack thereof (see also question 3 below).

Research Question 2: Does youth participation in civic engagement activities related to peacebuilding contribute to building peace and, if so, in what ways and in what contexts?

YouthPower Learning is interested in learning how different youth civic engagement activities support – and what contributes to the success of – such activities for building peace. Approaches should include the perspectives of youth as well as adults' perceptions of youth.

Research Question 3: What are the contextual factors that make these civic engagement activities successful, how transferrable are they, and how scalable are they?

YouthPower Learning is interested in gaining an understanding of the contexts where youth civic engagement for peacebuilding is successful.

Approaches should state the geographic, conflict typology, and rural/urban appropriateness, as well as transferability of the approach (i.e., how easy would it be to apply the concept in other geographies). These approaches should also pay attention to the gendered dynamics of the peacebuilding efforts under study. Comparing different contexts (e.g., geographic, political, gender, and/or forms of violence/conflict), if possible, would be helpful to the learning agenda.

Applicants should also be cognizant of the potential to scale the intervention approaches (i.e., how easy would it be to scale up, e.g., at a national or multi-country level). Applicants should provide an indication of resource considerations for scaling.

Expected Results

The successful grantee will develop a research approach, carry out a research study, and produce a research study report that includes recommendations and approaches to successfully engage youth in peacebuilding efforts through civic engagement. The recommendations should clearly outline the theory

⁶ Accessed at: <http://www.unpbf.org/application-guidelines/what-is-peacebuilding/>

of change upon which they are based, or otherwise outline their objectives for impacting a complex social system.

YouthPower Learning is open to traditional as well as innovative research methods, approaches, and presentation modes (e.g., reports, multimedia).

The results will be widely disseminated in various fora and media, including the YouthPower Learning Hub (www.youthpower.org) and the YouthPower Learning Communities of Practice.

D. Authority/Governing Regulations

YouthPower Learning grant awards are made under the authority of the US Foreign Affairs Act and USAID's Advanced Directive System (ADS) 302.3.5.6, "Grants Under Contracts." Awards made to non-US organizations will adhere to guidance provided under [ADS Chapter 303](#), "Grants and Cooperative Agreements to Non-Governmental Organizations" and will be within the terms of the USAID [Standard Provisions for Non-U.S. Non-Governmental Recipients](#), as well as Making Cents grants procedures.

ADS 303 references two additional regulatory documents issued by the US Government's Office of Management and Budget (OMB) and the US Agency for International Development:

- 2 CFR 200 [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) (US applicants are subject to 2 CFR 200 in its entirety); and
- 2 CFR 700, [USAID Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#).

Making Cents is required to ensure that all organizations receiving USAID grant funds comply with the guidance found in the regulations referenced above, as applicable to the respective terms and conditions of their grant awards.

Under the YouthPower Learning grant program, USAID retains the right at all times to terminate, in whole or in part, YouthPower Learning grant-making authorities.

2. Award Information

Making Cents anticipates awarding up to US\$240,000 through up to six individual grant awards of up to US\$40,000 each (or local currency equivalent for non-US organizations). The final amount will be dependent upon grant activities and final negotiation and may not be lower than \$15,000 and not higher than US\$40,000 each (or local currency equivalent for non-US organizations). The duration of any grant award under this solicitation is expected to be no more than twelve months. The estimated start date of grants awarded under this solicitation is June, 2017.

There is no cost-sharing requirement for these grants.

3. Eligibility

This RFA is issued to ensure that all interested and qualified organizations have a fair opportunity to submit applications for funding. Making Cents will not accept applications from individuals. Foreign governments, state and local governments and US Government departments and agencies may also not apply for funding under this RFA. All applicants must be legally recognized organizational entities under applicable law.

Making Cents reserves the right to fund any or none of the applications submitted.

A. Types of Organizations Eligible

The following types of organizations located in the United States and developing countries (Geographic Code 935 see 22 CFR 228.03) may apply for funding under this RFA:

- US and non-US non-profit organizations.
- Institutions of higher education.
- Charitable or private foundations.
- Privately owned enterprises or firms.
- Research or policy institutes.

Making Cents encourages: applications from new organizations who meet the above eligibility criteria; youth-led organizations to apply as lead applicants; and youth engagement in the research effort.

B. Further Eligibility Criteria

1. Grants will only be made to the responsible applicants able to demonstrate that they:
 - Are legally-organized as one of the above types of organizations.
 - Represent objectives that are consistent with the broad objectives of the YouthPower Learning Project.
 - Are able to be an active partner in all aspects of activity implementation and capacity building activities.
 - Do not appear on the "Lists of Parties Excluded from Federal Procurement and Non-procurement Programs" (www.sam.gov) or on the master list of Specially Designated Nationals and Blocked Persons, maintained by US Treasury's Office of Foreign Assets Control (OFAC) available at <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>.
 - Are not designated by United Nations Security Sanctions Committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization] <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>; and
 - Display sound management in the form of financial, administrative, and technical policies and procedures and present a system of internal controls that safeguard assets; protect against fraud, waste, and abuse; and support the achievement of program goals and objectives. Making Cents will assess this capability prior to awarding a grant.
 - Are in good standing with all civil and fiscal authorities (e.g., not declared insolvent).
 - Possess financial accountability and maintain detailed records of all expenses.
 - Will not charge a fee or receive profit under the grant agreement.
 - Are willing to sign applicable assurances, statements and certifications prior to receiving a grant, including:
 - Certification Regarding Terrorist Financing (Required for all grants)
 - Certification Of Recipient (Required for all grants)
 - Certification Regarding Lobbying (Required for all grants)
 - Assurance of Compliance with Laws and Regulations Governing Non- Discrimination in Federally Assisted Programs (This certification applies to non-US organizations if any part of the proposed program will be undertaken in the US)
2. Making Cents will work with the successful grantees to draft a branding strategy and marketing plan which will be annexed to the grant agreement.
3. For any grant award(s) resulting from this solicitation that is other than in-kind and equivalent to

\$25,000 USD or more, grantees will be required to provide a Data Universal Numbering System (DUNS) number at the time of award. If the applicant already has a DUNS number it should be included in their application. Otherwise, applicants will be expected to obtain a DUNS number before an award is made. DUNS numbers can be obtained online at:
<http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>

4. All U.S. Government recipients are required to be registered with the U.S. Federal Contractor Registration, formerly Central Contractor Registration (CCR), which was the U.S. Government repository into entities must provide information required for the conduct of business with the Government. The CCR is now incorporated into the System for Award Management (SAM). Information about registration procedures may be found at www.sam.gov. Applicants may submit applications under this RFA without SAM Registration. However, the apparently successful applicant will be required to register and must submit evidence of registration to Making Cents. Therefore, applicants are encouraged to register with SAM early so that, if selected, award will not be delayed.

C. Ineligible Organizations

Ineligible organizations include:

- Private enterprises and firms who propose fees.
- Private foundations established for estate managing purposes.
- YouthPower Learning subcontractors that have a full subcontract, so as to prevent any potential conflict of interest.
- Government entities or officers.
- Political parties, groupings, or institutions or their subsidiaries and affiliates.
- Organizations that advocate, espouse, or promote anti-democratic policies or illegal activities.
- Faith-based organizations whose objectives are for discriminatory and religious purposes, and whose main objective of the grant is of a religious nature.
- Any entity whose name appears on the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

4. Application and Submission Instructions

A. Grant Application

Templates to be utilized when developing the application are provided in Annexes A-E. Applicants shall present their technical application and budget with accompanying notes in the formats provided and shall follow the instructions and guidelines listed in these annexes. Applicants that submit full applications that meet or exceed the merit review criteria will be notified of next steps in the application process.

Applicants must propose strategies for the implementation of the program description described above, introducing innovations that are appropriate to their organizational strengths. Applications should be kept as concise and succinct as possible. Detailed information should be presented only when required by specific RFA instructions and be appropriately organized and referenced. Applications received by the deadline will be reviewed for responsiveness to the specifications outlined in these guidelines and adherence to application format. Applications not conforming to this RFA may be categorized as non-responsive, thereby eliminating them from further consideration.

Applications shall be prepared in English. Applications in any other language shall be treated as non-responsive and eliminated from further consideration. The Applicant should retain for its records a copy of the application and all enclosures that accompany their application.

All grant activity costs must be within the normal operating practices of the applicant and in accordance with its written policies and procedures. For applicants without an audited indirect cost rate, the budget may include direct costs that will be incurred by the applicant to provide identifiable administrative and management costs that can be directly attributable to supporting the grant objective.

The application must be signed by an authorized agent of the applicant.

B. Ineligible Activities and Expenses

YouthPower Learning grant funds may not be utilized for the following:

- Any purchases that are not necessary to execute the grant activity, including any grantee headquarter expenses that are not directly linked to the implementation of the proposed project.
- Profit or fee.
- Indirect costs (under simplified grants).
- Alcoholic beverages.
- International airfare unless the applicable Standard Provision is included in the grant agreement or when airfare is provided as in-kind grant.
- Items having a value of \$5,000 or more (under simplified grants).
- Fines, penalties, previous obligations or bad debt.
- Activities that contribute to the destruction, deterioration, or the degradation of natural resources and/or environment.
- Illegal activities as defined by the host country and/or USAID.
- Subsidies to organizations that are not legally recognized.
- Ceremonies, celebrations, parties, gifts or gratuities.
- Purchases of prohibited goods such as military equipment, police equipment, commodities and services for support of police and other law enforcement activities, surveillance equipment, abortion equipment and services, luxury goods, gambling equipment, climate / weather modification equipment.
- Purchase of restricted goods such as agricultural products, pesticides, fertilizer, motor vehicles, pharmaceutical and contraceptive items, used equipment, US Government-owned excess property, and surplus equipment.

C. Responsibility Determination

All applicants are subject to a pre-award risk assessment conducted by Making Cents to ascertain whether the organization has the minimum management capabilities required to handle US government funds. The recommendation or selection of an applicant with established procedures does not guarantee an award. To assist in making this determination, a financial capability questionnaire is required as part of this application contained in Annex E. This questionnaire consists of the applicant's recent audited financial statements, projected budget, cash flow, and organization chart, and applicable policies and procedures.

An award shall be made only when Making Cents makes a positive determination that the applicant possesses, or has the ability to obtain, the necessary management competence in planning and carrying out assistance programs and that it will practice mutually agreed upon methods of accountability for funds and other assets provided by Making Cents.

D. Application Submission

The interested applicants who meet the eligibility criteria should prepare and submit an application ([Annex A](#)) in English of not more than fifteen (15) pages, excluding required attachments. The application should be accompanied by a budget ([Annex B](#)).

In addition to the application and the budget documents, applicants should submit the following:

- An implementation plan, using [Annex C](#) as the template;
- Signed and dated Required Certifications ([Annex D](#));
- Applicant Self-Assessment ([Annex E](#));
- A copy of their latest audited financial statements (or NICRA, if applicable); and
- A copy of the applicant's valid legal registration.

Grant applications must be submitted to the Point of Contact in Section 4.E in **electronic copy** in Microsoft Word or Adobe Acrobat format. Budget documents should be submitted in Microsoft Excel.

This RFA will remain open until April 13, 2017, 21:00 GMT. Applications must reach the designated Point of Contact (grants@youthpower.org) on or before the above mentioned deadline. Applications received after the closure date/time above will not be considered.

Making Cents will record the date formal grant applications are received, the name of the organization, and the signature of the organization's representative who is delivering the proposal.

E. Point of Contact

It is anticipated that this RFA, including any references/hyperlinks/attachments set forth herein, contains everything that a potential applicant will need to apply. However, if additional information is needed, a potential applicant may communicate with the following Point of Contact:

Ms. Susan Masse
1350 Connecticut Ave NW, Suite 410
Washington, DC 20036
(202) 783-4090 (tel)
(202) 783-4091 (fax)
grants@youthpower.org

5. Application Evaluation

Full applications will be evaluated by a Grant Selection Committee against the review criteria in the table below.

Criteria	Description	Maximum Score
Technical Approach	<ul style="list-style-type: none">• Comprehensiveness of proposal approach.• Clarity and appropriateness of proposed activity.• Implementation plan and proposed timeline are realistic and include all proposed elements of activity.	50
Past Performance	<ul style="list-style-type: none">• Previous successful experience implementing similar activities.• Successful track record for engaging youth relevant to the technical focus of the grant.	20
Personnel	<ul style="list-style-type: none">• Personnel have appropriate level of qualification and experience to implement project.	15
Cost Efficiency	<ul style="list-style-type: none">• Reasonableness of proposed budget based on scope of activities proposed.• Summary budget, detailed budget, and budget notes included.	15
	OVERALL MAXIMUM SCORE	100

6. Further Information Regarding this RFA

Making Cents reserves the right to change or cancel this RFA process or any of its requirements at any time during the process; such actions by Making Cents will either be posted publicly or directly communicated to all applicants, as appropriate.

The preparations of all materials for submission against this RFA to Making Cents will be at the applicant's sole cost and expense, and Making Cents nor USAID shall not under any circumstances be responsible for any pre-award cost or expense incurred by the applicant nor shall Making Cents or USAID be liable for any anticipated outcome from the submission of an application in response to this solicitation. All documentation and/or materials submitted with the application shall become and remain the property of YouthPower Learning.

7. Award and Administration Information

All grants to US organizations will be negotiated, denominated, and funded in US dollars. All grants to non-US organizations will be negotiated, denominated, and funded in the local currency of the applicant and will specify the applicable US dollar equivalent.

All costs funded by the grant must be allowable, allocable and reasonable. In no instance will total disbursements made under the grant agreement exceed the applicable US dollar equivalent specified in the grant agreement.

Grant applications must be supported by a detailed and realistic budget as described in Section 4. Making Cents reserves the right to conduct financial reviews or audits to ensure the adequate accountability of applicants expending grant funds.

Grantees will be required to report on a schedule agreed-to during the negotiation phase, with reporting aligned with grant deliverables or calendar quarters depending on the grant structure.

Making Cents reserves the right to make an award based on initial submission without discussion: hence, applications should be initially submitted with the most favorable terms, from a technical and budget perspective. However, Making Cents reserves the right, to enter into discussions with one or more applicants in order to obtain clarifications, additional detail, or to suggest refinements in the program description, budget, or other aspects of an application.

Issuance of this RFA and assistance with application development do not constitute an award or commitment on the part of Making Cents, nor does it commit Making Cents to pay for costs incurred in the preparation and submission of an application. Further, Making Cents reserves the right to accept or reject any or all applications received. Applicants will be informed in writing of the decision made regarding their application.

Section I. Organization Information

1. Name of Organization:
2. Legal Name (If different from that listed above):
3. Type of Organization: [select: US entity / non-US entity] operating as a: [select: corporation incorporated under the laws of [select: the State of ENTER or the country of ENTER]; a partnership; a nongovernmental nonprofit organization; a state or local governmental organization; a private college or university; a public college or university; an international organization; a joint venture]
4. Organization Contact information:

Name of representative and title:	
Official address:	Office phone:
Mobile:	Fax:
Email:	Website:

5. Organizational Structure – List board members (or founding members if you do not have a formal board of directors) and key staff (president, directors, treasurer, etc.). If available, please attach an organizational chart.
6. Briefly describe the organization, its purpose, and past related experience:
7. List contact information for three (3) references from previous donors or other organizations (business partners, suppliers etc.) that your organization has collaborated with in the last two years (US and other). Include the following information for each reference:
 - Donor Agency or Organization (business partner, supplier etc.)
 - Nature of Relationship or Title of Project, Location
 - Start & End Dates of Collaboration
 - Contact Person: Name, Position Title, Email, Telephone

Section II. Program Description

8. Title of the proposed grant activity (Descriptive, precise, and brief):
9. Please describe the goal of the proposed grant activity.
10. Please explain the objective of applying for this grant. The objective should be clearly formulated, oriented towards an impact, specific, measurable, realistic, and have a time limit (maximum 1/2 page).
11. Please describe the proposed activity and expected results in detail. Describe the main tasks that are proposed under the activity, the expected results to be achieved, and how the tasks are linked to the grant objective. This activity detail should keep in mind the evaluation criteria contained in the

RFA. Include anticipated amount of time it will take to achieve project outputs. The progress towards the achievement of these results may be considered to be a progress indicator of the project. (maximum 1 page).

12. Describe the proposed participants and/or beneficiaries, and your method for identifying or selecting participants and beneficiaries:
13. Please explain how your proposed activity will take into consideration age, gender, and highly vulnerable young people⁷.
14. Please explain how you will determine to what degree your objectives have been achieved, and how you will measure the expected impacts. Indicate when this will be done (maximum 1 page).

Section III. Implementation Plan

15. Anticipated duration of the grant activity:

Start date	[day, month, and year]
End date	[day, month, and year]
Overall length	[total number of months]

All implementation plans must be supported by Annex C that lists all identified tasks over the duration of the activity.

16. Location(s) or geographic focus of the activity.
17. List personnel who will be involved in implementing this project. CVs are required for all project personnel.

Section IV. Experience and Capacity

18. Describe the organization's experience implementing similar activities:

Section V. Cost

Note: All applications must be supported by the attached Annex B, Grant Budget template and accompanying budget notes. The budget shall be prepared in local currency and US dollar equivalent.

Amount requested from YouthPower Learning:	[list in local currency]	[list in US dollars]
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Section VI: Signature

⁷ Highly vulnerable young people include, but are not limited to, migrant and displaced youth; refugee youth; youth in conflict environments; trafficked youth; street children/youth; youth gang members, youth engaged in transactional or commercial sex work; youth living with HIV; rural youth; married girls; youth using alcohol/drugs; lesbian, bisexual, gay, transgender, and intersexed (LBGTI) youth; older orphans and vulnerable children (OVC), girls at risk of early and/or forced marriage and young people with disabilities. Groups of vulnerable youth are best determined at the country-level and are dependent upon country context and the aims of specific activities.

The application must be signed by an authorized agent of the applicant.

By affixing my signature below, I certify that to the best of my knowledge, the information provided in this application is accurate, correct, and in accordance with the established guidelines:

Submitted by: [Name, Title]

Signature

Date

FOR PROJECT USE ONLY

Date received _____ Grant Reference No. _____

The undersigned hereby certifies that: (a) the prospective grantee has received an official delivery receipt for its *Grant Application*, (b) a copy of that receipt has been filed, (c) a reference number has been assigned, and (d) a grant application file has been opened. In addition, the prospective grantee has been advised as to the review and appraisal process, and its primary project point of contact.

Grants Manager _____ Date _____

ANNEX C: IMPLEMENTATION PLAN

Task List each task. Please be as specific as possible. Use additional pages if necessary.	Grant Resources Required and Detailed Explanation of Use	12 Month Timeline Place an X in the appropriate box to indicate the first and last month of the task, with approximate start and end dates. (Add more months if necessary)												Person(s) Responsible Who is responsible for overseeing and implementing the task?	Milestones How will you measure the success of the task?
		1	2	3	4	5	6	7	8	9	10	11	12		

Certification Regarding Terrorist Financing, Implementing Executive Order 13224

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. The Certification in the preceding sentence will not be deemed applicable to material support or resources provided by the Recipient pursuant to an authorization contained in one or more applicable licenses issued by the US Treasury's Office of Foreign Assets Control (OFAC).
2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:
 - a. 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 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.
 - b. 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, Usama bin Laden, or the Al Qaida 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>.
 - c. 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.
 - d. 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-
 - a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."
 - (i) "Training" means instruction or teaching designed to impart a specific skill, as opposed to general knowledge.
 - (ii) "Expert advice or assistance" means advice or assistance derived from scientific, technical, or other

specialized knowledge

- b. "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.
- c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.
- d. 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.
- e. 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.

Signature _____

Date _____

Name, Title _____

Organization _____

Assurance of Compliance with Laws and Regulations Governing Non- Discrimination in Federally Assisted Programs *Note: This certification applies to Non-US organizations if any part of the program will be undertaken in the United States.*

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

- (a) The recipient hereby assures that no person in the United States will, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program or activity receiving financial assistance from USAID, and that with respect to the Cooperative Agreement for which application is being made, it will comply with the requirements of:
- (1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352, 42 U.S.C. 2000- d), which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance;
 - (2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance;
 - (3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds;
 - (4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and
 - (5) USAID regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.
- (b) If the recipient is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients of the institution, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and must be applicable to the entire institution unless the recipient establishes to the satisfaction of the USAID Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of, or participants in, such programs.

Signature _____

Date _____

Name, Title _____

Organization _____

Certification Regarding Lobbying

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

- (1) No Federal 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 Cooperative Agreement, 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 must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned must require that the language of this certification be included in the award documents for all subawards at all tiers (including contracts, subawards, and contracts under grants, loans, and cooperative agreements) and that all subrecipients must 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, United States Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

"The undersigned states, to the best of his or her knowledge and belief, that: If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned must complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement 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 statement will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure."

Signature _____

Date _____

Name, Title _____

Organization _____

Certification of Recipient

To: Making Cents International

I, _____ (Name), _____ (Title), as a legally authorized representative of _____ (Organization Name) do hereby certify that, to the best of my knowledge and belief, this organization's management and other employees responsible for their implementation are aware of the requirements placed on the organization by OMB Circulars, and Federal and USAID regulations with respect to the management of, among other things, personnel policies (including salaries), travel, indirect costs, and procurement under this agreement and I further certify that the organization is in compliance with those requirements and other applicable U.S. laws and regulations.

I, we, understand that a false, or intentionally misleading certification could be the cause for possible actions ranging from being found not responsible for this award, termination of award, or suspension or debarment of this organization in accordance with the ADS 303 Standard Provision for Non-US Nongovernmental Organizations (for in-kind, standard, and simplified grants) entitled "Award Termination and Suspension" and the ADS 303 Standard Provision for Fixed Obligation Grants to Nongovernmental Organizations entitled "Debarment and Suspension."

I, we, further agree that by signing below, we provide certification and assurance for the following:

- (1) Certification Regarding Terrorist Financing
- (2) Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs (This certification applies to non-US organizations if any part of the proposed program will be undertaken in the US)
- (3) Certification Regarding Lobbying

These certifications and assurances are given in consideration of and for the purpose of obtaining any and all US Federal grants, loans, contracts, property, discounts, or other US Federal financial assistance extended after the date hereof to the recipient by Making Cents International, including installment payments after such date on account of applications for US Federal financial assistance which was approved before such date. The recipient recognizes and agrees that such US 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.

I declare under penalty of perjury that the foregoing is true and correct.

Signature _____

Date _____

Name, Title _____

Organization _____

ANNEX E: GRANTEE SELF-ASSESSMENT FORM

Accepting a grant from Making Cents International creates a legal duty for the Grantee to use the funds according to the Grant Agreement and to US federal regulations. Before awarding a grant, Making Cents must assess the adequacy of the financial and accounting systems of a prospective grantee to ensure accountability. To complete this form, answer each question as completely as possible, using extra pages if necessary.

1. **Name of Organization:** _____

2. **Activity Title:** _____

3. **Name, Title, Contact Information of Individual Completing Questionnaire:** _____

INTERNAL CONTROLS

1. **Internal controls are procedures that ensure:**

- | | | |
|--|------------------------------|-----------------------------|
| a. Financial transactions are approved by an authorized individual and follow laws, regulations, and the organization's policies | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b. Assets are kept safely | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c. Accounting records are complete, accurate, and kept on a regular basis | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Please complete the following concerning your organization's internal controls:

List the name, position/title, and telephone number for the individual responsible for:

2. **Verifying allowability of expenditures:**

1. Name: _____
2. Title: _____
3. Telephone number: _____

3. **Maintaining accounting records:**

1. Name: _____
2. Title: _____
3. Telephone number: _____

4. **Preparing financial reports:**

1. Name: _____
2. Title: _____
3. Telephone number: _____

5. **Preparing narrative reports:**

1. Name: _____
2. Title: _____
3. Telephone number: _____

6. Does the organization keep timesheets for each paid employee? Yes ☐ No ☐

ACCOUNTING SYSTEM

1. The purpose of an accounting system is to:
- a. Accurately record all financial transactions Yes ☐ No ☐
 - b. Ensure that all financial transactions are supported by invoices, timesheets and other documentation Yes ☐ No ☐

-
2. Briefly describe your organization's accounting system including: (A) any manual ledgers used to record transactions (e.g., general ledger, cash disbursements ledger, suppliers ledger etc.); (B) any computerized accounting system used (please indicate the name); and (C) how transactions are summarized in financial reports, (e.g., by the period, project, cost categories):

-
3. Does your organization have written accounting policies and procedures? Yes ☐ No ☐

-
4. Are your financial reports prepared on a: Cash basis: ☐ Accrual basis: ☐
(Accrual = bill for costs before they are incurred)

-
5. Can your accounting records separate the receipts and payments of the grant from the receipts and payments of your organization's other activities? Yes ☐ No ☐

-
6. Can your accounting records summarize expenditures from the grant according to different budget categories such as salaries, rent, supplies, and equipment? Yes ☐ No ☐

-
7. How do you allocate costs that are "shared" by different funding sources (e.g., rent, utilities, etc.)?

-
8. How often are financial reports prepared? Monthly: ☐ Quarterly: ☐ Annually: ☐

If financial reports are not prepared, then briefly explain why they are not:

9. How often do you input entries into the financial system?

Daily ☐ b. Weekly ☐ c. Monthly ☐ d. Ad hoc/as needed ☐

10. How often do you do cash reconciliation?

Daily ☐ b. Weekly ☐ c. Monthly ☐ d. By accountants decision ☐

11. Do you keep invoices, vouchers and timesheets for all payments made from grant funds?

Yes ☐ No ☐

FUNDS CONTROL

1. Do you have a bank account registered in the name of your organization?

Yes ☐ No ☐

2. Are the bank account and its signatories authorized by the organization's Board of Directors, Trustees, or other authorized persons?

Yes ☐ No ☐

AUDIT

Please provide the following information on prior audits of your organization.

1. Does your organization contract and pay for regular independent audits?

Yes ☐ (please provide the most recent copy) No audits performed ☐

2. If regular independent audits are performed, who performs the audit?

1. Name: _____
 2. Title: _____
 3. Telephone number: _____
-

3. How often are audits performed?

Quarterly: ☐ Yearly: ☐ Every two years: ☐ Other: ☐

If Other, please explain: _____

4. **If your organization does not have a current audit of its financial statements, please provide a copy of the following financial information, if available:**

- a. "Balance Sheet" for your prior fiscal or calendar year; and
- b. "Revenue and Expense Statement" for your prior fiscal or calendar year.

5. **Are there any reasons (local conditions, laws, or institutional circumstances) that would prevent an independent accountant from performing an audit of your organization?** Yes ☐ No ☐

If yes, please explain: _____

CHECKLIST AND SIGNATURE PAGE

Making Cents requests that your organization submit a number of documents along with this completed questionnaire. Complete this page to ensure that all requested information has been included. Please complete the checklist below, then sign and return the questionnaire and any other requested documents.

1. Complete the checklist:

- ☐ Incorporation Papers or Certificate of Registration and Statute have been provided to Making Cents.
- ☐ Organizational chart, if available, has been provided to Making Cents.
- ☐ Copy of your organization's most recent audit has been provided to Making Cents. (Alternatives: If you organization has a NICRA, provide a copy of the most recent NICRA instead. If there has been no recent audit, then a "Balance Sheet" and "Revenue & Expense Statement" for the prior fiscal year must be provided).
- ☐ All questions on this questionnaire have been fully answered.
- ☐ The organization's authorized agent has signed and dated this page.

This Self-Assessment Form must be signed and dated by the organization's authorized Agent who has either completed or reviewed the form.

Approved by:

Signature _____

Date _____

Name, Title _____