



## CHECKLIST OF REQUIRED ELEMENTS

This document is intended to provide an easy reference of the requirements for proposal submissions from NGOs. Proposals that do not meet these requirements will be returned to the applicant without review.

<http://www.usaid.gov/what-we-do/working-crises-and-conflict/crisis-response/resources>

### Applications must

1.  Conform to a limit of 20 pages plus 2 pages per sub-sector, excluding the cost proposal, proposal summary, and supporting documentation. For example, a proposal with three sub-sectors could be 26 pages;
2.  Be written in English or with English translations {Automated Directives System (ADS)-303.3.19}, and saved in Word 2000 and/or Excel 2000 or newer versions. USAID/OFDA does not accept zip files. Only submit PDF files for signed documents;
3.  Include a proposal summary of approximately two pages. See *Recommended Proposal Format* section on page 14;
4.  Incorporate page numbers and headers or footers that clearly identify the submission or revision date. All documents must be labeled as either an original or revised submission;
5.  Submit proposal to OFDA/W from your organization's headquarters. *Headquarters* refers to the office with authority to sign award;
6.  Use sectors, sub-sectors, keywords, and indicators identified in the Guidelines. All approved sectors are listed in the Approved Sector, Sub-sector, Indicator Table and Keyword List section on page 18 and further explained in the SRs section beginning on page 57;
7.  Address the SRs in the appropriate sections responding to each of the applicable technical questions outlined;
8.  Clearly identify restricted goods or commodities and supply appropriate documentation as outlined in the SRs;
9.  Submit a Branding Strategy and Marking Plan (BSMP) even if a waiver is in place (see Branding and Marking on page 44);
10.  Provide a location-specific Safety and Security Plan for proposed program sites (see Supporting Documentation on page 49);
11.  Submit your organization's Code of Conduct that is consistent with the U.N. Inter-Agency Standing Committee (IASC) Task Force on Protection from Sexual Exploitation and Abuse in Humanitarian Crises, plus a paragraph describing how the Code of Conduct is implemented in the program location;
12.  Attribute costs to specific line items, rather than including "pooled costs" (see Cost/Budget Guidelines on page 33);
13.  Contain a detailed, itemized budget in U.S. Dollars (USD) in Excel format, a corresponding budget narrative, and a completed and signed Standard Form (SF) 424 (see Cost/Budget Guidelines on page 33); and
14.  Include all required signed Certifications and Assurances (see Supporting Documentation on page 46).