**APPLICATION TEMPLATE FOR USAID/BHA AWARD**

**SUMMARY TABLE**

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| --- | --- |
| Applicant | [Organization’s name] |
| Request Type | [New request or award modification] |
| Activity Title | [Activity title] |
| Country  | [Country for single country; List of countries for multi-country] |
| Submission Date | [Update with each submission] |
| Funding Source | [International Disaster Assistance (IDA) or Title II (TII) food assistance] |
| Total Funding Level RequestedTotal (in MT if applicable) | [**For Total Funding Level requested**: insert what is being requested from BHA for this contribution][**For food and/or nutrition commodities:** enter the amount in MT and cartons by commodity] |
| Overarching Appeal or Project Document + DurationTotal Operation Funding Level Budget Revision[[1]](#footnote-1) (if applicable) | [Insert relevant document name; Start and End Date. **Leave blank if it does not apply**][**Total Operation Funding Level[[2]](#footnote-2)** should be the total cost for the current year of all relevant emergency activities] [**For Budget Revision (BR):** cite most recent approved BR number and/or note if a new BR is in process] |
| Confirmation of Multi-Donor Support to Appeal or Project | [Confirmation of other donor contributions (Y/N)]  |
| Proposed Interventions[[3]](#footnote-3) (if applicable) | [e.g., Intervention 1 (Intervention Name), Intervention 2 (Intervention Name), etc.][Note: If this is a modification to an existing award, please highlight any new interventions using bold font] |
| Proposed Time Frame for Award | [Proposed start and end date. Duration of emergency awards should generally not exceed 12-18 months. Note that macro awards have a predetermined award length of 12 months with the potential for one 6 month no-cost extension][Note: If the application proposes activities to start prior to the date of award signature, include the justification for the proposed time frame here and in Section 2 below.] |
| Contact Persons | [Headquarters Contact Information: Field Contact Information:] |

**Instructions:** Unless information is denoted “as applicable,” all information described below is required.

**1. Description of emergency or disaster risk and current/projected needs.** (One page maximum if an application is being funded against an existing appeal. No more than three pages when not funding against an appeal):

* Provide a succinct synopsis of the situation or an update on recent events, only including information relevant to the activities proposed for use of BHA funds. Do not copy and paste from Country Strategic Plans, humanitarian appeals, previous applications, or current awards.
* Describe the projected needs (relevant to interventions proposed), by sector if applicable, based on recent context-specific assessments, figures, and information from previous program monitoring or results. Cite the sources for all relevant figures included in this section.
* Identify particularly vulnerable populations and gaps, such as refugees/IDPs, or by gender, age, disability, socio-economic status, and/or location.
* Describe relevant pipeline or funding outlooks/trends, as applicable.
* State whether United Nations sanctioned groups are operating in the proposed geographic areas.

**2. Description of activity objectives/purposes and proposed interventions** (No more than five pages. This section should be specific to proposed interventions.)

* Describe how the requested BHA funds will be used. Information should include:
	+ Objectives/Purposes
	+ Interventions
	+ Beneficiaries targeted by intervention and targeting criteria (broken down by sex, age group, IDP/refugee as applicable)
	+ Geography by intervention (as applicable)
* Describe how protection, gender, age, disability, Accountability to Affected Populations, conflict sensitivity, social inclusion, other potentially marginalizing factors will be taken into account and addressed in the programming.
* Describe the proposed timeline for activities, including a detailed justification for any request to begin activities before the award signature date.
* Describe monitoring plans, accountability and feedback mechanisms, and oversight of local partners.
* If applicable, describe selection criteria for infrastructure construction or rehabilitation, how construction quality will be ensured, and planned post-construction mechanisms for operations and maintenance.
* If applicable, describe how activities are to be coordinated with other actors and how programmatic links will be made.
* If applicable, describe any proposed use of USAID restricted goods and confirm necessary processes have been adhered to. USAID Restricted Goods include:
	+ Agricultural commodities, including livestock and seeds;
	+ Fertilizers, For all proposed procurements of fertilizers, partners must use the [BHA Fertilizer Template](https://www.usaid.gov/bha-guidelines/agriculture-annex-b-fertilizer-template);
	+ Pesticides (e.g., for agriculture, health, construction, warehouse commodity storage, including for transboundary pest outbreaks) and pesticide-containing materials (e.g., long-lasting insecticide-treated nets [LLINs], curtains and insecticide-treated plastic sheeting [ITPS], pesticide-embedded grain sacks for commodity storage);
	+ Pharmaceuticals, both veterinary and human as defined in the USAID Glossary of ADS Terms, including oral rehydration salts (ORS); For all proposed procurement of pharmaceuticals, partners must use the [BHA Pharmaceutical Template](https://www.usaid.gov/bha-guidelines/pharmaceutical-templates);
	+ Motor vehicles manufactured outside of the United States, including leasing longer than 180 days per year;
	+ Used equipment; and
	+ U.S. Government-owned excess property
* If United States Government sanctioned groups are operating in the proposed area, BHA requires additional information on mitigating measures as outlined in the “Risk Assessment and Management Plan for High Risk Environments” [Annex 1](https://docs.google.com/document/d/1ccCUgFBWc6Vobe8FOkf5Tm9VbUZFDa9kMs8Tx3D-KsE/edit). The PIO should confirm with BHA staff if they are unsure whether this requirement applies to this application. If applicable, this information should be compiled in the attached annex and submitted with this application.

**3. Anticipated Results** (no more than one page)

* Describe how objectives and proposed interventions in Section 2 connect to results. Describe any key outcome and output indicators and associated targets or milestones that will be used to measure results. Information included should be related to this proposed contribution.

**4. Budget**

* This application template must be accompanied by a budget. As applicable, the budget should follow previously agreed templates. BHA award budgets will be broken out by BHA sector[[4]](#footnote-4), but public international organizations (PIOs) are not required to submit budgets in line with these sectors at this time.

**5. Food assistance, nutrition and RUFs**

* For PIOs requesting support for food assistance activities, nutrition activities, and RUFs please see additional required information described in [Annex 2](https://docs.google.com/document/d/1cULHd_MKBUz6dFqVeK5faeDDVzwULGJZ0-N5_X-3I-Y/edit) and [Annex 3](https://docs.google.com/document/d/14cPrUPc8V-6e_JfP4L9vrSDRJsHVkwCCcQTtJbu2qv8/edit).

BHA would like to reinforce to applicants that the application as incorporated into the award will constitute the scope for funding. BHA recognizes that the application is based on other documents, such as country strategic plans or appeals. While these documents may be referenced by the applicant, it will be the final application as incorporated into the award and any subsequent modifications which will define eligible costs. This may include, but not be limited to, geographic areas, programmatic interventions, and source and origin of commodities. BHA is under no obligation to retroactively approve any expenses for activities outside of the approved scope.

1. Budget Revisions are specific to WFP Country Strategic Plans/Country Portfolio Budgets. [↑](#footnote-ref-1)
2. Total Operational Funding Level refers to the full value of the relevant appeal or the emergency portion of the WFP Country Strategic Plan. [↑](#footnote-ref-2)
3. Interventions refer to actions and implementation details carried out under a specific activity. Activity refers to the overall project being funded. [↑](#footnote-ref-3)
4. The BHA Sectors are: Agriculture; Economic Recovery and Market Systems; Food Assistance; Health; Humanitarian Coordination, Information

Management, and Assessments; Humanitarian Policy, Studies, Analysis, or Applications; Logistics Support; Monitoring and Evaluation; Multipurpose Cash Assistance; Natural Hazards and Technological Risks; Nutrition; Protection; Disaster Risk Reduction Policy and Practice; Shelter and Settlements; Water, Sanitation, and Hygiene [↑](#footnote-ref-4)