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YouthPower Learning Request for Application

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 RFA Title: Young Women Transform Prize: Enabling Youth-Led Economic Empowerment
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 Questions Closing Date/Time: March 23, 2018, 5:00 pm Washington, DC local time
Answers Provided On: April 11, 2018
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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 questions regarding this RFA must be submitted in writing, in English, via this link: <https://goo.gl/forms/btDcM6GMvm19hf0z1> 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 potential applicants before the submission deadline. 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. Background

YouthPower Learning, a five year contract funded by the US Agency for International Development (USAID) and implemented by Making Cents International and its subcontractors, generates and disseminates knowledge about the implementation and impact of positive youth development (PYD)¹ 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's grant component aims to engage youth-serving and youth-led organizations in efforts to further assess, evaluate, document, and disseminate innovative work in PYD and cross-sectoral youth programming. Under the grants component, YouthPower Learning is launching the ***Young Women Transform Prize: Enabling Youth-Led Economic Empowerment*** for innovations that help to remove barriers to young women's economic empowerment.

The Volvo Group and Standard Chartered are joining as partners in the Young Women Transform Prize alongside USAID. These partners have a deep commitment to improving education and economic opportunities for youth, women and girls around the world. USAID, The Volvo Group, and Standard Chartered are partners to the prize awards and Standard Chartered will also be tapping into its volunteer network to offer grant recipients mentoring to build their financial and management capabilities.

B. Detailed Program Description

The 1.8 billion young people in the world today represent the largest youth population in history. In many parts of the world, youth lack opportunities for education and meaningful employment; an estimated 21 percent of youth are neither employed nor enrolled in education or training opportunities leaving these youth disaffected and with little hope for their future prospects.

1. Challenge

With an estimated 71 million youth unemployed in 2016², low and middle income countries can no longer afford to lose out on the social and economic potential of gender equality. Although there has

¹ YouthPower Learning defines positive youth development as follows: PYD 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.

² <http://ilo.org/global/topics/youth-employment/lang-en/index.htm>

been some progress towards the implementation of policies aimed at transforming gender norms and relationships in society and at work, much work still is needed to address harmful structural inequalities.

Youth unemployment affects young women more than young men in almost all regions of the world: only 37 percent of young women participate in the labor force, compared to 54 percent of young men. Gaps in these labor force participation rates are due to factors that include the lack of opportunity for women to combine work and family duties, the lower value placed on women's economic contributions, differing perceptions of the types of employment that young women can or cannot engage in, the risk of gender-based violence while traveling to or while at work, and barriers to women entering fields traditionally male-dominated fields such as STEM (science, technology, engineering, and mathematics). When young women are excluded from economic opportunities, gender inequality is reinforced and they are less able to invest in their own health, education and safety – and that of their children.

Furthermore, women are overrepresented among micro-entrepreneurs and smallholder farmers, and within these domains have lower productivity and are doing low-paid or unpaid work.³ Women entrepreneurs also operate smaller businesses in less lucrative sectors. According to the World Bank, in developing economies women are 20% less likely than men to have an account at a formal financial institution.

The threat of violence against women is also pervasive. Adolescent girls and young women face a range of threats on their way to schools or training sites. They are too often subject to sexual harassment and violence from both teachers and fellow students, undermining their ability to learn and threatening their physical and psychological well-being. Lack of appropriate infrastructure and sanitary facilities at schools and fear of stigmatization is also an impediment. In addition, many schools often have too few female teachers, and instruction or curricula that discriminates against girls and perpetuates negative gender stereotypes.⁴

2. Prizes

The prize competition will result in awards to youth-serving or youth-led organizations in low and middle income countries⁵ to capture new evidence and approaches to improve young women's economic opportunities. For this activity, youth are defined as individuals aged 10-29 in accordance with the USAID Youth in Development Policy, accessible at this link (specifically "Who are Youth" on page 4): https://www.usaid.gov/sites/default/files/documents/1870/Youth_in_Development_Policy_0.pdf. This prize competition is intended to stimulate and promote innovative approaches and new evidence, particularly from youth-led, youth-serving organizations, to barriers to young women's economic empowerment by awarding two types of prizes:

- ***Creation Prizes of up to \$35,000 each***: to support the development and implementation of activities with the potential to broaden young women's **aged 10-29** access to, and choice over, employment and economic security, with a focus on collecting and disseminating learning; and

³ Food and Agriculture Organization of the United Nations (FAO). (2011). The State of Food and Agriculture 2010-2011. Rome: FAO

⁴ <https://www.state.gov/s/gwi/priorities/adolescentgirls/254674.htm>

⁵ For a list of Low and Middle Income Countries as classified by the World Bank as of July 2016, see <https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-countryand-lending-groups>

- **Recognition Prizes of \$15,000 each:** to recognize innovative strategies that have improved young women's (aged 10-29) economic opportunities, and collect and share learning from that innovation.

Awards will be made to applicants offering youth-led approaches that address specific barriers to young women's economic empowerment, which include but are not limited to:

2a. Safety, workplace discrimination, and occupational expectations: Young women's mobility is often restricted significantly more than that of young men's, greatly impacting young women's participation in the labor force. Young women risk violence and sexual assault while traveling to and from work, and they further risk gender-based violence in training and the workplace, especially if they enter traditionally male-dominated occupations.⁶ Estimates of economic costs of lost productivity due to domestic violence range between 1.2 percent of GDP in Tanzania to two percent of GDP in Chile.⁷ Women are still underrepresented in STEM careers because sociocultural norms continue to discourage girls and young women from pursuing these fields in school and work. Sociocultural norms also put significant pressure on women to leave the workforce once they get married or start a family. Many countries lack supportive policies, such as flexible work arrangements or childcare services, which research shows encourages women's participation in the labor force.⁸

2b. Education and skill training for employment: Quality education remains a key pathway to increasing young women's opportunities. Significant progress towards the goal of universal primary education has been made in most regions, with gender parity having been achieved in 118 countries.⁹ Although gender disparities in access to secondary education have been reduced, they remain wider and more prevalent than at the primary level and are even greater at the tertiary level.¹⁰ Employment training courses are often not accessible to young women due to their household responsibilities, lack of childcare, and limited mobility. In addition, women enrolled in employment training programs are most often enrolled in gender-stereotyped sector trainings (such as jewelry making or beautician services), associated with lower-paying jobs and less market demand. Moreover, sociocultural norms in many countries discourage young women from studying subjects and pursuing careers that require advanced, higher-level skills in higher-paying growth sectors (e.g., ICTs, STEM fields), hindering opportunities for economic advancement.

2c. Access to assets, networks, and economic security: Choice and decision-making ability are key to young women's economic empowerment and directly relate to control over decisions regarding assets, income, and spending. Evidence from various countries shows that when women control more household income, they spend more on food and education, directly benefiting their families.¹¹ Female employees are paid significantly less than men. Women are overrepresented among micro-

⁶ http://www.ilo.org/wcmsp5/groups/public/---dgreports/---gender/documents/publication/wcms_097919.pdf

⁷ <http://documents.worldbank.org/curated/en/884131468332686103/pdf/892730WPOBox2800report0Feb-02002014.pdf>

⁸ ICRW Evidence and Guidance on Women's Wage Employment, <https://www.microlinks.org/library/evidence-and-guidance-womens-wage-employment>

⁹ Education for All, (2008). Global Monitoring Report, UNESCO and Oxford University Press

¹⁰ The World's Women 2015 <https://unstats.un.org/unsd/gender/worldswomen.html>

¹¹ World Bank, 2011, World Development Report 2012: Gender Equality and Development (Washington).

entrepreneurs and smallholder farmers, doing low-productivity, low-paid or unpaid work in firms and on farms.¹² Women farmers cultivate smaller plots and less profitable crops than male farmers. And, women entrepreneurs operate smaller businesses in less lucrative sectors. Women in developing economies are 20 percent less likely than men to have an account at a formal financial institution. When women can gain access to a loan, they often lack access to other financial services, such as savings, digital payment methods, and insurance. Lack of financial education can also limit women from gaining access to and benefitting from financial services.¹³ Furthermore, there are fewer business networks for young women, and they are less engaged in trade associations or other professional groups that allow the peer mentoring and information sharing that could foster women's career mobility.¹⁴

Ideas representing a range of development stages may be presented for the prize—from early concept ideas to proven innovative strategies. Applicants may address barriers to young women's economic empowerment at a range of geographic scales, from global initiatives to approaches tailored to local or regional conditions that can be adapted and replicated elsewhere. Applicants should specify for which type of award they are applying (creation or recognition).

C. 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.

¹² Food and Agriculture Organization of the United Nations (FAO). (2011). The State of Food and Agriculture 2010-2011. Rome: FAO

¹³ <http://www.worldbank.org/en/results/2013/04/01/banking-on-women-extending-womens-access-to-financial-services>

¹⁴ http://www3.weforum.org/docs/WEF_GAC_WomensEmpowerment_FiveChallengesOneSolution_Compendium_2013.pdf

2. Award Information

Making Cents anticipates awarding up to US\$210,000 in prizes through approximately 10 individual grant awards. The final amount of each grant will be dependent upon grant activities and final negotiation; no grant may be lower than US\$15,000 and not higher than US\$35,000 (or local currency equivalent for non-US organizations). The duration of any grant award under this RFA is expected to be no more than twelve months. The estimated start date of grants awarded under this RFA is September 2018.

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. All applicants must be legally recognized organizational entities under applicable law.

A. Eligible Entities

Youth-serving or youth-led organizations working in a low-or middle-income country, **except Egypt and Jordan**, as listed here: <https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-countryand-lending-groups>.

B. Ineligible Entities

- Individuals.
- Government entities or officers.
- Any entity that proposes a fee or profit on the proposed activity.
- Private foundations established for estate-managing purposes.
- YouthPower Learning subcontractors.
- 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.

C. Ineligible Activities and Expenses

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

- **Any activity in Egypt or Jordan.**
- Any purchase that is 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).
- Items having a value of \$5,000 or more (under simplified grants).
- Alcoholic beverages.
- 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.

D. Further Eligibility Criteria

Grants will only be made to responsible applicants able to demonstrate that they:

- Are legally organized as one of the eligible types of organizations.
- 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.
- Display sound management in their financial, administrative, and technical policies and procedures (Making Cents will assess this capability prior to awarding a grant).
- Use a system of internal controls that safeguards assets; protects against fraud, waste, and abuse; and supports the achievement of program goals and objectives (Making Cents will assess this capability prior to awarding a grant).
- Are willing to sign applicable assurances, statements, and certifications (visit <https://www.usaid.gov/sites/default/files/documents/1868/303mav.pdf> for more information) 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)
- 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 <https://sanctionssearch.ofac.treas.gov/>.
- Are not designated by the United Nations Security Sanctions Committee (UNSC) under UNSC Resolutions 1267 (1999) 1989 (2011) and 2253 (2015) Concerning ISIL (Da'esh) Al-Qaida and associated individuals groups undertakings and entities, available at the following link: https://www.un.org/sc/suborg/en/sanctions/1267/aq_sanctions_list.

Making Cents encourages maximum participation by youth-led and youth-serving organizations from low- and middle-income countries who meet the above eligibility criteria.

E. Registration in the System for Award Management

Depending on the size of the grant and the entity receiving it, grantees may be required to register in the System for Award Management (SAM) (see www.sam.gov for registration procedure details). Entities may submit applications under this RFA without completing the SAM registration, but the prize cannot be awarded until the registration process is complete. Therefore, applicants are encouraged to register with SAM early so that, if selected, award will not be delayed.

To register in SAM, entities are required to obtain a Data Universal Numbering System (DUNS) number. DUNS numbers may be obtained online at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>. If the applicant already has a DUNS number it should be included in its application.

4. Application and Submission Instructions

A. Grant Application

Eligible entities may separately apply for one or both types of prizes as described in the RFA Program Description, using the required templates as outlined below:

Annex A: required application template for the Creation Prize

Annex B: required application template for the Recognition Prize

Annex C: required budget template for the Creation Prize and the Recognition Prize

These annexes are available to download as separate documents at www.youthpower.org/2018-prize.

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 all submitted application materials.

Applicants must propose strategies in accordance with the RFA Program Description. Applications should be kept as concise as possible, with detailed information presented only when required by specific RFA instructions. 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 the RFA instructions may be categorized as non-responsive, thereby eliminating them from further consideration.

All proposed 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 certified by an authorized agent of the applicant.

Applicants that submit full applications that meet or exceed the merit review criteria will be notified of next steps in the application process.

B. Application Submission

Interested entities that meet the eligibility criteria should prepare a separate application for each of the prize types in which it is interested, using the required templates. The completed application must be submitted through the online platform at www.youthpower.org/2018-prize. All interested entities must register on this platform prior to submitting applications. **Registration on the platform will open April 11, 2018.**

Applications must be submitted by the closing deadline as listed on the RFA cover page. Applications received after the closing date/time will not be considered.

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, Making Cents will request that the apparently successful applicants submit a financial capability questionnaire (See Annex E for reference). 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.

5. Application Evaluation

Full applications will be evaluated by a Prize Selection Committee against the review criteria outlined in the tables below.

Creation Prize Application Evaluation

Criteria	Description	Maximum Score
Proposed Activity Technical Approach	<ul style="list-style-type: none">● Proposed activity is relevant to the goals of the prize activity.● Demonstrates understanding of the stated barrier(s) to young women's economic empowerment the activity addresses.● Proposes an original, innovative idea or synthesis of existing ideas into a new activity that creatively addresses one or more of the stated barriers.● Articulates a theory of change that responds to one or more of the stated barriers to young women's economic empowerment outlined in the prize description.● Proposed implementation plan and timeline are realistic and include all elements of the activity.● Includes considerations for sustainability and evaluating the results or effectiveness of the approach.● Engages young people and young women in particular and incorporates their input into the proposed activity.	60

Criteria	Description	Maximum Score
Experience and Capacity	<ul style="list-style-type: none"> ● Organization originates from a low- or middle-income country. ● Previous successful experience implementing similar activities. ● Successful track record of engaging youth. ● Capacity to monitor activity, track results, and share learning from the activity. 	20
Personnel	<ul style="list-style-type: none"> ● Personnel have appropriate level of qualification and experience to implement the activity. 	10
Cost Efficiency	<ul style="list-style-type: none"> ● Reasonableness of proposed budget based on scope of activities proposed, including sharing and learning activities. ● Summary budget, detailed budget, and budget notes included and clearly outlined. 	10
	OVERALL MAXIMUM SCORE	100

Recognition Prize Application Evaluation

Criteria	Description	Maximum Score
Past or Existing Technical Approach	<ul style="list-style-type: none"> ● Proposed activity is relevant to the goals of the prize activity. ● Proposed learning and sharing plan is realistic and appropriate for the activity, includes all proposed learning and sharing elements of the activity, and allows others to learn from and build upon applicant's ideas. ● Demonstrates understanding of the stated barrier(s) to young women's economic empowerment that the past or existing activity addresses. ● Proposes a new approach to one or more of the stated barriers, or uses an existing approach in a new way. ● Provides evidence for actual positive impacts on young women's economic empowerment from the existing or past activity that is being proposed for recognition. ● Shows potential for adaptability to similar conditions elsewhere, and/or scalable within current context. ● Includes considerations for sustainability and evaluating the results or effectiveness of the approach. ● Engages young people and young women in particular and incorporates their input into the proposed activity. 	60
Experience and Capacity to Collect and Share Learning	<ul style="list-style-type: none"> ● Organization originates from a low- or middle-income country. ● Successful track record of engaging youth. ● Personnel have appropriate level of qualification and experience to implement the learning and sharing plan. ● Capacity to monitor activity, track results, and share learning from the activity. 	30
Cost Efficiency	<ul style="list-style-type: none"> ● Reasonableness of proposed budget based on scope of sharing and learning activities proposed. ● Summary budget, detailed budget, and budget notes included and clearly outlined. 	10
	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 and its prize partners shall not under any circumstances be responsible for any pre-award cost or expense incurred by the applicant nor shall Making Cents or USAID and its prize partners 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. 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.

YOUNG WOMEN TRANSFORM PRIZE

ANNEX A: CREATION APPLICATION FORM

Creation Prize of up to \$35,000: to support the development and implementation of activities with the potential to broaden young women's **aged 10-29** access to, and choice over, employment and economic security, with a focus on collecting and disseminating learning.

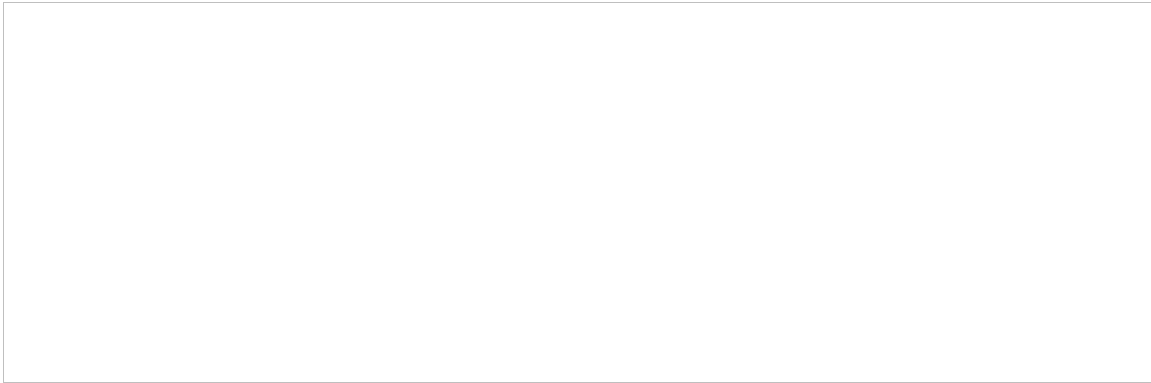
Solution Description

Title of the proposed activity (Descriptive, precise, and brief):

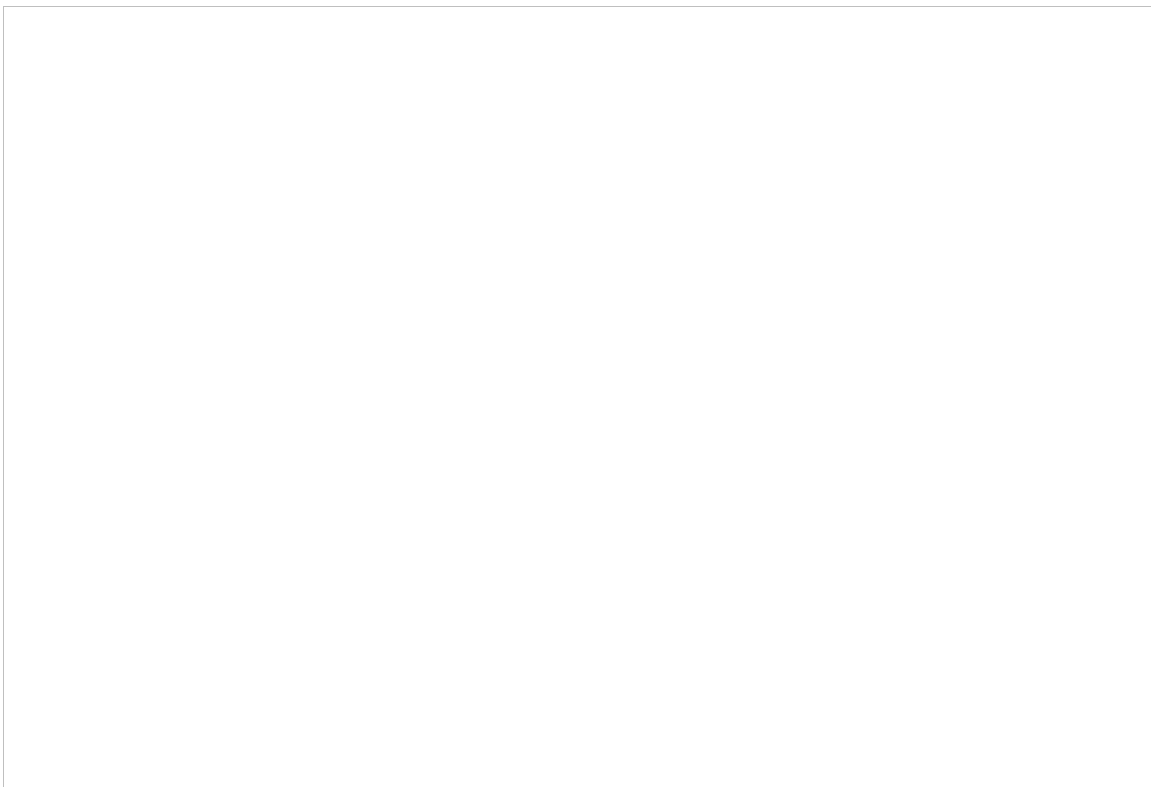
What is the location(s) or geographic focus of the activity?

Please answer the following questions in 250 words or less per question.

What are the barrier(s) to young women's economic empowerment that your activity addresses?



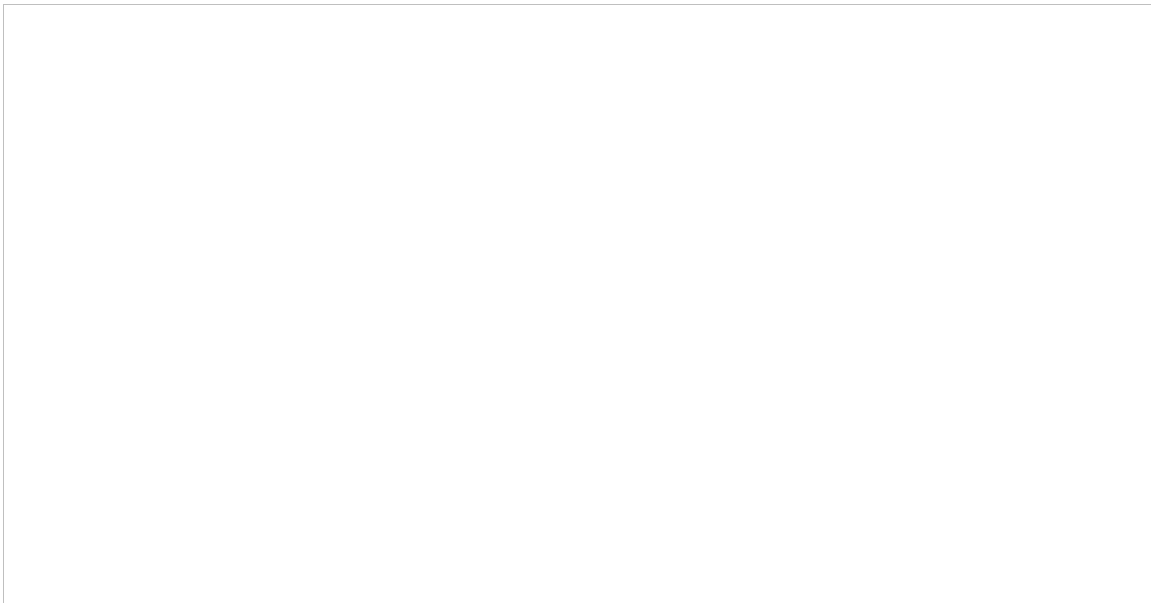
How will this activity address the identified barrier(s) in an innovative way?



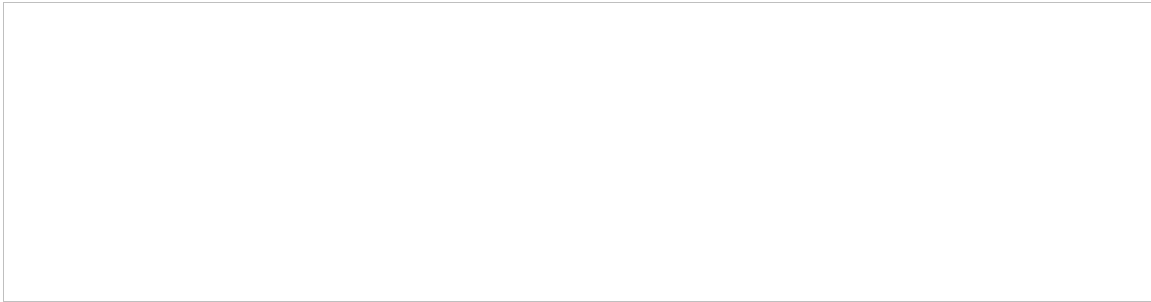
What are the expected results of this activity?



How do you propose to measure the outcomes or effectiveness of this activity?¹⁵ What indicators do you propose to measure this activity?



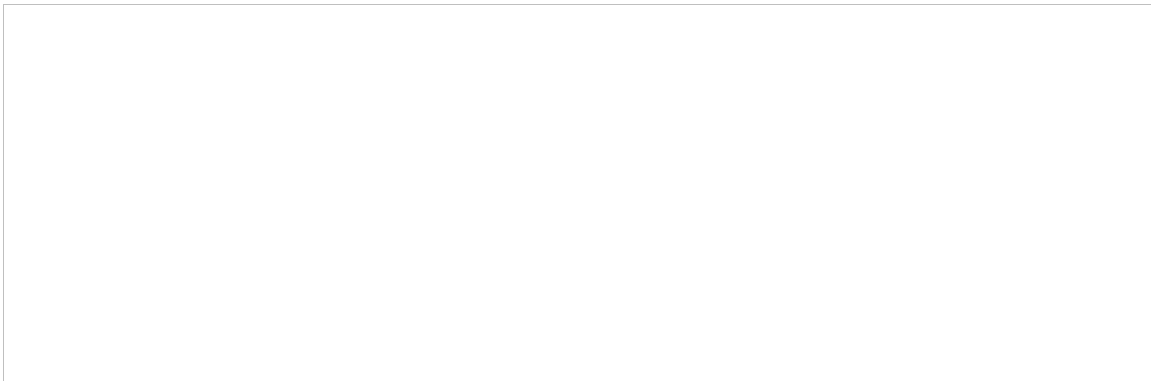
¹⁵ Grantees will receive guidance on how to refine their plans for measuring results and sharing learning in order to ensure these are aligned with USAID learning priorities and monitoring and evaluation best practices.



How do you plan to engage youth, and particularly young women, in this activity?

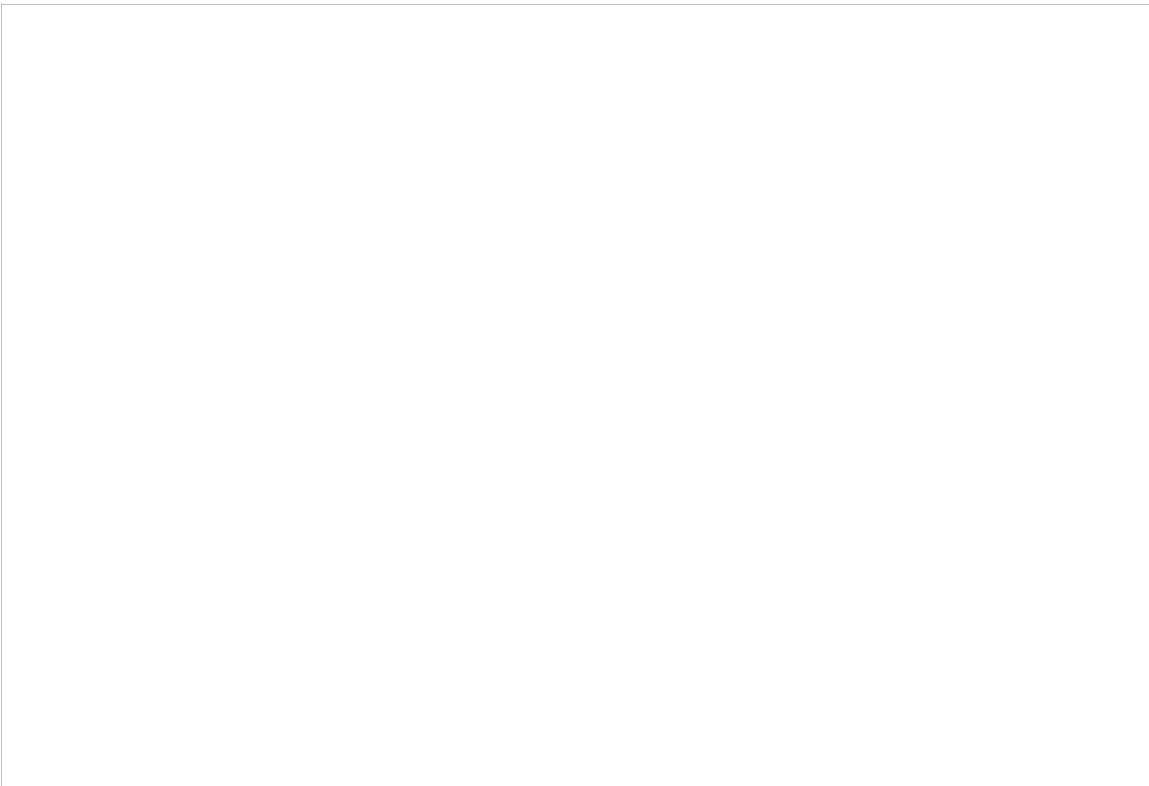


What learning would you want to share from this activity (e.g., what works, lessons learned, how the activity could be scaled up or adapted, challenges and opportunities)?





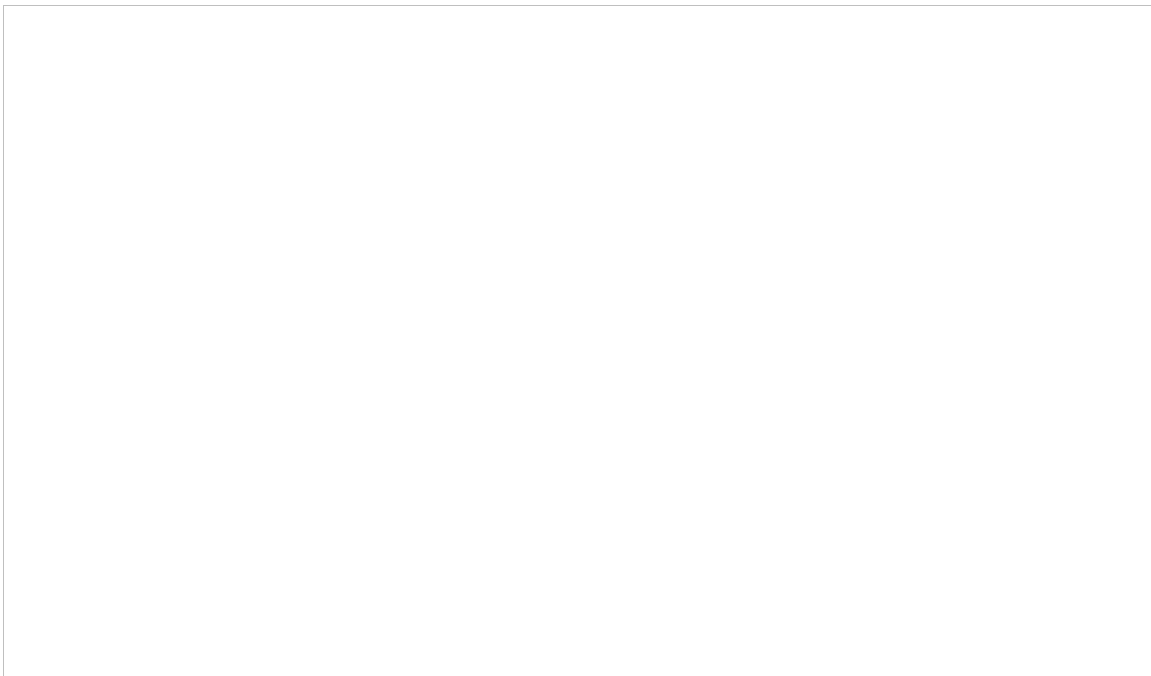
How will you document and share what you learn from the activity?



How do you plan to make this activity sustainable, so that it—and/or the learnings taken from the activity—will continue after the grant period ends?



Will you be collecting information from individuals in such a manner¹⁶ (e.g., collecting sensitive and/or identifying information directly from individuals) that would require an ethical review? Please elaborate on your answer.



¹⁶ Grantees will be required to comply with the Common Federal Policy for the Protection of Human Subjects as found in [Part 225 of Title 22 of the Code of Federal Regulations \(22 CFR 225\)](#).

Experience and Capacity

List personnel who will be involved in implementing this activity. CVs are required for all personnel proposed to implement the activity and sharing and learning plan.

Have you implemented a similar activity in the past? If yes, please describe.

Organization Contact Information

Organization name:

Name of representative:

Title of representative named above:

Street address:

City:

Postal code:

Country:

Mobile phone:

Office phone:

Fax number:

Email:

Website:

Organization's DUNS number *(leave blank if your organization does not yet have a DUNS, and see RFA instructions regarding DUNS and SAM.gov registration):*

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 upload an organizational chart separately.

Briefly describe the organization, its purpose, and past related experience, including how your organization is youth-led and/or youth-serving:

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. Include the following information for each reference.

Reference 1

Donor Agency or Organization (business partner, supplier, etc.):

Nature of Relationship or Title of Project, Location:

Start Date of Collaboration (mm / yyyy):

End Date of Collaboration (mm / yyyy):

Contact Person
Name, Position & Title:

Contact Person Email:

Contact Person Telephone:

Reference 2

Donor Agency or Organization (business partner, supplier):

Nature of Relationship or Title of Project, Location:

Start Date of Collaboration (mm / yyyy):

End Date of Collaboration (mm / yyyy):

Contact Person
Name, Position & Title:

Contact Person Email:

Contact Person Telephone:

Reference 3

Donor Agency or Organization (business partner, supplier, etc.):

Nature of Relationship or Title of Project, Location:

Start Date of Collaboration (mm / yyyy):

End Date of Collaboration (mm / yyyy):

Contact Person
Name, Position & Title:

Contact Person Email:

Contact Person Telephone:

Implementation Plan

Anticipated duration of the activity, including sharing and learning components (not to exceed one year):

Start date (dd / mm / yyyy):

End date (dd / mm / yyyy):

Overall length (total number of months):

All applications must include an implementation plan which lists all necessary tasks to be completed over the duration of the plan. (Continues on next page)

Implementation Plan

Task List each task. Please be as specific as possible. Use additional table rows as 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.												Person(s) Responsible Who is responsible for overseeing and implementing the task?	Achievement How will you measure the success of the task?
		1	2	3	4	5	6	7	8	9	10	11	12		

Cost

Note: All applications must be supported by uploading Annex C, Prize Budget, 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:

Certification

By entering my name below and submitting this application, I certify that I am an authorized agent of the applicant and that, to the best of my knowledge, the information provided in this application is accurate, correct, and in accordance with the established guidelines.

YOUNG WOMEN TRANSFORM PRIZE

ANNEX B: RECOGNITION APPLICATION FORM

Recognition Prize of \$15,000: to recognize innovative strategies that have improved young women's (aged 10-29) economic opportunities, and collect and share learning from that innovation.

Solution Description

Title of the activity to be recognized:

What is the location(s) or geographic focus of the activity?

Please answer the following questions in 250 words or less per question.

What barrier(s) to young women's economic empowerment has your activity addressed?

How has this activity addressed the identified barrier(s) in an innovative way?

What were the results of this activity?

How have you measured the outcomes or effectiveness of this activity?¹⁷ What indicators do you propose to measure this activity?

How have you engaged youth, and particularly young women, in this activity?

¹⁷ Grantees will receive guidance on how to refine their plans for measuring results and sharing learning in order to ensure these are aligned with USAID learning priorities and monitoring and evaluation best practices.

A large, empty rectangular box with a thin black border, intended for the applicant to write their sustainability plan.

What would sustainability look like for this activity? In other words, how will or how could this activity be sustainable? What is your plan to help make it sustainable?

A large, empty rectangular box with a thin black border, intended for the applicant to write their sustainability plan.

What lessons did you learn from this activity that you would like to share?

How do you plan to document and share those lessons learned?

Will you be collecting information from individuals in such a manner¹⁸ (e.g., collecting sensitive and/or identifying information directly from individuals) that would require an ethical review? Please elaborate on your answer.

Experience and Capacity

¹⁸ Grantees will be required to comply with the Common Federal Policy for the Protection of Human Subjects as found in [Part 225 of Title 22 of the Code of Federal Regulations \(22 CFR 225\)](#).

Provide names and short biographies (no more than 100-150 words each) for personnel who will be involved in implementing the learning and sharing plan.

Have you implemented a similar activity with learning and sharing components in the past? If yes, please describe.

Organization Contact Information

Organization name:

Name of representative:

Title of representative named above:

Street address:

City:

Postal code:

Country:

Mobile phone:

Office phone:

Fax number:

Email:

Website:

Organization's DUNS number *(leave blank if your organization does not yet have a DUNS, and see RFA instructions regarding DUNS and SAM.gov registration):*

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 upload an organizational chart separately.

Briefly describe the organization, its purpose, and past related experience, including how your organization is youth-led and/or youth-serving:

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. Include the following information for each reference.

Reference 1

Donor Agency or Organization (business partner, supplier, etc.):

Nature of Relationship or Title of Project, Location:

Start Date of Collaboration (mm / yyyy):

End Date of Collaboration (mm / yyyy):

Contact Person
Name, Position & Title:

Contact Person Email:

Contact Person Telephone:

Reference 2

Donor Agency or Organization (business partner, supplier):

Nature of Relationship or Title of Project, Location:

Start Date of Collaboration (mm / yyyy):

End Date of Collaboration (mm / yyyy):

Contact Person
Name, Position & Title:

Contact Person Email:

Contact Person Telephone:

Reference 3

Donor Agency or Organization (business partner, supplier, etc.):

Nature of Relationship or Title of Project, Location:

Start Date of Collaboration (mm / yyyy):

End Date of Collaboration (mm / yyyy):

Contact Person
Name, Position & Title:

Contact Person Email:

Contact Person Telephone:

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Learning and Sharing Plan

Anticipated duration of the learning and sharing activity plan (not to exceed one year).

Start date (dd / mm / yyyy):

End date (dd / mm / yyyy):

Overall length (total number of months):

All applications must include a learning and sharing plan which lists all necessary tasks to be completed over the duration of the plan. (Continues on next page)

Learning and Sharing Plan

Task List each task. Please be as specific as possible. Use additional table rows as 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.)												Person(s) Responsible Who is responsible for overseeing and implementing the task?	Achievement How will you measure the success of the task?
		1	2	3	4	5	6	7	8	9	10	11	12		

Cost

Note: All applications must be supported by uploading Annex C, Prize Budget, 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:

Certification

By entering my name below and submitting this application, I certify that I am an authorized agent of the applicant and that, to the best of my knowledge, the information provided in this application is accurate, correct, and in accordance with the established guidelines.

Certification Regarding Terrorist Financing, Implementing Executive Order 13224

The apparently successful applicant will be required to provide 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.*

The apparently successful applicant will be required to provide 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 apparently successful applicant will be required to provide the certification set out below:

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

The apparently successful applicant will be required to provide the certification set out below:

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 REQUIRED FOR GRANT AWARD

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 _____