



The Philippine-American Fund

Application Guidelines

I. Instructions for Submission of Applications

This application guide provides instructions to all applicants in preparing technical and financial applications for possible funding by the Phil-Am Fund.

The application is divided into two parts: 1) the Technical Application, and 2) the Cost Application. The Technical Application must be specific, complete, presented concisely and responsive to the instructions found in this guide. It must clearly demonstrate the Applicant's knowledge of the problem/s they intend to address and the operational strategies in implementing solutions to the identified problems. The Application should clearly demonstrate the applicant's understanding and technical expertise in the category they are applying for.

The Cost Application on the other hand, should provide the necessary details and supporting information on the funding needed by the project. The cost presentation must include a complete analysis of each line item cost and budget notes to explain the assumptions. The Applicant is expected to provide an unlocked or unprotected Excel file of the detailed budget, broken down to specifics, with narratives explaining the basis for the estimate for each category of cost in complete detail to facilitate determination of cost reasonableness. The Applicant should follow the prescribed format down to the last detail.

The Technical and Cost Applications should be placed in separate folders in a sealed envelope bearing the title of the project, the Applicant's name and contact details, and addressed to the Grants Manager of the Phil-Am Fund. Those who will submit via email to meet the deadline should also send hard copies within a week after the submission. The Full Technical and Cost applications should be received by GRF via email, ordinary mail, or courier by 5:00 p.m. on 9 January 2015. The applications should be sent to:

The Grants Manager
Phil-Am Fund, Gerry Roxas Foundation
11th Floor, Aurora Tower, Araneta Center, Quezon City
Email: usaid.philamfund@gmail.com



II. Evaluation Criteria for Grant Awards

The Phil-Am Fund Grants Management Team (GMT) and the USAID Grants Review Board (GRB) will evaluate the Application based on the criteria presented below:

Evaluation Criteria	
1	Technical Approach
	a. Clear understanding of issues and problems in target areas
	b. Overall technical quality and effectiveness of the strategies and activities being proposed
	c. Clear Presentation of a Results Framework
	<i>Note: USAID defines Results Framework (RF) as a diagram of the cause and effect logic for achieving a development objective over a defined time period. The RF uses causal logic, i.e. if lower-level results are achieved, then the next higher-level result can be achieved, as long as the critical assumptions hold. (USAID Technical Note, Developing Results Framework. Version 1.0, July 2013)</i>
2	Management Structure
	a. Management Plan
	b. Key Personnel
3	Institutional Capacity
	a. Organizational Capability
	b. Track record and past performance
4	Monitoring and Evaluation Plan
5	Cost Realism. Costs proposed in the Cost Application should follow the USAID cost principles: allowable, allocable, and reasonable

Of the evaluation criteria mentioned above, Technical Approach is given the highest consideration. This is followed by Management Structure, Institutional Capacity, and Monitoring & Evaluation. The Applicants are therefore advised to ensure clarity, focus, effectiveness and impact of the proposed approach in responding to the identified issues and concerns.

The evaluation criteria presented above will serve as the standard against which all applications will be evaluated. The criteria and sub-criteria are discussed below:

1. Technical Approach: Definition of Criteria

Subject Area	Definition
Clear understanding of issues and problems	<p>The Applicant:</p> <ul style="list-style-type: none"> • Presents a valid and clear analysis of the context, causes, and drivers of the issues/problems to be addressed • Identifies the factors that may facilitate or impede project implementation



Subject Area	Definition
	<ul style="list-style-type: none"> • Has expertise in the category applied for and a track record of providing solutions to major issues under such category
<p>Overall technical quality and relevance of the proposed project</p>	<ul style="list-style-type: none"> • The application has a clear development hypothesis • The application shows logical intervention strategies and methodologies that will directly respond to the issues/problems identified; • Activities, outputs and outcomes of the application contribute to achieving the objectives of the Phil-Am Fund categories applied for • Activities are inclusive, innovative and have significant potential for scale and sustainability • The application clearly answers the “So What?” question – what would the intervention uniquely and substantially achieve in terms of impact and benefit for its target beneficiaries
<p>Presentation of Results Framework</p>	<ul style="list-style-type: none"> • Systematically provides clear, simple, and concise information about the project. • Explicitly shows the connections and relationships between various components of the proposed project such as goals, objectives, activities, results, indicators of success, and how they can lead to achievement of expected outcomes.

2. Management Structure

Subject Area	Definition
<p>Management Plan</p>	<ul style="list-style-type: none"> • Well-defined management structure shows how the applicant plans and allocates its resources to manage each step as well as the full scope of proposed activities. • The application shows timeline for its major activities and outputs over the life of the project. • The application shows how the Applicant will manage funds, personnel, project deliverables and relationships with partners, stakeholders and the Gerry Roxas Foundation • Presents strategies in responding to issues and concerns that might arise during project implementation



Subject Area	Definition
Key Personnel	<ul style="list-style-type: none"> • The proposed key personnel should have the competencies and track record required to implement the activities. • Key personnel do not have any negative record that might harm project credibility or integrity • Key personnel proposed to receive remuneration under the project should not be a member of the Board or the governing body of the applicant

3. Institutional Capacity

Subject Area	Definition
Institutional Capability	<ul style="list-style-type: none"> • Presence and quality of Operations, Financial, and Human Resources Manuals • The “tone at the top” clearly shows adherence to good governance, excellence, and professionalism • Effective human resource system that encourages good people with expertise to stay with the organization • The organization has the necessary resources – human, technical, financial – or access to these resources to be able to successfully implement the project within the proposed time frame and cost
Past Performance	<ul style="list-style-type: none"> • Description of projects undertaken and successfully completed in the past three years, especially those similar to the project being proposed including amount of funding received and funding source • Partnerships established during the course of the Applicant’s work in the field or category of the project • Memberships in networks or professional associations

III. Cost Application (To be presented as VOLUME TWO of the application package)

The Applicant must submit full details of the Technical Application’s budget requirements in a separate file – an unlocked or unprotected MS Excel file with no hidden formula or cells. It should include budget notes, cost estimates and assumptions. All costs will be checked for realism.

The Applicant should ensure that requirements in the Application Templates are strictly followed.



IV. Next Steps

Phil-Am Fund GMT will select and recommend to the USAID Grants Review Board (GRB) approval of applications that best satisfy the review criteria presented above. Applicants considered for an award will undergo pre-award/risk assessments review to be conducted by a team from Sycip, Gorres, Velayo, and Co. (SGV).



Technical Application Submission Form

Volume 1 of Application Package

Date: *[date of Application submission]*

The Grants Manager
Philippine-American Fund
Gerry Roxas Foundation
11th Floor, Aurora Tower, Gen. Malvar Avenue
Araneta Center, Cubao, Philippines 1109

[Reference No. and Title]

Dear Mr. de Castro,

We hereby declare that all the information and statements made in this Application are true and accept that any misrepresentation contained in it may lead to our disqualification.

Our Application is binding upon us subject to the modifications resulting from possible Grant Agreement negotiations. We undertake, if our Application is accepted, to initiate the committed activities and deliverables on agreed upon date as may be stated in a Grant Agreement.

We understand and accept that you are not bound to accept any Application that you may receive.

Yours sincerely,

By:

[name and title of Signatory]

[full legal name of Organization]

[full legal address of Organization]

[full email address of Organization's authorized contact]



Table of Contents	Maximum No. of Pages
<u>Technical Application</u>	
T1. General Information	N/A
T2. Overall Technical Approach	7
T3. Management Structure.	2
T4. Institutional Capability and Past Performance.	3
T5. Monitoring & Evaluation Plan Narrative	1
T6. Environment, Sustainability, Gender, People with Disability (PWD).	2
T7. Annexes (JPG, PDF, or Photocopy where applicable)	
1. SEC registration or other legal certification of accreditation or recognition from appropriate government agencies	
2. Annual Audited Financial Statements with accompanying Management Letters (2012 and 2013. If the 2011 statement is available, please submit it also.)	
3. Project’s Results Framework	
4. Key Personnel Team Members CVs and Corresponding Assigned Tasks	
5. Project Organizational Chart	
6. List of Completed and Ongoing Projects with the corresponding Budgets and Donors in the past 3 years.	

Important Instructions:

Applications that do not comply with the following instructions will not be considered or reviewed:

1. *For the technical application, total number of pages should **not exceed** 15 for Sections T2-T6.*
2. *For those items with no set page limits, please provide as much relevant information as needed to support your application.*
3. *Utilize the Table of Contents above and include title pages for each of the annexes.*
4. *Please also follow the prescribed formats for the application:*
 - a. *Font: Calibri 11 or Arial 11*
 - b. *Spacing: Single*
 - c. *Margin: 1 inch all sides*
 - d. *Paper Size: Letter (8.5” x 11”)*



T1. General Information

1. Name of Organization		
2. Office Address		
3. Email Address		
4. Contact Number		
5. Date established		
6. Board of Trustees	<i>Please enumerate names and position of BOT or similar governing body</i>	
	Name	Contact No./Email Address
7. Membership in Networks	<i>Please enumerate <u>past and current</u> membership in any CSO, Business, Private, Religious, or other formal non-state networks.</i>	
8. Contact Person/s	<i>8.1 Name, position in the organization, address, phone, email</i>	
	<i>8.2 Name, position in the organization, address, phone, email</i>	
9. Category Applied For	<input type="checkbox"/>	Education
(Please check the appropriate box.)	<input type="checkbox"/>	Trafficking in Persons
	<input type="checkbox"/>	Biodiversity Conservation
	<input type="checkbox"/>	Governance
	<input type="checkbox"/>	Economic Growth
10. Project Title		
11. Target Geographic Area/s	<i>Specific barangay, municipality, or provinces. For biodiversity applications, please mention specific hectares covered by the application.</i>	
12. Target Beneficiaries	<i>Specific direct beneficiaries; Indirect beneficiaries</i>	
13. Project Partners	<i>Other organizations that will work with the applicant in the project. Please mention if the target partners are proposed or if there is already a working relationship with them.</i>	
14. Project Timeframe		



T2. Overall Technical Approach

(Maximum of 7 pages)

The technical approach should reflect or describe the Applicant's overall capacity to respond to Phil-Am Fund's goals and objectives, including feasibility, innovativeness, flexibility, scalability and practicality to achieve or exceed the project objectives and the application's specific expected outcomes within the stated period of performance.

1. Project Background (1 page)

Clearly state the problem/s that the proposal is trying to address. The background should include baseline information, context, issues, opportunities and other information that will help the GMT understand the necessity for the application.

2. Project Details (6 Pages)

Describe your proposed project and explain clearly the strategies that will help you achieve your desired objectives and outcomes and consequently contribute to Phil-Am Fund objectives.

- 2.1 Brief Project Description
- 2.2 Overall Project Goal
- 2.3 Specific Project Objectives
- 2.4 Technical Approach/Project Strategies
- 2.5 Proposed Activities and corresponding Timeframe (**Annex 3**)



T3. Management Structure

(Maximum of two (2) pages)

Discuss in detail your overall management approach to planning and implementing your activities. The management plan should include, as a minimum, the following:

- a. Description of the project core team, its composition, organization, roles and responsibilities. A detailed discussion should be provided as **Annex 4**;
- b. Project organizational chart and its placement within the Applicant's organization (as an annex – **Annex 5 - Applicant's Organizational Structure** showing the placement of the project team and Detailed Organizational Structure of the project team);
- c. A clear chain of authority within the project team;
- d. Communication and reporting strategies of the Applicant including reports flow to GRF

The management plan will identify all other implementing partners, and explain their roles and responsibilities, including a discussion of how comparative advantages will be utilized.

Applicants may describe specific experiences where the proposed management approach has demonstrated success.



T4. Institutional Capability and Past Performance

(Maximum of three (3) Pages)

1. The Applicant must provide performance information for itself and for each proposed major partner.

Include in an annex (**Annex 6**) a list of all current projects and up to three (3) years of the most recent and relevant projects or contracts for efforts similar to the work in the subject application, if any. Specifically, the description of each project may follow the following format:

- ❖ Project Name/Title
 - ❖ Scope of Work or complexity/diversity of tasks,
 - ❖ Primary location(s) of work,
 - ❖ Project Duration,
 - ❖ Skills/expertise required,
 - ❖ Source/s of Funding
 - ❖ Amount of the Contract/Grant
2. If extraordinary problems impacted any of the above contracts, provide a short explanation and the corrective action taken.



T5. Monitoring & Evaluation Plan

(Maximum of 1 page)

The Applicant must briefly discuss its proposed Monitoring and Evaluation Plan. The M&E Plan must at least include the following:

1. A description of the Applicant's established monitoring system within which the proposed project will operate. The monitoring system refers to the following in the context of the Applicant:
 - Organization-wide policies and procedures for monitoring and their relation to the monitoring and evaluation of the project.
 - Methods used to gather, store, process, summarize, analyze, and/or report performance data.
 - Procedures for regular communication with donors regarding the status of monitoring activities, including early notification of problems.
 - Means of addressing a discovered lack of progress or success. Procedures should include learning from mistakes, analyzing them, ascertaining the reasons for missteps and putting in place measures to reduce the probability of them happening again.

2. Results Framework which contains information about the inter-relationship of activities, outputs and outcomes. This should:
 - Show the linkages among activities, outputs, outcomes and project goal
 - Describe risks and assumptions related to the attainment or completion of the outputs and activities



T6. Environment, Sustainability, Gender and People with Disability

1. Environment *[Maximum of ½ page]*

Discuss any possible activities that may have environmental impacts. For each identified impact, the applicant should identify mitigation measures that can be used to mitigate the potential negative environmental impacts. The Applicant must ensure that the activities they intend to implement will do no harm or will have no negative impact on the environment. In cases where a minimal negative impact is identified, the applicant will be required to develop an environmental mitigation and monitoring plan (EMMP), or conduct an environmental assessment, depending on the scale and extent of activities. The applicant will be responsible for the cost associated with monitoring for environmental compliance, as well as mitigation activities and should budget accordingly. More information on USAID's Environmental Compliance policy can be found here:

http://www.usaid.gov/our_work/environment/compliance/pdf/216

2. Sustainability *[Maximum of ½ page]*

Provide a brief analysis of potential and actual threats to the proposed project's sustainability. These may include economic, financial, social, cultural, institutional, technical, and environmental factors. The Applicant should show a clear understanding of these issues and present a brief description of sustainability measures to address the identified threats.

3. Gender *[Maximum of ½ page]*

Provide a brief gender analysis which would describe the relevant gaps in the status of males and females that could hinder overall project outcomes. Also, identify possible differential effects the project might have on men and women. The Applicant shall collect, analyze and submit to Phil-Am Fund gender-disaggregated data and proposed actions that will address any identified gender-related issues. To ensure that Phil-Am Fund assistance makes the maximum contribution to gender equality, performance management systems and evaluations must include gender-sensitive indicators and gender-disaggregated data that lead to:

- Reducing gender disparities in access to, control over and benefit from resources, wealth, opportunities, and services - economic, social, political, and cultural;
- Reducing gender-based violence and mitigate its harmful effects on individuals and communities, so that all people can live healthy and productive lives; and
- Increasing the capability of women and girls to realize their rights, determine their life outcomes, and influence decision making in households, communities, and societies.

4. Disability Inclusion *[maximum of ½ page]*

Provide a brief description of how the program will ensure that the situation of persons with disabilities are considered in consultations, needs assessments, beneficiary selection, protection and assistance activities, and monitoring and evaluation efforts.



T7. Annexes

PLEASE NOTE: There are no limitations in number of pages for all the Annexes

Annex 1: Membership, Accreditation and Registration

Provide details on all memberships, accreditations, registrations and certifications. Provide the appropriate supporting documents, if applicable:

1. For corporations:
 - Securities and Exchange Commission (SEC) certificate
 - Latest General Information Sheet (GIS)
 - Articles of Incorporation
 - By-Laws
2. Bureau of Internal Revenue (BIR) Certificate of Registration
3. Philippine Council for NGO Certification (PCNC) certification
4. Department of Social Welfare and Development (DSWD) registration– for social work NGOs
5. Department of Trade and Industry (DTI) registration– if applicable
6. Cooperative Development Authority (CDA) registration - for cooperatives
7. Copies of the latest SSS, PhilHealth, PAGIBIG and BIR remittances made by the applicant.

Regulating Body/Association	Date of Registration/ Certification	Validity of Registration/ Certification/ Membership

In addition to the above, please indicate if you have the following documents by checking the appropriate box:

- Administrative Manual
- Operations Manual
- Code of Ethics
- Human Resource Management Manual
- Strategic Plan
- Accounting and Finance Manual
- Procurement Policies and Procedures
- Disaster and Risk Management Plan

Please make the above documents available during a field visit that we will conduct if your application moves forward in the selection process.



Annex 2: Annual Audited Financial Statements and Management Letters

Provide a copy of the two (2) most recent audited financial statements (preferably 2012 and 2013) and their accompanying management letters. If you have audited financial statements for 2011, please submit these, too.

Annex 3: Project Workplan and Results Framework

USAID defines Results Framework (RF) as a diagram of the cause and effect logic for achieving a development objective over a defined time period. The RF uses causal logic, i.e. if lower-level results are achieved, then the next higher-level result can be achieved, as long as the critical assumptions hold. (USAID Technical Note, Developing Results Framework. Version 1.0, July 2013)

Using the template provided for the work plan below, propose the main activities of the project, their content and duration, phasing and interrelations, and milestones. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the project objectives and the ability to translate them into a feasible plan.

Summary of Objectives and Activities	Timeframe	Risks/Assumptions
GOAL:		
Outcome 1:		
Output 1.1		
Activity 1.1.1		
Activity 1.1.2		
Output 1.2:		
Activity 1.2.1		
Activity 1.2.2		
Outcome 2:		
Output 2.1:		
Activity 2.1.1		
Activity 2.1.2		
Output 2.2:		
Activity 2.2.1		
Activity 2.2.2		
Output 2.3		
Activity 2.3.1		
Activity 2.3.2		

**A risk is any factor that may potentially interfere with the successful completion of the project outcome/output/activity. Identify and document possible risks which the organization may encounter in the course of the project. An assumption on the other hand is an enabling factor required for the attainment of the output/s and/or outcome.*

Use the number-coding scheme in the template to present, which activities contribute to the attainment of the desired outputs and which outputs are needed to achieve the expected outcome.



Annex 4: Project core team members and corresponding scope of work

Provide the specific roles and responsibilities of the project core team members. Also, to comply with BIR Memo No. 51-2014 (Clarifying the Inurement Prohibition under Section 30 of the National Internal Revenue Code of 1997), no member of the Board or similar governing bodies should be paid under the project (unless he or she resigns from the governing body). A copy of this BIR document can be obtained from GRF upon request.

Annex 5: Overall Organizational Chart and Project Organizational Chart

Provide a diagram of the internal management structure of the organization and that of the project. This should show the relationships, chains of command and relative ranks of positions. Include all positions in the organization but indicate which among these will be involved in the project.

Annex 6: Current and Past Projects

Provide a brief overview of ALL current and past projects in the past 3 years that are related to the project being proposed.

Project Name/Title	Scope of Work	Primary Location/s of Work	Project Duration	Skills/Expertise Required	Source/s of Funding	Amount of Contract/Grant



Cost Application Submission Form

Volume 2 of Application Package

Date: *[date of Application submission]*

The Grants Manager
Philippine-American Fund
Gerry Roxas Foundation
11th Floor, Aurora Tower, Gen. Malvar Avenue
Araneta Center, Cubao, Philippines 1109

[Reference No. and Title]

Dear Mr. de Castro:

Our attached Cost Application is for the total cost of the project amounting to *[amount(s) in words and figures]*. Breakdown of funding is as follows:

Amount Requested from Phil-Am Fund
Cost Share (Cash or in-kind)
Total Cost of Project

Our Cost Application shall be binding upon us subject to the modifications resulting from grant agreement negotiations, up to expiration of the validity period of the Application.

Yours sincerely,

By:

[name and title of Signatory]

[full legal name of Organization]

[full legal address of Organization]

[full email address of Organization's authorized contract]



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Forms/Documents

Cost Application

- F1. Project Budget Summary, Project Budget Details, Financial Plan, and Budget Notes
- F2. Biographical Data Sheets

Note: Applications that do not comply with the following instructions will not be reviewed:

1. *For the Budget Summary and Budget Details with Budget Notes, please submit in hardcopies and softcopies using the templates provided.*
2. *Please provide as much relevant information as needed to support your financial application.*
3. *Please also follow the prescribed formats:*
 - a. *Font: Calibri 11 or Arial 11*
 - b. *Spacing: Single*
 - c. *Margin: 1 inch all sides*
 - d. *Paper Size: Letter (8.5" x 11")*



Cost Application Guidelines

Costs included in the proposed budget will be reviewed to ensure they are allowable, allocable and reasonable. The proponent is encouraged to provide cost share as it would contribute to the achievement of the results of this funding opportunity. Cost effectiveness will be considered in relation to any proposed cost-share.

For the hardcopies of the Project Budget Summary and Project Budget Details, kindly print the Excel file provided below.



Cost Application
Template.xlsx



F1. Project Budget Summary, Budget Details, Work and Financial Plan and Budget Notes

1. Budget Summary

The Project Budget Summary should present the total costs per cost category on an annual basis. The costs are to be classified into the following categories:

- A. Salaries
- B. Fringe benefits
- C. Transportation and travel
- D. Equipment and supplies
- E. Project activities
- F. Other direct costs

2. Project Budget Details

The Project Budget Details should contain information with major line items, identification and a description of what the resources will be used for. For all cost estimates, adequate detail should be provided so that the basis of the estimate can be understood. All costs should be justified based on current market experience or with means for alternative validation:

- a. Please provide your daily rates for the proposed project staff; daily (8 hour-day) rates for key personnel. The daily rate of pay for personnel is computed by dividing the total annual earnings by 260 work-days, e.g. $P120,000.00/260.00 = P461.54$ per day. The Biographical Data Sheets (BDS) should show each person's annual earnings so that the rate of pay used in the budget can be verified. The total number of days each person will work on the project should come from the Work Plan (Annex 3) developed for the management section of the application. The technical application should include the BDS for each of the proposed staff. All BDS should be fully and accurately accomplished. See section F.2 for a template of the BDS.

For non-stock / non-profit organizations, salary costs should comply with BIR RMC 51-2014 on the inurement prohibition. Further, no supplemental salaries may be given to any government employee.

- b. Compute Travel costs as follows, i.e. Manila-Cebu, 6 round trips @ P4,000.00 = P24,000.00; Compute per diem costs reflecting organizational policies. It may be necessary to prepare and attach a travel plan.



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- c. Other Direct Costs should be calculated from the number of units that will be required and the cost per unit.
- d. Documentation cost: Number of event/s, then cost per event, e.g. P3,000.00 per event
- e. Printing and reproduction cost, i.e. Number of IEC materials needed, cost per type of material, e.g. P1.00 per flyer
- f. Project activity costs, i.e.: The Applicant should prepare a budget for carrying out various activities. For each activity, the Applicant should estimate the materials required, as well as the travel and associated costs. E.g. Training: number of days, headcount of persons attending, snacks cost per person per day, handouts cost per person, and other unit costs. The set of activities in your Cost Application should reflect those in the proposed work plan of your technical application.

3. Financial Plan

The Financial Plan should contain projected monthly cash requirement for the duration of the project. Fill in the columns at the right side after the “Total Project Cost” in the “Budget Details” worksheet to present the monthly expense breakdown for the duration of the Project.

4. Budget Notes

Please provide detailed Budget Notes, which explain how the cost per line item was estimated and include the rationale for cost development, such as methodology and assumptions used to determine individual costs.

Softcopy Template

[Attached below is an MS Excel object. Double-click to open.]



Cost Application
Template.xlsx



F2. Biographical Data Sheet

Please fill up this form for each KEY personnel

Proposed Position		Proposed Salary	
Full Name			
Date of Birth (mm/dd/yy)		Nationality	
Education			
School	Degree, certificate or other specialized education obtained	Date obtained	
Professional Certification			
Employment Record			
<p>1. Give last three (3) years. List salaries separate for each year. Continue on separate sheet of paper if required to list all employment related to duties of proposed assignment.</p> <p>2. Salary definition - basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions, consultant fees, extra or overtime work payments, overseas differential, or quarters, cost of living or dependent education allowances.</p>			
Employer	Position	Period of Employment	Salary in Pesos
Specific Consultant Services (Give last three (3) years)			
Employer	Position	Period of Employment	Salary in Pesos
Work undertaken that best illustrates capability to handle the tasks assigned			
Name of Project/Assignment	Key Activities		Year
Relevant Trainings/Seminars			
Title of Training/Seminar	Sponsoring Organization	Brief Description	Year



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I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any false, fictitious or fraudulent representation herein may result in appropriate remedial action by Phil-Am Fund, ranging from refund of claims to criminal prosecution.

I, the undersigned, hereby declare that I am available for the assignment for which I am proposed and that I am proposed only by one grantee and under one application.

[Name and Signature]

Date