



**Annual Program Statement (APS) No. Turizam-G001-APS**

---

**Tourism Innovation in Marketing, Partnerships, and  
Capacities Targeting Sustainability (IMPACTS)**

**GRANTS PROGRAM**

**ANNUAL PROGRAM STATEMENT NO. 1**

**Issuance Date:** September 16, 2021  
**Closing Date:** August 3, 2022

**Applications will be reviewed on a rolling basis according to the schedule below. Applicants are encouraged to submit their concept papers in advance of the rolling deadlines indicated below. This APS will expire by the mentioned date or award of funds, whichever is earlier.**

Round 1 deadline for concept papers:	November 24, 2021
Round 2 deadline for concept papers:	January 31, 2022
Round 3 deadline for concept papers:	March 15, 2022
Anticipated APS cumulative amount:	USD 350,000.00 (or equivalent of that amount in BAM) for all grants combined

Pre-application and concept papers awareness workshop will be held on:

**September 30, 2021 at 11:00 a.m.  
Via Zoom**

**Submit Concept Papers to:** [grants@turizambih.ba](mailto:grants@turizambih.ba)

---

USAID Developing Sustainable Tourism in Bosnia and Herzegovina (Turizam), hereinafter referred to as USAID Turizam, implemented by Chemonics International, is seeking grant concept papers and grant applications for implementation of activities designed to improve the competitiveness and performance of the tourism sector and related agricultural value chains. Grants will be awarded and implemented in accordance with USAID and US Government regulations governing grants under contracts and USAID Turizam's internal grant management policies.

Project and Chemonics employees 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 project employee should be reported to the chief of party or [BusinessConduct@chemonics.com](mailto:BusinessConduct@chemonics.com).

## Table of Contents

SECTION I. PROGRAM DESCRIPTION.....	3
SECTION II. AWARD INFORMATION .....	9
SECTION III. ELIGIBILITY .....	9
SECTION IV. APPLICATION AND SUBMISSION INFORMATION .....	10
SECTION V. APPLICATION MERIT REVIEW CRITERIA .....	12
SECTION VI. AWARD AND ADMINISTRATION INFORMATION .....	14
ANNEXES .....	<b>Error! Bookmark not defined.</b>

### LIST OF ANNEXES

- **Annex A** – Grant Concept Paper Form
- **Annex B** – Grant Application Form
- **Annex C** – Grant Application Budget Form
- **Annex D** – Implementation Timeline
- **Annex E** – Applicant Self-Assessment Form
- **Annex F** – Required Certifications
- **Annex G** – Mandatory and Required As Applicable Standard Provisions:
  - Standard Provisions for U.S. and Non-U.S. Nongovernmental organizations receiving a fixed amount award can be accessed through the following URL:  
<https://www.usaid.gov/sites/default/files/documents/303mat.pdf>
  - Standard Provisions for Non-U.S., Nongovernmental recipients receiving all other types of grants can be accessed through the following URL:  
<https://www.usaid.gov/sites/default/files/documents/303mab.pdf>

## **SECTION I. PROGRAM DESCRIPTION**

### **IA. OBJECTIVE**

USAID Turizam is planning to award grants to local not-for-profit and for-profit NGOs, local cooperatives, associations, and firms legally registered under the laws of Bosnia and Herzegovina (BiH).

The objective of Turizam's grants program is to serve as catalyst for investments that will substantially increase competitiveness in the tourism sector. Grants issued under Turizam must contribute to the tourism industry and objectives of the Project.

Turizam will issue grants to local not-for-profit and for-profit NGOs, local cooperatives, associations, and firms, legally registered under the laws of Bosnia and Herzegovina, for activities that clearly support Turizam's activities and objectives, promote innovative ideas, assist service providers to meet international quality standards, and promote collaboration on product marketing and promotion. This may include but is not limited to development of local tourism experiences, workforce development, conservation efforts, and applications that enhance tourism marketing and digital transformation activities. Furthermore, we are looking for innovative ideas and applications that enable inclusive development in our activities to expand opportunities and realize material improvements in gender equality and inclusion of youth and persons with disabilities. Please see Section IC for a more detailed program description.

Turizam grants will also be used as an instrument to realize public-private partnerships (PPPs) that enhance foreign and domestic investment and contribute to ensuring tourism resources are protected and enhanced.

The approximate total value of grants being awarded based on this APS is USD 300,000.00 (or equivalent of that amount in BAM). The value may be adjusted based on the concept papers/applications received as a response to this APS.

### **IB. BACKGROUND**

USAID Turizam is a five-year project financed by USAID and implemented by Chemonics International. The goal of the project is to support broad-based tourism-driven economic growth and promote social harmony by capitalizing on its rich cultural heritage and distinctive nature. In addition, the project seeks to support the Bosnia and Herzegovina tourism industry to quickly recover from the negative impacts of the COVID-19 pandemic and set it on a robust growth trajectory toward a sustainable tourism economy.

The project is built upon five objectives:

- Objective 1: Enabling environment with the harmonized policies and regulations necessary for noticeable growth in the tourism sector established
- Objective 2: Tourism quality, services, and branding strengthened resulting in improved BiH tourism industry
- Objective 3: Tourism service providers, agriculture, and other tourism-related SMEs gain improved access to finance resulting in a substantial increase in investment
- Objective 4: Tourism and local agriculture products gain increased access to regional and global markets

- Objective 5: Land classified as protected increased and environmental best practices in the industry promoted to conserve nature and the environment

As a cross-cutting objective, the project promotes inclusive tourism for youth, women, persons with disabilities, and other disadvantaged and underserved groups by: i) Expanding entrepreneurial opportunities in the tourism and agriculture value chains; ii) Promoting inclusive and safe working environments without occupational segregation; and iii) Improving the tourism offer for tourists from those groups.

The grants awarded under this APS should catalyze innovation, investment, and leverage private capital to spur long-term tourism development.

## **IC. PROGRAM DESCRIPTION**

The following under section IC.1 represents the anticipated types of activities that will be supported by Turizam over the coming four years. Applicants must indicate in their applications which one or more of the following nine areas their request falls under. Section IC.2 presents priority areas for this funding period.

### ***IC.1 Turizam Potential Support Areas***

- I. Business Enabling Environment to Support Competitiveness
- II. Tourism Asset Development
- III. Destination and Product/Experience Marketing and Sales
- IV. Improved Access to Finance
- V. Promoting Diversity, Equality, and Inclusion in Tourism
- VI. Creating Public-Private Partnerships (PPPs)
- VII. Human Capital Development
- VIII. Nature and environmental protection

#### **I. Business Enabling Environment to Support Competitiveness**

In order for BiH to succeed in a competitive international tourism marketplace following the devastating impact of COVID-19 pandemic, industry-wide competitiveness must be enhanced. This can only be achieved by working in partnership with relevant ministries and other public and private sector stakeholders. Such a partnership needs to be based on continual dialogue among industry actors to ensure dynamic policymaking and effective execution.

A list of examples of environment and competitiveness activities that may be supported is included below:

- Strengthen tourism enterprise capacity to deliver tourism products and services efficiently, competitively and profitably.
- 
- Strengthen tourism sector associations, chambers, and national parks through programs that provide members better services to cut costs, promote sales and new markets, and introduce new, more innovative approaches to tourism experiences and service delivery and more active role in tourism policy development.
- Small and medium enterprise business development from start-up to growth.

- Support associations and public and private sector representatives in awareness raising campaigns for nature protection and more sustainable tourism practices.
- Better and more inclusive tour guiding programs, including specialization via training and certification.

## **II. Tourism Asset Development**

BiH's cultural and natural attractions lie at the core of the country's tourism appeal, and efforts will be made to develop these precious sites as needed and improve services at the sites and surrounding areas. Furthermore, the tourism experience will be diversified as the project works closely with public and community support to enhance existing tourism products and create new ones, including trails and local activities.

A list of examples of tourism asset development activities that may be supported is included below:

- Expand and enhance primary site offerings and link them to hotels and other accommodation, resulting in longer stays and higher receipts per night stayed. Related activities may include:
  - Enhancing visitor services and experiences at major nature/culture/history/adventure sites by introducing new visitor experiences.
  - Improving retail options at key nature/culture/history/adventure tourism sites.
- Improve tourism experience at primary tourist destinations by enhancing information, ticketing, cleanliness, guiding, and other engaging experiences.
- Develop (or scale up) new tourism products and link them to secondary sites. Related activities may include:
  - Developing distinctive tourism destinations (towns or villages) that may be branded and promoted as offering experiences and distinguished from other areas by themes and activities.
  - Enhancing and promoting retail areas with authentic and local specialty products within tourism destinations to boost day and overnight visitation.
  - Supporting themed local festivals and activities rooted in BiH's cultural heritage via re-enactments and traditional performances.
- Develop and promote new trip circuits or tour routes that incorporate at least one overnight stay at a secondary tourist site in the itinerary.
- Enhance standards of camps, lodges, and homestays.
- Develop tourism hospitality enterprises to offer attractive products and services.
- Support outsourced tourism concessions to offer new visitor experiences on publicly-owned assets.
- Promote purchases of BiH SMEs' goods and services by major hotels, large tour operators, and other large tourism sector firms.
- Support integration of food and handicraft products into the tourism value chain.
- Support the creation, improvement, or promotion of BiH Signature Experiences and development and promotion of visitor experiences in support of the outdoors cluster (possibilities include water sports, climbing, biking, etc.)
- Incentivize partners' use of available resources and complement their investments to upgrade experiences in villages and promote new themed products, while collaborating with other relevant stakeholders like the local authorities and/or other donors to provide additional support
- Enhance wine-themed events (such as festivals and other experiential activities) and market them to expand international appeal. Link the wine tours with the regional cheese producers to cross-promote their products
- Support upgrading wine tourism products and services that lead to inclusion in Herzegovina Wine Route

- Support to improving services and introducing standards in rural accommodation
- Improving safety standards in BiH high priority adventure travel products
- Enhance quality, diversity, and attractiveness of authentic handcrafts

### **III. Destination and Product/Experience Marketing and Sales**

Strengthened products, experiences, and destination marketing is necessary to rebound visitor arrivals following the pandemic and achieve future growth. Tourism products and experiences include those offered by tour operators, travel agents, and ground handlers, as well as lodging establishments and activity service providers. Prioritized segments include culture and heritage, history and archeology, outdoor and adventure, wine and culinary, and faith and agritourism. By working with tourism boards and partners, strategic communications and marketing campaigns and various sales channels in international markets will be utilized to attract more visitors and target new, niche, and lucrative markets.

Applicants must clearly demonstrate how their projects will increase visitor arrivals and revenue, expand BiH's source market travel agents and tour operators, contribute to reducing seasonality, and expanding domestic tourism to secondary sites. Leverage of private sector resources is a requirement. Preference will be given to applications that demonstrate practical ways of generating results in the short term.

A list of example products, experiences, and destination marketing activities that may be supported follows:

- Expand international tour operator and travel agent networks promoting and selling BiH in prioritized existing or new markets.
- Increase utilization of e-marketing and e-selling across multiple digital platforms to widen reach to existing and new segments and niche markets.
- Host print, broadcast, and social media influencers on familiarization trips from prioritized existing or new markets.
- Communication initiatives that will portray BiH as an inclusive, desirable, and stable tourist destination in key source market media.
- Tapping into the diaspora market in prioritized markets to generate arrivals.
- Increase promotion and sales of local agricultural products and handicrafts and integrate them into the tourism value chain.
- Support organization and promotion of culturally themed festivals leading to increase in destination attractiveness.

### **IV. Improved Access to Finance**

Turizam will work to increase access to finance for tourism enterprises and entrepreneurs and strengthen their ability to access capital for tourism ventures. This will be achieved by working to improve lenders' willingness to provide tourism loans and enhance businesses' ability to prepare effective loan applications. A list of example access to finance activities that may be supported is included below:

- Facilitate improved business management, profitability, revenue management, and preparedness to access sources of finance. In addition, focus on rural, youth and female entrepreneurs' ability to access credit.
- Design and promote targeted lending products for tourism enterprises.
- Improve tourism enterprise's ability to present bankable applications.
- Promote public-private partnership.
- Promote investment and tourism in BiH diaspora communities.

## **V. Promoting Diversity, Equality, and Inclusion in Tourism**

Turizam seeks practical approaches and activities to address inequalities and exclusion in tourism. The activities should contribute to equality and inclusion of women, persons with disabilities, youth, and other underserved and disadvantaged groups in tourism by i) Expanding entrepreneurial opportunities in the tourism and agriculture value chains; ii) Promoting inclusive and safe working environments without occupational segregation; and iii) Improving the tourism offer for tourists from those groups. A list of example activities that may be supported follows:

- Advance implementation of policies and standards against human trafficking, discrimination, sexual harassment, and mobbing in tourism.
- Improve tourism opportunities for SMEs owned by or mostly employing disadvantaged groups, including through digital solutions.
- Support women, youth and persons with disabilities who are outdoor and adventure guides.
- Support activities promoting gender-responsive standards for outdoors activities.
- Support women working in lower-paid jobs in tourism and/or self-employed women in tourism and agriculture through professional training, legal literacy, digital competence, and/or business development activities,
- Advocate and enable formal employment arrangements for women and youth in tourism and agriculture.
- Revise tourism curricula in schools and universities to decrease occupational gender segregation.
- Trainings and courses to improve inclusion of persons with disabilities in the tourism workforce.
- Promote equality, safety, and improved working environment for women, persons with disabilities, youth, and other groups within large and small tourism enterprises.
- Support job placement for persons with disabilities in tourism.
- Promote openness to and safety of LGBTIQ tourists. Identification, branding, and promotion of women-focused tourism products.
- Improve access to tourism services for women and persons with disabilities in nature activities.
- Improve access to tourism information and services for persons with disabilities in different tourist sites;
- Improve and upgrade tourism products to create an Accessible Tourism Destination (ATD) and support obtaining ATD stamp.

## **VI. Creating Public-Private Partnerships (PPPs)**

Successful development of the tourism industry requires the combined effort of the public and private sectors. Strategic and proactive engagement of the private sector improves the identification and definition of critical economic and social development problems in BiH's tourism sector, strengthens the design and implementation of promising solutions to those problems, and increases the sustainable impact of our respective investments in the tourism economy.

This APS is designed to catalyze, facilitate, and support such collaboration. Accordingly, Turizam will support PPPs that capitalize on public sector resources with investment and competencies of the private sector to scale up development impacts. Examples may include partnerships leading to new tourism experiences, more successful international tourism marketing, domestic tourism development, and job creation. Other proposals will be considered under this section if they demonstrate public-private partnerships. These can include:

- Concessions of publicly owned assets for private sector management
- Leasing public assets for private sector management

- Public-private co-investment

## **VII. Human Capital Development**

Without a qualified workforce and locally based capacities to steadily develop and upskill workers and professionals in tourism and hospitality, all other objectives will fall short of achievement. Superior services require superior workers at all levels.

Turizam hereby solicits project ideas aimed at bridging the current employee skills gap; upskilling workers through formal, non-formal and/or on-the-job training; and positioning the industry as an attractive career of choice and enterprise opportunity. A list of relevant activities includes, but is not limited, to the following:

- Awareness raising actions to popularize and affirm careers in tourism and hospitality through promotion of local success stories, including targeted recruitment campaigns, specifically designed for each sector, subsector, and target market.
- Launching industry-focused short courses to enhance service excellence and upskill tourism workers for high-priority skills such as English language and tour-guiding.
- Hospitality skills development through upgraded and inclusive adult learning programs.

## **VIII. Nature and Environmental Protection**

Nature is a key asset of BiH and tourism must develop in a sustainable and responsible manner to ensure conservation of nature and protection of its environment. This includes:

- Support expansion of land classified as protected through awareness and other advocacy activities
- Promote environmental sustainability best practices and certifications or labels among tourism enterprises
- Improve management of nature parks through skills development of park managers
- Promote gender-sensitive and inclusive park management.
- Enhance incomes generated by nature areas and surrounding communities through nature-based community-focused sustainable tourism experiences

### ***IC.2 Turizam Priorities for 2021-2022 period***

While Turizam would entertain applications for grants under any of the activities listed under IC.1, the below offer priorities in the next year:

- Cooperative marketing to increase arrivals and improve brand rank
- [Most Beautiful Villages](#) of Bosnia and Herzegovina [program implementation](#)
- Launch and implementation of the Herzegovina Wine Route
- Launch and implementation of [Human Capital Development initiatives](#)

### ***IC.3 Possible Technical Assistance***

USAID Turizam recognizes that some grantees may need technical assistance to more effectively carry out the activity. As a result, applicants are encouraged to specify their needs for technical assistance and/or training in their application to aid in the decision of evaluating the likelihood of successful implementation of the proposed activities.

## **ID. AUTHORITY/GOVERNING REGULATIONS**

USAID Turizam grant awards are made under the authority of the U.S. Foreign Affairs Act and USAID's Automated Directive System (ADS) 302.3.5.6, "Grants Under Contracts." Awards made to non-U.S. 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 as linked in the annexes, as well as the USAID Turizam grants procedures.

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

## **SECTION II. AWARD INFORMATION**

USAID Turizam anticipates awarding approximately USD 300,000 (or equivalent of that amount in BAM) through 20 anticipated grant awards. It is anticipated that each grant award may range from between 5,000 BAM and 50,000 BAM, but the final amount will be dependent upon grant activities and final negotiation and may be lower or higher than that range. The duration of any grant award under this solicitation is expected to be no more than one year. The estimated start date of grants awarded under this solicitation is 60 days upon publishing this APS.

USAID Turizam will be making standard, simplified, fixed amount, and in-kind grants. Specific type of grant will be determined during the negotiation process.

## **SECTION III. ELIGIBILITY**

### **IIIA. ELIGIBLE RECIPIENTS**

- Applicants must be a registered BiH non-governmental organization (nonprofits or for-profits), associations, and firms formally constituted, recognized by and in good standing with appropriate BiH authorities, and compliant with all applicable civil and fiscal regulations.
- Public sector organizations (government, quasi-governmental), publicly-financed organizations and state-owned enterprises are ineligible to apply.
- Applicants may only submit one application per prime organization under this APS.
- Applicants must be able to demonstrate successful past performance in implementation of integrated development programs related to USAID Turizam's priority areas.
- Applicants must have established outreach capabilities with linkages to the beneficiary group(s) identified in the program description. This should be reflected by the incorporation of the beneficiary perspective in the application.
- Applicants must 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. USAID Turizam will assess this capability prior to awarding a grant.
- Applicants must sign certain required certifications prior to receiving a grant. The certifications are attached to this solicitation (Annex F and G) and USAID Turizam will review them with applicants.
- For any grant award(s) resulting from this solicitation that is other than in-kind, equivalent to USD 25,000 USD or more, and has no anticipated subawards, grantees will be required to provide

a Unique Entity Identifier (UEI) or Data Universal Numbering System (DUNS) number at the time of award. If the applicant already has a UEI or DUNS number it should be included in their application. Otherwise, applicants will be expected to get a UEI or DUNS number before an award is made. USAID Turizam will assist successful applicants with this process. DUNS numbers can be obtained online at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>. More information on UEIs can be found [here](#).

- The project will work with the successful grantee to draft a marking and branding plan which will be annexed to the grant agreement.
- Faith-based and community groups will receive equal opportunity for funding in accordance with the mandated guidelines laid out in ADS 303.3.28 except for faith-based organizations whose objectives are for discriminatory and religious purposes, and whose main objective of the grant is of a religious nature.

USAID Turizam encourages applications from new organizations who meet the above eligibility criteria.

## **SECTION IV. APPLICATION AND SUBMISSION INFORMATION**

### **IVA. INSTRUCTIONS TO APPLICANTS**

Applicants must propose strategies for the implementation of the program description described above, introducing innovations that are appropriate to their organizational strengths.

### **IVB. GRANT APPLICATION**

This is a two-stage application process. The first stage is for the applicant to submit a concept paper. Concept paper forms (Annex A) will be evaluated against the merit review criteria listed in Section V below. If the applicant successfully meets or exceeds the merit review criteria, they will be invited to submit a full application. Only those applicants who meet or exceed the merit review criteria at the concept paper stage, will be invited to submit a full grant application. Applications will be reviewed on a rolling basis.

Instructions and a template to be utilized when developing the full application are provided in Annex B-D. Applicants shall present their technical application and budget in the formats provided and shall follow the instructions and guidelines listed in these annexes.

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 concept paper must be submitted by an authorized agent of the Applicant, which will be confirmed by signing the appropriate form in the designated place.

### **IVC. APPLICANT SELF-ASSESSMENT**

All organizations selected for award are subject to a pre-award risk assessment conducted by USAID Turizam, to ascertain whether the organization has the minimum management capabilities required to

handle US government funds. The applicant self-assessment is the first step in the pre-award risk assessment process and is required from the organizations that are invited to submit full grant application. The Applicant Self-Assessment Form is contained in Annex E.

#### **IVD. INELIGIBLE EXPENSES**

USAID Turizam grant funds may not be utilized for the following:

- Construction or infrastructure activities of any kind
- Ceremonies, parties, celebrations, or "representation" expenses.
- Purchases of restricted goods, such as certain agricultural commodities, motor vehicles (including motorcycles), pharmaceuticals and contraceptive items, pesticides, used equipment, U.S. government excess property and fertilizers without the previous approval by USAID Turizam. If procurement of these restricted goods is necessary, Chemonics may decide to procure items directly and provide them in-kind to the grantee after receiving approval from the CO.
- Prohibited goods under USAID regulations, including but not limited to military and surveillance equipment, police or law enforcement equipment, abortion equipment and services, weather modification equipment, luxury goods, and gambling equipment.
- Covered telecommunication and video surveillance equipment or services – Per ADS 303.3.35.2 Covered Telecommunication and Video Surveillance Equipment or Services and as further explained in 2 CFR 200.216 for U.S. organizations and the standard provision entitled, “Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment” applicable to non U.S. organizations, grant funds including direct and indirect costs, cost share and program income may not be used to purchase covered telecommunications equipment and services produced by or provided by the companies listed in the referenced provisions. The definition of “covered telecommunication equipment or services” is provided in the referenced provisions.
- Alcoholic beverages
- Purchases of goods or services restricted or prohibited under the prevailing USAID source/nationality (Cuba, Iran, North Korea, and Syria). Any purchase or activity, which has already been made.
- Purchases or activities unnecessary to accomplish grant purposes as determined by the USAID Turizam Project.
- Prior obligations of and/or, debts, fines, and penalties imposed on the Grantee. Creation of endowments.

#### **IVE. SUBMISSION INFORMATION**

Concept papers and applications shall be submitted in English language to [grants@turizambih.ba](mailto:grants@turizambih.ba) address.

The first round of concept papers must be submitted no later than 23:59 local time, on November 24, 2021. USAID Turizam will continue to accept concept papers through 23:59 local time, on August 3, 2022 or until funds are no longer available. Late or unresponsive applications will not be considered. To ease the evaluation process, concept papers will be reviewed immediately following the following submission schedule:

Round 1 deadline for concept papers:	November 24, 2021
Round 2 deadline for concept papers:	January 31, 2022
Round 3 deadline for concept papers:	March 15, 2022

For those organizations who move to the full application stage, submission deadlines will be provided at that time.

Please submit all questions concerning this solicitation to the attention of USAID Turizam grants team via email to [grants@turizambih.ba](mailto:grants@turizambih.ba). USAID Turizam will assist applicants in understanding the application process and can provide coaching in application development at the request of applicants.

## SECTION V. APPLICATION MERIT REVIEW CRITERIA

As described above, applications will be evaluated in a two-step evaluation process:

- The first step is for applicants to submit a concept paper.
- If the concept paper is accepted, you will be asked to submit a more detailed application.

All concept papers and applications will be reviewed by an internal review panel comprised of USAID Turizam technical implementation staff, and recommendations may be vetted by a larger group. Concept papers will be evaluated against the criteria below.

- Does the organization meet the eligibility requirements?
- Does the organization's concept paper highlight relevant past performance in this area?
- Does the proposed activity fit within USAID Turizam objectives described in the APS?
- Is the request for funding commensurate with the potential impact?
- Is the product or service sustainable?
- Did the organization previously receive grant funds from USAID and, if so, what was the objective?
- Did the organization receive grant funds from other donors or institutions within the last two years, and, if so, which and what was the objective?

More specific criteria will be used for evaluating full applications for those whose concept papers have been selected.

Full applications will be evaluated against the merit review criteria in the table below.

<b>Merit Review Category</b>	<b>Rating (Points)</b>
Feasibility of Design & Technical Approach	30
Impact on Target Group	15
Management & Programmatic Capacity	15
Sustainability/Financial Self-Reliance	15
Cost effectiveness	10
Past performance	10
Gender awareness/disability inclusion	5
<b>Overall Rating (out of 100 points)</b>	<b>100</b>

These merit review criteria elements are described more fully below.

*A. Feasibility of design & Technical Approach.* The quality and feasibility of the application in terms of the viability of the proposed technical approach, (i.e., the proposed technical approach can reasonably be expected to produce the intended outcomes), appropriateness of the proposed methodology, innovativeness, and the work plan for achieving project objectives to offer significant impacts on the tourism sector in the country. The technical approach must directly contribute to the achievement of USAID Turizam's expected results and performance under the activity and must be measurable under one or more of USAID Turizam's indicators for development of sustainable tourism. Evaluation of approaches may either include approaches proven to be effective or new untried approaches with promise. Proposed mechanisms for monitoring and evaluation with objectively measurable indicators will also be appraised. **30 points**

*B. Impact on target group.* The extent to which the proposed activity corresponds to the needs of the tourism industry or relevant target group(s) and will directly benefit them. Also, the degree to which it will directly or indirectly stimulate other organizations and resources to replicate, develop, or implement activities supporting the objectives of USAID Turizam. **15 points**

*C. Management and Programmatic Capacity.* Evidence of the capability to undertake and accomplish the proposed activities and positively strengthen the tourism sector. The application should demonstrate the organization's effectiveness in terms of internal structure, technical capacity, and key personnel, in meeting tourism development goals. In addition, the organization must demonstrate adequate financial management capability. The evaluation will be based principally on the background, qualifications, reputation, appropriateness and skills of its key personnel; and the "track record," reputation, and achievements (including development of self-sufficient, sustainable activities) of the organization. **15 points**

*D. Sustainability/Financial Self-Reliance.* The extent to which the funded activity will result in building and strengthening the capacity of the community and local organizations, and whether the activity itself is sustainable or will promote sustainability of the organization. Factors considered also include ability of the Applicant to commit own or generate external funds from public, private or donor sources. **15 points**

*E. Cost effectiveness.* The degree to which budgeting is clear and reasonable and reflects best use of organizational, third party and grant resources. **10 points**

*F. Past Performance.* Previous or ongoing experience implementing similar (industry) activities. This examines an Applicant's references and experience, which is a critical factor in assessing the capacity of the organization to implement the activity. **10 points**

*G. Promotes inclusive tourism for youth, women, persons with disabilities, and other disadvantaged and underserved groups* by: i) Expanding entrepreneurial opportunities in the tourism and agriculture value chains; ii) Promoting inclusive and safe working environments without occupational segregation; and iii) Improving the tourism offer for tourists from those groups. The extent to which the proposed activity expands opportunities and promotes inclusive environment for women, youth, persons with disabilities or other disadvantaged and underserved groups, or represents a strong commitment to women, youth, persons with disabilities or other disadvantaged groups as beneficiaries. **5 points**

Additionally, Turizam will ensure environmental soundness and compliance in design and implementation as required by 22 CFR 216.

## **SECTION VI. AWARD AND ADMINISTRATION INFORMATION**

All grants will be negotiated, denominated and funded in BAM.

All costs funded by the grant must be allowable, allocable and reasonable. Grant applications must be supported by a detailed and realistic budget as described in Section IV.

Grantees are expected to make contributions to the overall grant budget. The contribution includes activity costs financed with cash or in-kind contributions separate from USAID Turizam funding either provided by the Grantee or donated by other donors such as public international organizations, foreign governments, local and international institutions, private organizations, and individuals. More specifically, USAID Turizam expects that the grantee will include any applicable VAT costs as grantee contribution in an award. Specific amounts of grantee contribution should be included in the respective columns included in the budget form and will be part of the grant agreement.

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

## ANNEX A

### GRANT CONCEPT PAPER FORM (available for download [here](#))

#### A.1. Purpose

The Grant Concept Paper is designed to gather basic information about the Applicant and what it is proposing to do.

#### A.2. Instructions by Section

- Items 1-2: Organization's name, date organization was founded, and current registration status.
- Item 3: Contact Information—Contact name, title, address, telephone, fax, e-mail, etc. The contact person (agent) is responsible for communications between USAID Turizam and the Applicant. This applies to all aspects of the grant application, from initial summary through negotiation and award. The agent must have full authority and responsibility to act on behalf of the Applicant. The agent should be someone who will be directly involved with the grant activity and has a proven, established relationship with the Applicant.
- Item 4: Briefly describe the organization and its activities—This section should introduce the Applicant and its background: how it was formed, its mission or purpose, major accomplishments in the area of the targeted activity, current activities, past related experience, and clients. This section must not exceed 2 pages in length.
- Item 5: References—List three donors, partner organizations, or community leaders that can provide references for your organization's ability to successfully carry out the financial, administrative, and technical requirements of the grant activity. Briefly describe your relationship to the reference and the nature and duration of your work together. If the reference is a previous donor, list the activity and location of the activity(s) they funded. Be sure to provide complete information, including a point of contact, with telephone and email.
- Item 6: Staff termination for any misconduct, including fraud or sexual harassment? Please list name and title.
- Item 7: Grant activity title—The title given to the activity should relate to the grant activity objective.
- Item 8: Background—Identify the problem that the grant's activities propose to address. This section must not exceed 2 pages in length.
- Items 9-10: State the grant objective; describe the activities that are proposed to meet this objective, the expected results to be achieved through the grant activities, and how the activities are linked to the grant objective. The grant objective and activities must be linked to USAID Turizam objectives as described in the solicitation. This should be the most detailed section but must not exceed 3 pages in length.
- Item 11: Identify beneficiaries, disaggregated by gender if possible, estimated number, location, how the grant activities will reach the intended beneficiaries, and how they will benefit from the grant.
- Item 12: Anticipated duration should be stated with a degree of accuracy of plus or minus two weeks.

- Item 13: Main task phases of the activity—Provide details regarding the subtasks of the activity.
- Item 14: Approximate cost of this activity (cash, in-kind, and third-party sources)—Applicant must submit a rough estimate of the cost of the proposed activity and sources of funds, specifying how much will come from USAID Turizam, the Applicant’s contribution, and any third-party contributions. An exact detailed budget is not necessary at this point, only a plausible estimated calculation, which should be realistic and within 15 percent (+/-) of the final approved budget. Note that the budget must be provided in KM.

### A.3. Grant Concept Paper Form

#### USAID TURIZAM GRANT CONCEPT PAPER

1. Organization name:
2. Date organization was founded and registration status:
3. Contact information:

Key contact person(s) name:	
Key contact person(s) title/position:	
Office address:	Office phone:
Mobile:	
Email:	Website:

4. Briefly describe the organization, its purpose, and past related experience:
5. List contact information for three (3) references from previous donors or organizations (U.S. and other) that your organization has collaborated with in the last two years:

Donor Agency or Organization	Nature of Relationship or Title of Project, Location	Start & End Dates of Collaboration	Contact Person
			Name & Position: Email: Tel:
			Name & Position: Email: Tel:
			Name & Position: Email: Tel:

6. Have any of the key personnel or leadership of this NGO been terminated or resigned in lieu of termination for any misconduct, including fraud or sexual harassment? If yes, please list name and title.
7. Title of the proposed grant activity:
8. Background: What is the issue or problem that the activity will address? Why is it critical to address this issue?
9. Objective of the proposed grant activity:
10. Describe the proposed activity and expected results in detail, keeping in mind the merit review criteria contained in the solicitation.
11. Identify beneficiaries, disaggregated by gender if possible, number, how the grant activities will reach the intended beneficiaries, and how they will benefit from the grant:

12. Anticipated duration of activity from start to finish:

Overall length (total number of months)	
Start and end date (day, month, and year)	

13. Implementation Timeline: Please list the main task phases with estimated start and end dates for each task. Please include all events, trainings, publications, etc.

- Task 1:
- Task 2:
- Task 3:
- Task 4:
- Task 5:

14. Approximate cost of this activity (include cash, in-kind [i.e., donated goods or services], and third-party sources):

Budget Category	Applicant Resources (in BAM)	USAID Turizam Resources (in BAM)	Third Party Resources (identify source) (in BAM)	Total Resources Needed (in BAM)
	(1)	(2)	(3)	(1)+(2)+(3)
Salaries:				
Other Direct Costs:				
Training:				
Travel and Transportation:				
Goods and Materials:				
Total Estimated Costs (in BAM)				

Here is some additional information about details to be included in each budget category:

- Salaries – Please include total cost of labor expenses for long term, short term, and new labor.
- Other Direct Costs – Please include non-personnel-related costs allocated to implementation of the grant activity (e.g. supplies, proportionate amount for applicant office rent, utilities, etc.).
- Training – Please include all training-related expenses for both staff and beneficiaries.
- Travel and Transportation – This covers activity staff and/or beneficiary travel costs and per diem, gasoline for vehicles, etc.
- Goods and Materials – This covers equipment and furnishings to be purchased specifically for the proposed grant activity.

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

Submitted by (name and 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 Concept*, (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 and Procurement Manager \_\_\_\_\_

Date \_\_\_\_\_

## ANNEX B

### GRANT APPLICATION FORM (available for download [here](#))

#### A.1. General Instructions

USAID Turizam will assist applicants in understanding the application process, answer questions from applicants, and may provide coaching in application development at the request of applicants. Annex B.3 includes a detailed budget format that must be completed and submitted with your application. Annex B.1, Implementation Plan Timeline, and Annex B.2, Monitoring & Evaluation Indicator Form, should also be completed at the time of submission of the grant application. This application may not exceed 20 pages in length. Pages exceeding 20 will not be reviewed (*does not include Annex B.1, Implementation Plan Timeline, Annex B.2, M&E Indicator Form, or Annex B.3, Detailed Grant Budget*).

#### A.2. Instructions by Section

Templates for presentation of both the technical and budget aspects of the application are provided in Annexes B.1 - B.3. Applicants shall present their proposals in the formats provided. Those applications that are not submitted according to the formats requested and in accordance with the instruction in this APS will be considered as non-responsive and will be disqualified.

The application elements and guidelines are summarized below:

**Section I (Basic Information).** The Applicant provides basic contact information and information regarding the status of the organization.

Items 1-2: Organization's name, date organization was founded, and current registration status.

Item 3: Contact Information— Contact name, title, address, telephone, fax, e-mail, etc. The contact person (agent) is responsible for communications between USAID Turizam and the Applicant. This applies to all aspects of the grant, from initial application, negotiation, award, and close out. The agent must have full authority and responsibility to act on behalf of the Applicant. The agent should be someone who will be directly involved with the grant activity and has a proven, established relationship with the Applicant.

Item 4: 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.

Item 5: Briefly describe the organization and its activities — Should introduce the Applicant and its background: how it was formed, its mission or purpose, major accomplishments in the area of the targeted activity, current activities, past related experience, and clients. This section must not exceed 2 pages in length.

Item 6: References—List three donors, partner organizations, or community leaders that can provide references for your organization's ability to successfully carry out the financial, administrative, and technical requirements of the grant activity. Briefly describe your relationship to the reference and the nature and duration of your work together. If the reference is a previous donor, list the activity and location of the activity(s) they funded. Be sure to provide complete information, including a point of contact, with telephone and email address.

**Section II (Program Description).** The Applicant describes overarching program elements such as objective of the grant and the linkage to USAID Turizam's objectives, results, the activity's beneficiaries, and plan for disseminating activity deliverables. This section must not exceed 8 pages in length.

Item 7: Grant Activity Title—The title given to the activity should relate to the grant activity objective.

Item 8: Background—Identify the problem that the grant activity proposes to address. This section must not exceed 2 pages in length.

Item 9: Grant Objective – Briefly state the objective of the proposed grant activity.

Items 10: Grant Activity Detail – Provide a thorough, detailed description of the activity, including how the activity links to USAID Turizam's objectives, and the expected results. This section must not exceed 3 pages in length. Please refer closely to the merit review criteria and program description sections of the APS.

Item 11: Beneficiaries – Identify beneficiaries/participants, disaggregated by gender if possible, estimated number, and location. Identify how the grant activities will reach the intended beneficiaries, how they will benefit from the grant, and how the beneficiaries will be identified or selected.

**Section III (Program Implementation Plan).** This section covers information regarding activity implementation, including proposed personnel and descriptions of each task. This should be the most detailed section and must not exceed 6 pages in length, depending on the nature of the grant activity and tasks involved.

Item 12: Anticipated duration should be stated with a degree of accuracy of plus or minus two weeks.

Item 13: Main tasks of the activity— Provide details regarding the specific tasks of the activity in Annex B.1. The implementation plan must be supported by Annex B.1, Implementation Plan Timeline, listing all identified main tasks over the duration of the activity. Please include all events, trainings, publications, etc. For each task, provide the following information:

Task # / Title

1. Task description
2. Target Audience
3. Grant-financed resource required & detailed explanation of use
4. Non-grant-financed resources required
5. Start and end dates
6. Person(s) responsible
7. Milestone or indicator of achievement

Each task must be:

- Complete and sound
- Integrated and scheduled with dependent tasks
- Assigned to a responsible party
- Defined in terms of resources required
- Concluded with a viable milestone of achievement—milestones must be linked to results.

The tasks listed must show a logical, thoughtful approach to the overall implementation plan. Tasks should describe actions and be logically sequenced. The Applicant should also describe any relevant material assumptions made and/or conditions or precedent required for the achievement of the tasks.

List all indicators for the grant activity in Annex B.2, Monitoring & Evaluation Indicator Form, including a precise definition of the indicator, targets, and how the data will be collected and disaggregated.

Item 14: Applicant lists the location(s) of the activity, adding rows as needed.

Item 15: Applicant lists the personnel who will be involved in implementing the grant activity. Attach updated CVs and Annex B.4, Salary History Form (copy of official government records), for all grant activity personnel.

#### **Section IV (Experience and Capacity).**

Item 16: Applicant should describe past experience or on-going carrying out similar technical activities. This is a critical factor in assessing the capacity of the applicant to implement the activity. If the applicant does not have similar experience, state that here and describe any other relevant qualifications that will allow you to successfully implement the grant activity.

**Section V (Cost).** This is a summary of the information provided in the application budget forms, and includes total grant request, Grantee's cash or in-kind contributions for the activity, and contributions from other sources (co-funding) for the activity. Applicant also describes any other US Government funding they are currently receiving for other purposes. Applicant must identify any long-term, recurrent commitments resulting from activity, and Applicant's plan for sustainable coverage.

Item 17: Detailed cost of this activity (cash, in-kind [i.e. donated goods or services], and third-party sources)

Item 18: Discuss strategies for ensuring the sustainability of the proposed activity and organization, expected program income generation (if any), and third party leveraging of funds (if any). Program income is defined as gross income earned by the Grantee that is directly generated by a supported activity or earned as a result of this grant, during the period of the grant.

Item 19: List any major donor-funded activities (U.S. and other) that your organization has managed in the last two years, currently receives, or expects to receive within the duration of the grant activity.

Applications must be supported by Annex B.3, Detailed Grant Budget. This MS Excel budget template, when properly completed, reviewed, and approved by USAID Turizam, will serve as the mutually agreed-upon guide for activity financial management. All activity costs must be identified. Cost data must be accurate; proposed amounts should not be unrealistically high or low.

It is important that the budget clearly indicate where specific project funds are to come from (from USAID, co-funding by another donor, or the applicant's contribution). Furthermore, contribution from other donors and Applicant resource commitment will be investigated and documented. In order to avoid double financing/ billing, USAID Turizam will require full disclosure by all involved parties and will maintain contact with co-funders to verify their contributions. Budgeted amounts must also be supported by justification, and the applicant must be able to provide such backup to Project Name if requested.

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.

### Section A.3. Grant Application Form

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

This application is in response to APS No. \_\_\_\_\_ or entitled \_\_\_\_\_

#### Section I. Basic Information

1. Organization name:
2. Date organization was founded and registration status:
3. Contact information:

Key contact person(s) and title:	
Office address:	Office phone:
Mobile:	
Email:	Website:

4. 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.
5. Briefly describe the organization, its purpose, and past related experience:
6. List contact information for three (3) references from previous donors or organizations (U.S. and other) that your organization has collaborated with in the last two years:

Donor Agency or Organization	Nature of Relationship or Title of Project, Location	Start & End Dates of Collaboration	Contact Person
			Name & Position: Email: Tel:
			Name & Position: Email: Tel:
			Name & Position: Email: Tel:

7. Have any of the key personnel or leadership of this NGO been terminated or resigned in lieu of termination for any misconduct, including fraud or sexual harassment? If yes, please list name and title.

## Section II. Program Description

8. Title of the proposed grant activity:
9. Background: What is the issue or problem that the activity will address? Why is it critical to address this issue?
10. Objective of the proposed grant activity:
11. Describe the proposed activity and expected results in detail (or attach a project description). Describe the main tasks that are proposed to meet the grant objective, the expected results to be achieved, and how the tasks are linked to the grant objective. Describe any relevant material assumptions made and/or conditions or precedent required for the achievement of the grant objective. This activity detail should keep in mind the merit review criteria contained in the solicitation:
12. Describe the proposed participants and/or beneficiaries, and your method for identifying or selecting participants and beneficiaries:

## Section III. Implementation Plan

13. Anticipated duration of the grant activity:

Overall length (total number of months)	
Start and end date (day, month, and year)	

14. All implementation plans must be supported by Annex B.1 that lists all identified tasks over the duration of the activity.
15. Location(s) of the activity (add rows as needed).

#	Community	Municipality	Department	State
1				
2				
3				
4				
5				

16. List personnel who will be involved in implementing this project. CVs & salary history forms are required for all project personnel. See Annex B.4, Salary History Form.

## Section IV. Experience and Capacity

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

## Section V. Cost

*Note:* All applications must be supported by the attached Annex B.3, Detailed Grant Budget.

18. Cost in BAM per the attached budget:

A. Your cost contribution:	BAM	
B. Third party contributions (donors, government, etc.):	BAM	
C. Grant Amount Requested from USAID Turizam:	BAM	
Total Estimated Project Cost (A+B+C):	BAM	

19. Discuss strategies for ensuring the sustainability of the proposed activity and organization, including expected program income generation (if any), and third party leveraging of funds (if any).

20. List any major donor-funded activities (U.S. and other) that your organization has managed in the last two years, currently receives, or expects to receive within the duration of the grant activity. Add additional lines if necessary:

Donor Agency	Title of Project, Location, & Start & End Dates	Total Funding (in BAM)	Donor Contact Person
			Name: Email: Tel:
			Name: Email: Tel:
			Name: Email: Tel:

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

Submitted by (name and title): \_\_\_\_\_

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

<b>FOR PROJECT USE ONLY</b>	
Date received _____	Grant Reference No. _____
<p>The undersigned hereby certifies that: (a) the prospective grantee has received an official delivery receipt for its <i>Grant Application</i>, (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.</p>	
Grants and Procurement Manager _____	Date _____



**ANNEX B.1 - Sample Implementation Plan Timeline**

<b>IMPLEMENTATION PLAN</b>																	
<b>Task</b> List each task. Please be as specific as possible. Use additional pages if necessary.	<b>Target Audience</b> Who is the audience targeted for the task?	<b>Grant Resources Required</b> and Detailed Explanation of Use	<b>Non-Grant Resources Required</b> (Grantee or Third Party Contribution) and Detailed Explanation of Use	<b>12 Month Timeline</b> 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)												<b>Person(s) Responsible</b> Who is responsible for overseeing and implementing the task?	<b>Evaluation Indicators and Milestones</b> How will you measure the success of the task?
				1	2	3	4	5	6	7	8	9	10	11	12		



## **USAID Turizam indicators**

1. Share of tourism in nominal GDP (%)
2. Number of new full time equivalent (FTE) jobs created in the tourism market economy
3. Number of part-time, seasonal and other types of jobs not considered full time officially registered jobs in USG-assisted enterprises and other private sector partners/beneficiaries
4. Travel and Tourism Competitiveness Index (TTCI) Rank
5. Change in amount of tourism receipts (in mil US\$)
6. CBLD-9: Percent of USG-assisted organizations with improved performance
7. EG.5.2-1 Number of firms receiving USG -funded technical assistance for improving business performance
8. Percent change in women's participation in tourism workforce
9. GNDR-2: Percentage of female participants in USG -assisted programs designed to increase access to productive economic resources (assets, credit, income, or employment)
10. Youth -3: Percentage of participants in USG-assisted programs designed to increase access to productive economic resources who are youth (15-29)
11. STIR-10 Number of innovations supported through USG assistance
12. STIR-14 Number of investments in the digital ecosystem
13. Number of new tourism products and experiences launched
14. Number of strategies, policies, and regulations necessary for the tourism sector growth adopted with USG assistance
15. Percent change in size of land area classified as protected
16. Number of strategies, policies, and regulations necessary for the tourism sector growth drafted with Turizam assistance
17. Percent change in income in protected areas from tourism activities
18. EG.3.2-28: Number of hectares under improved management practices or technologies that promote improved climate risk reduction and/or natural resources management with USG assistance
19. Percent change in sales of firms receiving USG-funded assistance
20. Change in number of tourism nights recorded (in 000)
21. Percent of hotels/spas/guesthouses classified per new standards
22. Number of tourism, hospitality, and related value-chains entrepreneurs, operators, and employees trained in technical, quality, safety, supervisory and managerial disciplines as a result of Turizam assistance
23. Number of service employees, entrepreneurs, and operators training activities held
24. BiH Country Brand Ranking
25. Number of new local traditional products, processes, and businesses that have achieved protected status or brand certifications
26. EG2-12 Number of private sector enterprises with increased access to finance due to the USG assistance
27. Amount of investments in the tourism sector facilitated (in 000\$)
28. Amount of finance secured by enterprises (in 000 US\$)
29. Number of SMEs financial applications approved for financing
30. Number of public-private partnerships facilitated
31. Number of international travel agents selling BiH itineraries
32. Online reach and engagement statistics index
33. Number of local entrepreneurs, travel agents and tour operators trained on new/better destination and product marketing, digital media tools, and strategies
34. Number of local agriculture/culinary/gastro/ rural tourism events and experiences promoted

## ANNEX B.3 – Detailed Grant Budget Template

Name of Applicant:																					
Title of Proposed Grant Activity:		See instructions to fill out this budget under "Budgeting Instructions"																			
<b>Detailed Spreadsheet</b>																					
Line Item	USAID Turizam share			Grantee Contribution	Third-party Contribution	TOTAL in KM	check	Budget Notes (each budget line item and sub-line item must be described in detail, including the proposed number of units, allocation method (if applicable) and the proposed rate.													
	Units	Rate	Total	Total	Total																
<b>I. Salaries (long-term staff)</b>																					
<b>A. Long-term Staff (full name and position title)</b>																					
1. Full Name, Position Title																					
2. Full Name, Position Title																					
3. Full Name, Position Title																					
4. Full Name, Position Title																					
5. Full Name, Position Title																					
6. Full Name, Position Title																					
7. Full Name, Position Title																					
<b>Subtotal, Long-Term Staff</b>																					
<b>B. Short-Term Staff (full name and position title)</b>																					
1. Full Name, Position Title																					
2. Full Name, Position Title																					
3. Full Name, Position Title																					
4. Full Name, Position Title																					
<b>Subtotal, Short-Term Staff</b>																					
<b>Total, Salaries</b>																					
<b>II. Benefits</b>																					
<b>A. Health insurance</b>																					
1. Health insurance																					
<b>B. Social security</b>																					
1. Social security																					
<b>C.</b>																					
1.																					
<b>Total, Benefits</b>																					
<b>III. Other Direct Costs</b>																					
<b>A. Communications (telephone, fax, internet, etc.)</b>																					
1. Communications (telephone, fax, internet, etc.)																					
<b>B. Reproduction Costs</b>																					
1. Reproduction Costs																					
<b>C. Bank Charges</b>																					
1. Bank Charges																					
<b>D. Expendable Supplies</b>																					
1. Expendable Supplies																					
<b>E. Vehicle Maintenance and Fuel</b>																					
1. Vehicle Maintenance and Fuel																					
<b>F. Office Rent, Utilities, and Maintenance</b>																					
1. Office Rent, Utilities, and Maintenance																					
<b>G.</b>																					
1.																					
<b>H.</b>																					
1.																					
<b>I.</b>																					
1.																					
<b>Total, Other Direct Costs</b>																					
<b>IV. Activity Service Delivery (add additional lines for each activity)</b>																					
<b>A. Name of Activity</b>																					
1. Training Venue Rental																					
2. Food																					
3. Lodging																					
4. Transportation																					
5. Training Supplies (Stationary, Flip charts, markers, etc.)																					
6. Reproduction Costs																					
7. Communications																					
8. Equipment Rental																					
<b>Sub-Total For Activity</b>																					
<b>B. Name of Activity</b>																					
1. Training Venue Rental																					
2. Food																					
3. Lodging																					
4. Transportation																					
5. Training Supplies (Stationary, Flip charts, markers, etc.)																					
6. Reproduction Costs																					
7. Communications																					
8. Equipment Rental																					
<b>Sub-Total For Activity</b>																					
<b>C. Name of Activity</b>																					
1.																					
2.																					
3.																					
<b>Sub-Total For Activity</b>																					
<b>Total, Activity Service Delivery</b>																					
<b>V. Travel and Transportation</b>																					
<b>A. Meals and Incidentals</b>																					
1. Meals and Incidentals																					
<b>B. Lodging</b>																					
1. Lodging																					
<b>C. Travel to and from x</b>																					
1. Travel to and from x																					
<b>D.</b>																					
1.																					
<b>E.</b>																					
1.																					
<b>F.</b>																					
1.																					
<b>G.</b>																					
1.																					
<b>H.</b>																					
1.																					
<b>Total, Travel and Transportation</b>																					
<b>VI. Goods and Materials</b>																					
<b>A. List each category of goods separately</b>																					
1. List each category of goods separately																					
<b>B. List each category of goods separately</b>																					
1. List each category of goods separately																					
<b>C. List each category of goods separately</b>																					
1. List each category of goods separately																					
<b>D. List each category of goods separately</b>																					
1. List each category of goods separately																					
<b>E. List each category of goods separately</b>																					
1. List each category of goods separately																					
<b>F. List each category of goods separately</b>																					
1. List each category of goods separately																					
<b>G. List each category of goods separately</b>																					
1. List each category of goods separately																					
<b>H. List each category of goods separately</b>																					
1. List each category of goods separately																					
<b>Total, Goods and Materials</b>																					
<b>Grand Total</b>																					

#### **ANNEX B.4 – Salary History Form**

Please provide copies of official government records for all grant activity personnel.

## ANNEX C

### GRANT APPLICATION BUDGET FORM (available for download [here](#))

The Grant Application Budget Form available here is identical to Budget Form shown and described in detail in Annex B.3.



AnnexC v2.xlsx

## **ANNEX D**

### **IMPLEMENTATION TIMELINE**

The Implementation Timeline is shown and described in detail as Annex B.1 above.

## ANNEX E

### APPLICANT SELF-ASSESSMENT FORM (available for download [here](#))

Per ADS 303.3.9., Pre-Award Risk Assessment, prior to awarding a grant, Chemonics must assess the adequacy of the financial and accounting systems of a prospective grantee to ensure accountability and to evaluate the risks posed by the potential grantee. In filling out the questionnaire, each question should be answered as completely as possible, using extra pages if necessary. Please return your completed questionnaire to Chemonics. Chemonics will use this information in combination with a pre-award risk assessment checklist in advance of awarding a grant.

### APPLICANT INFORMATION

Name of Organization:

Activity Title:

Name, Title, Contact Information of Individual Completing Questionnaire:

### SECTION A: INTERNAL CONTROLS

Internal controls are procedures that ensure:

- a. financial transactions are approved by an authorized individual and follow laws, regulations and the organization's policies,
- b. assets are kept safely,
- c. accounting records are complete, accurate and kept on a regular basis.

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

1. List the name, position/title, and telephone number for the individuals responsible for checking expenditures to make sure they are allowable:

---

---

2. Who is responsible for maintaining accounting records: \_\_\_\_\_

---

3. Who is responsible for preparing financial reports:

---

4. Who is responsible for preparing narrative reports:

---

---

5. Are timesheets kept for each paid employee?      Yes: \_\_\_                      No: \_\_\_

6. Is your organization familiar with U.S. government regulations concerning costs which can be charged to U.S. grants (2 CFR 200 Subpart E)?

Yes: \_\_\_                      No: \_\_\_

**SECTION B: ACCOUNTING SYSTEM**

The purpose of an accounting system is to 1) accurately record all financial transactions, and 2) ensure that all financial transactions are supported by invoices, timesheets and other documentation. The type of accounting system often depends on the size of the organization. Some organizations may have computerized accounting systems, while others use a manual system to record each transaction in a ledger. In either case, Chemonics grant funds must be properly authorized, used for the intended purpose and recorded in an organized and regular manner.

1. Briefly describe your organization's accounting system including: a) any manual ledgers used to record transactions (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, (by the period, project, cost categories)?

---

---

---

---

---

---

---

---

2. Does your organization have written accounting policies and procedures?

Yes: \_\_\_                      No: \_\_\_

3. Are your financial reports prepared on a:

Cash basis: \_\_\_              Accrual basis: \_\_\_ (*Accrual - bill for costs before they are incurred*)

4. Can your accounting records separate the receipts and payments of the Chemonics grant from the receipts and payments of your organization's other activities?

Yes: \_\_\_ No: \_\_\_

5. Can your accounting records summarize expenditures from the Chemonics grant according to different budget categories such as salaries, rent, supplies and equipment?

Yes: \_\_\_ No: \_\_\_

6. How do you allocate costs that are "shared" by different funding sources, such as rent, utilities, etc.?

---

---

7. How often are financial reports prepared?

Monthly: \_\_\_ Quarterly: \_\_\_ Annually: \_\_\_ Not Prepared: \_\_\_ (*explain*)

---

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

Daily: \_\_\_ Weekly: \_\_\_ Monthly: \_\_\_ Ad hoc/as needed: \_\_\_

9. How often do you do a cash reconciliation?

Daily: \_\_\_ Weekly: \_\_\_ Monthly: \_\_\_ By Accountant's Decision: \_\_\_

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

Yes: \_\_\_ No: \_\_\_

### **SECTION C: FUNDS CONTROL**

CHEMONICS grantees and recipients who receive advances of grant funds must maintain a separate bank account registered in the name of the organization for the purpose of keeping only Chemonics grant funds. The bank account must be in local currency. Chemonics normally pays grantees monthly by bank transfer to the separate account. Access to the bank account must be limited to authorized individuals. Bank balances should be compared each month with your accounting records. For petty cash, it is very important to keep the cash in a strong safe and have strict controls over cash maintenance and disbursement.

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

Yes: \_\_\_ No: \_\_\_

2. Will the bank account draw interest?

Yes: \_\_\_ No: \_\_\_

3. Are all bank accounts and check signers authorized by the organization's Board of Directors or Trustees or other authorized persons?

Yes: \_\_\_ No: \_\_\_

4. Will any cash from Chemonics grant funds be kept outside the bank account (in petty cash funds, etc.)?

Yes: \_\_\_ No: \_\_\_

4.a. If yes, please explain the amount of funds to be kept and the name and position/title of the person responsible for safeguarding cash.

---

---

#### **SECTION D: AUDIT**

Chemonics may require an audit of your organization's accounting records. An audit is a review of your accounting records by an independent accountant who works for an accounting firm. An audit report contains your financial statements as well as an opinion by the accountant that your financial statements are correct. Please provide the following information on prior audits of your organization.

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

Yes: \_\_\_ (*please provide the most recent copy*) No audits performed: \_\_\_

2. If yes, who performs the audit?

---

3. How often are audits performed?

Quarterly: \_\_\_ Yearly: \_\_\_ Every 2 years: \_\_\_ Other: \_\_\_ (*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. A "Balance Sheet" for your prior fiscal or calendar year; and
- b. A "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

Chemonics 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 to Chemonics.

1. Complete the checklist:

\_\_\_ Incorporation Papers or Certificate of Registration and Statute have been provided to Chemonics

\_\_\_ Organizational chart, if available, has been provided to Chemonics (if applicable).

\_\_\_ Copy of your organization's most recent audit has been provided to Chemonics (If no recent audit, a "Balance Sheet" and "Revenue and Expense Statement" for the prior fiscal year).

\_\_\_ All questions have been fully answered.

\_\_\_ An authorized individual has signed and dated this page.

The Accounting Questionnaire must be signed and dated by an authorized person who has either completed or reviewed the form.

Approved by:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

ANNEX F

REQUIRED CERTIFICATIONS (available for download [here](#))

Summary of Required Certifications, Assurances, Representations, and Other Statements

Name of Certification, Assurance, or Other Statement	Summary
<a href="#">Representation by Organization Regarding A Delinquent Tax Liability or a Felony Criminal Conviction</a>	An <b>assurance</b> that the organization has not been convicted of a felony criminal violation under any U.S. Federal law within the preceding 24 months and the organization does not have any unpaid federal tax liabilities.
<a href="#">Certification Regarding Terrorist Financing</a>	A <b>certification</b> that USAID is not entering into an assistance agreement with an organization that provides or has provided assistance to terrorists for terrorist activity. <i>AAPD 04-14</i>
<a href="#">Certification of Recipient</a>	A <b>certification</b> that the grantee understands and will abide by the rules and regulations that govern the grant including 2 CFR 200 and Federal and USAID regulations, etc. It further certifies that the grantee will abide by the signed certifications (listed in the certification).
<a href="#">FFATA Subaward Reporting Questionnaire and Certification</a>	A <b>certification</b> of the grantee's revenues in its previous tax year and executive compensation, as applicable.

**Required Certifications, Assurances, Representations, and Other Statements for Non-Governmental Organizations**

<b>Name of Certification</b>	<b>Applicability</b>
<a href="#">Representation by Organization Regarding A Delinquent Tax Liability or a Felony Criminal Conviction</a>	Required for all grantees
<a href="#">Certification Regarding Terrorist Financing</a>	Always required
<a href="#">Certification of Recipient</a>	Required for all grantees
<a href="#">FFATA Subaward Reporting Questionnaire and Certification</a>	Required for non in-kind grants valued at \$30,000 or more

**Required Certifications, Assurances, Representations, and Other Statements for  
Government Entities & Public International Organizations (PIO) \***

Name of Certification	Applicability (Government Entity) ADS 350	Applicability (Public International Organization) ADS 308
<a href="#">Representation by Organization Regarding A Delinquent Tax Liability or a Felony Criminal Conviction</a>	Required for all grantees	Required for all grantees
<a href="#">Certification Regarding Terrorist Financing</a>	Required as a best practice.	Required per the mandatory provisions for grants to PIOs in ADS 308.
<a href="#">Certification of Recipient</a>	Required for all grantees	Required for all grantees

\* Per ADS 302.3.4.13, in order to award a non-in-kind grant to a government entity, you must first receive authorization from the Contracting Officer that a Project Appraisal Document or Determinations & Finding document has been completed and approved by the Mission. 100% in-kind grants are allowed without additional approval requirements.

**REPRESENTATION BY ORGANIZATION REGARDING A DELINQUENT TAX LIABILITY OR A FELONY CRIMINAL CONVICTION**

(a) As required by sections 744 and 745 of Division E of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), and similar provisions, if contained in subsequent appropriations acts, none of the funds made available by that Act may be used to enter into an assistance award with any organization that –

(1) “Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”; or

(2) “Has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”.

It is USAID’s policy that no award may be made to any organization covered by (1) or (2) above, unless the M/MPBP Compliance Division has made a determination that suspension or debarment is not necessary to protect the interests of the Government.

**(b) Applicant Representation:**

(1)The Applicant represents that it is  is not  an organization that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(2)The Applicant represents that it is  is not  an organization that has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Date of Execution

# Certification Regarding Terrorist Financing

## Certification Regarding Terrorist Financing, Implementing Executive Order 13224

The undersigned represents, to the best of its knowledge, that:

1. Except as otherwise disclosed in writing and included with this application, the Recipient did not, within the previous three years, knowingly engage in transactions with, or provide material support or resources to, any individual or entity who was, at the time, subject to sanctions administered by the Office of Foreign Assets Control (OFAC) within the U.S. Department of Treasury pursuant to the Global Terrorism Sanctions Regulations (31 CFR Part 594), and the Foreign Terrorist Organizations Sanctions Regulations (31 CFR Part 597), or sanctions established by the United Nations Security Council, collectively, "U.S. or U.N. sanctions." Note: Chemonics intends to retain the information disclosed to the Agreement Officer pursuant to this paragraph in any award file and use it in determining whether to provide the applicant with an assistance award. Chemonics will not make such information available publicly unless required by law.

2. The representation in paragraph (1) does not apply to:

(a) Transactions entered into or material support and resources provided pursuant to an OFAC license;

(b) The furnishing of USAID funds, or USAID-financed commodities or other assistance, to the ultimate beneficiaries of USAID-funded humanitarian or development assistance, such as the recipients of food, non-food items, medical care, micro-enterprise loans or shelter, unless the applicant knew or had reason to believe that one or more of these beneficiaries was subject to U.S. or U.N. terrorism-related sanctions; or

(c) The procurement of goods and/or services by the Recipient acquired in the ordinary course of business through contract or purchase, such as utilities, rents, office supplies, or gasoline, unless the applicant knew, or had reason to believe, that a vendor or supplier of such goods and services was subject to U.S. or U.N. sanctions.

This certification includes express terms and conditions of the award, and any violation of it will be grounds for unilateral termination of the agreement by USAID. This certification does not preclude any other remedy available to USAID.

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. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

Grantee Name \_\_\_\_\_

Grantee's Authorized Representative Name \_\_\_\_\_

Grantee's Authorized Representative Title \_\_\_\_\_

Grantee Authorized Representative Signature \_\_\_\_\_

Date \_\_\_\_\_

## Certification of Recipient

To: Chemonics International

I, \_\_\_\_\_, \_\_\_\_\_, as a legally authorized  
Name (Printed or Typed) Title

representative of \_\_\_\_\_  
Organization Name

provide certification and assurance for the following: *(Note: For the list below, delete the certifications that are not applicable for each grant agreement. Use the applicability tables in this tool to determine applicability.)*

- (1) Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs
- (2) The Certification Regarding Lobbying
- (3) The Key Individual Certification Narcotics Offenses and Drug Trafficking
- (4) Participant Certification Narcotics Offenses and Drug Trafficking
- (5) The Certification Regarding Terrorist Financing
- (6) The Certification Regarding Trafficking in Persons
- (7) FFATA Subaward Reporting Questionnaire and Certification
- (8) Representation by Organization Regarding A Delinquent Tax Liability or a Felony Criminal Conviction

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Date of Execution

## **Federal Funding Accountability And Transparency Act (FFATA) Subaward Reporting Questionnaire And Certification**

In accordance with the Federal Funding Accountability and Transparency Act (FFATA), the information in this form is required to be reported by prime contractors through FAR 52.204-10 "Reporting Executive Compensation and First-Tier Subcontract Awards" for Grants (subawards) valued at \$30,000 and greater (See Required As Applicable Standard Provision # 7 for non-U.S. organizations, # 24 for U.S. organizations, and # 3 for U.S. and Non-U.S. fixed amount awards) in the FFATA Subcontract Reporting System (FSRS.gov). **As required by the referenced FAR, complete this questionnaire and certification as part of the Subcontract, Sub-Task Order with a value of \$30,000 or more or Grant with a value of \$30,000 or more. Please review the Subcontractor/Grantee Data included herein for accuracy and note any adjustments necessary. The Subcontractor/Grantee is exempted from the FSRS.gov reporting in the case of a positive response to Section A.**

### **Prime Contract**

**USAID Developing Sustainable Tourism in Bosnia and Herzegovina (Turizam)  
72016820C00004**

### **Subcontractor/Grantee Data**

**Insert Subcontractor/Grantee Name**

**Insert Subcontractor/Grantee Address**

**Insert Subcontractor/Grantee City, Insert Subcontractor/Grantee State in USA, or Province/Other**

**Insert Subcontractor/Grantee Zip code or Postal Code Insert Subcontractor/Grantee Country**

**Subcontract/Grant Number: INSERT SUBCONTRACT/GRANT NUMBER**

**Start Date: INSERT SUBCONTRACT/GRANT START DATE**

**Subcontract/Grant Value: INSERT SUBCONTRACT/GRANT VALUE**

A. In the previous tax year, was your **company's/grantee** gross income from all sources **under \$300,000**?

Yes  No

B. If "No", please provide the below information and answer the remaining questions.

**(i) Subcontractor/Grantee DUNS Number: Insert DUNS on record**

(ii) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS number belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?:

Yes  No

(iii) Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?:

Yes  No

(iv) Does your business or organization maintain a record in the System for Award Management ([www.SAM.gov](http://www.SAM.gov))?

Yes  No

(v) If you have indicated "Yes" for paragraph (ii) **and** "No" for paragraph (iii) and (iv) above, provide the names and total compensation\* of your five most highly compensated executives\*\* for the preceding completed fiscal year.

1. Name: \_\_\_\_\_  
Amount: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Amount: \_\_\_\_\_

3. Name: \_\_\_\_\_  
Amount: \_\_\_\_\_

4. Name: \_\_\_\_\_  
Amount: \_\_\_\_\_

5. Name: \_\_\_\_\_  
Amount: \_\_\_\_\_

By signature below, I hereby certify that the information provided above is true and accurate as of the date of execution of this document, and I further understand that annual certification is required for information provided in paragraph (v) above.

\_\_\_\_\_  
Signature and Title (required)

\_\_\_\_\_  
Date

\*"Total compensation" means the cash and noncash dollar value earned by the executive during the Subcontractor's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

(1) *Salary and bonus.*

(2) *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Financial Accounting Standards Board's Accounting Standards Codification (FASB ASC) 718, Compensation-Stock Compensation.

(3) *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

(4) *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.

(5) *Above-market earnings on deferred compensation which is not tax-qualified.*

(6) Other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

\*\*"Executive" means officers, managing partners, or any other employees in management positions.

## ANNEX G

### MANDATORY AND REQUIRED AS APPLICABLE STANDARD PROVISIONS

- Standard Provisions for U.S. and Non-U.S. Nongovernmental organizations receiving a fixed amount award can be accessed through the following URL:  
<https://www.usaid.gov/sites/default/files/documents/303mat.pdf>



303mat.pdf

- Standard Provisions for Non-U.S., Nongovernmental recipients receiving all other types of grants can be accessed through the following URL:  
<https://www.usaid.gov/sites/default/files/documents/303mab.pdf>



303mab.pdf