**PROJECT APPLICATION FORMAT AND GUIDELINES**

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Annex C: Agriculture Extension Grant Application

# EXPLANATORY NOTES

Every project application is assessed on several aspects. Certain information is required in order to be able to carry out a proper assessment of your proposal and to subsequently take a decision on project funding. This format and guidelines have been drawn up in order to increase efficiency in processing applications, and provides the project applicant with an indication ID which information PRO-Cashew expects to be included in your application. Please also read the Request for Applications document for further guidance.

By following these guidelines and structuring your proposal accordingly, you enable your application to be dealt with more quickly.

As a general pointer, it is important not to make the applications too long. An application that is formulated as clearly and concisely as possible makes proper processing easier and is generally more convincing. Please put the length of the project application in proportion to the amount of funding requested and the nature of the project.

**User guide**In this document text boxes and tables are used as a template, indicating on what aspects PRO-Cashew would like to receive explanatory and clarifying information on.

# INTRODUCTION TO THE PROPOSED PROJECT

As part of your application, please complete the following tables as instructed:

|  |  |
| --- | --- |
| 2.1 General project details | |
| **Project title** | Click or tap here to enter text. |
| **Project area** | Click or tap here to enter text. |
| Country | Click or tap here to enter text. |
| Region/district/province(s)/state(s) covered | Click or tap here to enter text. |
| **Project duration** (3 years ideally) | Click or tap here to enter text. |
| **Total budget** | *(local currency)* |
| Grant Amount requested | *(local currency)* |
| Lead applicant contribution | *(local currency)* |
| Other financial contributions | *(local currency) + name partner* |
| **Characteristics of project area** | |
| Number of farmers in the project area | Click or tap here to enter text. |
| Number of farmers targeted directly | Click or tap here to enter text. |
| Name of farmer organizations (if any) | Click or tap here to enter text. |
| Average land holding size of cashew producers in project area (Ha.) | Click or tap here to enter text. |
| Average income of cashew producers in project area (ha.) | *<If no reliable data are present, please provide an estimate figure (NB: reliable baseline information will have to be gathered before start of project activities)>* |
| Average yield in the project area | *<If no reliable data are present, please provide an estimate figure (NB: reliable baseline information will have to be gathered before start of project activities)>* |
| Other | *<Please mention any additional information or characteristics of the project area that you consider important for the project context.>* |
| **Lead applicant (private partner)** | |
| Company name | Click or tap here to enter text. |
| Legal form of entity | Click or tap here to enter text. |
| Address and contact details | Designation: Click or tap here to enter text.  Phone: Click or tap here to enter text.  Address: Click or tap here to enter text.  Website: Click or tap here to enter text.  Email:Click or tap here to enter text. |
| Contact person | Contact Person: Click or tap here to enter text.  Position title:Click or tap here to enter text.  Phone:Click or tap here to enter text.  Email:Click or tap here to enter text. |

|  |
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| 2.2 Summary of the company/organization |
| *<Please provide a short narrative summary of your company/organization. Highlight the focus of the company/organization, the main objective(s), the key players, the scope of the program and the sustainability issues addressed.>* |
| Insert Text here… |

|  |
| --- |
| 2.3 Goals and objectives |
| *<Describe the overall goals and 2-3 objectives of the project. Please formulate SMART objectives. The objectives should be* ***S****pecific,* ***M****easureable,* ***A****chievable,* ***R****ealistic and* ***T****ime bound.>* ***E.g.:*** |
| Insert Text here…  *Example:*  *Processing factory x has the objective to: Develop an RCN sourcing program from x farmer organization/areas, to generate 3,000 MT in the 2021 cropping season and up to 9,000 MT in 2024. Engage staff to put in place this RCN sourcing program.*  *The plan is to establish a long-term business relationship with the Organization / Farmer group y to buy RCN. The end-goal is to source better quality RCN, with the following parameters:*   * *kernel outturn ratio (KOR) of between 45 – 53* * *nut count of between 180 – 190* * *moisture content of 13% -14% at farm gate* * *moisture content of 8% - 9% at warehouse for big nuts and 6% - 7% for small nuts*   *Price will be determined based on the quality parameters specified above. Factory will not engage in pre-financing of buying agents (if any) or farmers at this beginning of the business relationship but will be committed to timely payment for farmers or local traders.*  *By joining efforts with PRO-Cashew, the farmers will benefit more training and will support the Processing Factory x in the extension program to be put in place (Staff, training, coaching, small equipment (jute bags, tarps, etc.).*  *By the end of year 2024, it is expected that the RCN sourcing program will buy 7,500 MT from the farmers, which is representing 60% of the total production of the Organization / Farmer group y.* |

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| 2.4 Relevance |
| *<Describe what the interest of your company is to invest in this project, why this project is innovative, what it brings to the cashew sector, and how it meets the objectives of the USDA PRO-cashew Program. Also elaborate here which problems/constraints in the cashew sector or industry are the reasons for your proposal. State how the identified problems affect the incomes of specific value chain actors you that relate to you* |
| Insert Text here… |

# PROJECT PROPOSAL

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| --- |
| 3.1 Approach |
| *<Include a narrative description of your implementation strategy to achieve the objectives of your proposed project. What are the key interventions? Why were these interventions chosen? Etc.>* |
| Insert Text here..  *Example:*  *The implementation strategy of the RCN sourcing project is twofold:*  *1. Around* ***collection centers*** *in x,y,z locations, established or to established, Processing Factory x will hire staff and develop a close business relationships with farmers x,y,z. Each collection center will have a radius of 30 km with 1,000 farmers the first year, up to 9,000 farmers in year 3. The Processing factory will announce its RCN sourcing project, offering fair price, based on quality known by the farmers. The sourcing staff will train the champion farmers in harvest and post-harvest best practices to ensure higher KOR.*  *2.* ***PRO-Cashew*** *will* ***support*** *the Processing Factory x by providing Training of Trainers to the staff and the local communities champions that will act as relay of the staff:*  *- Training of Trainers (ToT) Intro*  *- Harvest and Post-Harvest (November-December)*  *- Business Cashew 101 (June-July)*  *- Cashew Climate Change & Resilience (Year 2)*  *- Certification process on Standards (Year 2 or 3)*  *- Good Agriculture Practices (August-September)*  *By the end of year one, PRO-Cashew will also train the farmers on how gradual Renovation and rehabilitation (R&R) of orchard can have immediate positive impacts on productivity. It will also introduce, and support demand for, high-performance seedlings. In addition, starting later in year two, to support R&R, PRO-Cashew will work with rural-based cashew nut orchard service providers that will enable orchard rehabilitation and renovation.* |

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| 3.2 Activities and timeline |
| *<Provide a basic description of key activities planned to reach the objectives, including a timeline for execution of these activities. Specify what the activities shall entail.* |
| Insert Text here  *Example:*  ***1. Around the Collection Centers:***  *1a: Hire staff and post in the Collection Centers (First 3 months)*  *1b: Select Community Champions that will support the staff in the RCN collection and training program*  *1c: Create the x Collection Centers: rent x warehouses, equip with y trucks (or work with aggregators?), buy z tarps for Community Champions and Collection centers, buy and distribute x jute bags*  *1d: Implement a traceability coding program (Six month to the end)*  *1e: Buy quality RCN from the communities supported*  ***2. Around PRO-Cashew services:***  *2a: Training of Trainers (ToT) Intro*  *2b: Good Agriculture Practices (August-September)*  *2c: Harvest and Post-Harvest (November-December)*  *2d: Business Cashew 101 (June-July)*  *2e: Cashew Climate Change & Resilience (Year 2)*  *2f: Certification process on Standards (Year 2 or 3)*  ***3. Some Corporate Social Responsibility Activities (Upon successful Yr1 and Yr2 program)?***  *3a: Build school, health centers*  *3b: Work with PRO-Cashew to improve access to finance and planting materials* |

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| --- |
| 3.3 Specific Roles of Extension Agents |
| *< Indicate Service Providers needed to implement the project. Indicate what kind of support will be delivered by each identified service provider (i.e., describe their roles and responsibilities)>* |
| Insert Text here… |

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| 3.4 Results & success factors |
| *Results <Describe what projects results are envisioned. How do you expect the chosen interventions to lead to the desired outcomes?>*  *Success factors  <Describe the conditions expected to exist that enable the success of your innovation / project>* |
| Insert Text here… |

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| 3.5 Project Management Team |
| *< Indicate the members of the Project Management Team, and provide some background information on each (Not more than 20 words for each person). Please attach a CV of each individuals as an attachment>* |
| Insert Text here… |

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| 3.6 Risks and mitigation strategy |
| *<Describe key risks associated with project implementation and define the mitigation strategies that would be followed by the project partners to minimize the same. You may include for example operational, market driven, financial, natural, or political risks.>* |
| Insert Text here… |

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| 3.7 Activities table |
| *<Relate the activities you have identified in 3.2 and indicate to which indicator(s) they correspond (as specified in section 4.) Describe the nature of the activities, timing and estimated costs, in a table. (1 page maximum)* |

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| 3.8 Extension Program example to develop the Indicators Table |
| *The excel table is only as an example of information required to ensure that the Indicators are well-informed. The hypotheses are only to help. Do not consider them as a requirement. The Grantee could develop its own excel model, where this minimal information would be inserted.* |

**Example of an Extension Program with PRO-Cashew information to develop the Indicators Table**



# ANTICIPATED IMPACTS: KEY PERFORMANCE INDICATORS AND TARGETS

Please determine the Key Performance Indicators (KPIs) of your project. Please refer to the RFA for an explanation about and examples of Indicators. In Section II the obligatory PRO-Cashew KPIs for working in each of the boxes are listed. Then provide per KPI: the baseline (if no reliable data exist yet, provide an informed estimation); the overall program targets and first year target; source of verification (where you will find the information about progress on each target) and frequency of data collection on the indicators.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Progress indicators** | **Baseline**  **9/2020** | **Target**  **9/2021** | **Target**  **9/2022** | **Target**  **9/2023** | **Target**  **9/2024** | **Source of verification/ Frequency of data collection on Indicators** |
| Yield of cashew trees among program participants with USDA assistance (kg/ha) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Value of annual sales of farms and firms receiving USDA assistance (USD) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Volume of cashew RCN sold by farms and firms receiving USDA assistance (MT), disaggregated by KOR and by buyers (the grantee and others) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Number of individuals who have received short-term agricultural sector productivity or food security training as a result of USDA assistance | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Number of hectares under improved management practices or technologies with USDA assistance | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Number of organizations with increased farm management knowledge with USDA assistance | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Value of new USG commitments and new public and private sector investment leveraged by USDA to support food security and nutrition (USG) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Progress indicators** | **Target**  **2020** | **Target**  **2021** | **Target**  **2022** | **Target**  **2023** | **Target**  **2024** | **Source of verification/ Frequency of data collection on Indicators** |
| Number of individuals in the agriculture system who have applied improved management practices or technologies with USDA assistance | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Number of improved seedlings sold by nurseries and seedling distributors receiving USDA assistance | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Number of jobs attributed to USDA assistance | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Number of loans disbursed as a result of USDA assistance | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Value of agriculture-related financing accessed as a result of USDA assistance | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| 4.1 Monitoring and evaluation |
| *<The indicator table provides an overview of the indicators the project will be evaluated on. Please provide a description on how the progress is being measured, and what additional monitoring and evaluation activities will be carried out.>* |
| Insert Text here… |

|  |
| --- |
| 4.2 Learning |
| *<Describe how you will capture the learnings from your project and how these learnings will be shared within the PRO-cashew Program. It is about learnings with the target group (farmers, farmer organizations) and other actors (private sector, government agencies, civil society organizations, others, etc.).>* |
| Insert Text here… |

# BUDGET AND CONTRIBUTIONS

Please fill in the attached template for the detailed Project Budget.

Please specify here a summary of the budget, including the requested contribution from PRO-Cashew, the contribution of the project applicant and, if applicable, contributions by other project partners. If required, please additional rows can be added. Make sure that the summary matches with the detailed Project Budget.

Please note that:

* The private sector contribution in total should be at least 50% of the total activity budget
* The reporting requirements state actual financial reporting (costs and contributions by Project Applicant, other Project Partners and contribution from PRO-Cashew).

|  |  |  |
| --- | --- | --- |
| **Budget (local currency) Amount %** | | |
| Total costs | Click or tap here to enter text. | Click or tap here to enter text. |
| **Contributions (local currency)** | | |
| Requested contribution from PRO-Cashew | Click or tap here to enter text. | Click or tap here to enter text. |
| Contribution Project Applicant | Click or tap here to enter text. | Click or tap here to enter text. |
| Contribution Project Partner | Click or tap here to enter text. | Click or tap here to enter text. |

# PROJECT ORGANIZATION

Provide a description of the organization(s) you will partner with and outline their capabilities and responsibilities in the project to bring the project to a successful conclusion. If you have more than 1 project partner, please copy/paste the box below.

|  |  |
| --- | --- |
| 6.1 Project partner(s) | |
| Name and location | Click or tap here to enter text. |
| Type of organization | (e.g. local government institution, farmer organization, research institute, private partner, company.) |
| Relevant experience and capacity of the organization | Click or tap here to enter text. |
| Main responsibilities in the project | Click or tap here to enter text. |
| Contribution to the project (amount and type of contribution) | Click or tap here to enter text. |

|  |
| --- |
| 6.2 Roles partner(s) |
| *<Provide a detailed description of the division of roles and responsibilities between all partners involved in the project. Please include information in which details are given on management aspects such as financial management (internal control mechanism, external audit, external supervision).* |

# CONTACT INFORMATION

|  |  |  |
| --- | --- | --- |
| **First Authorized Person to sign the Contract** | Name | Click or tap here to enter text. |
| Function | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| **Second Authorized Person to sign the Contract** | Name | Click or tap here to enter text. |
| Function | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |

# ADDITIONAL DOCUMENTS

In addition to the completed proposal template, please provide us with the following documents:

* A table with key balance sheet and earning statement numbers of the cashew processing factory for 2019 and over the 4 next years (Assets, Equity, Sales, Cost of Sales, EBITA)
* The banking information sheet
* The CVs of all middle and senior level staff who will work on the project from your institution
* Legal registration documents of the company to the government
* Any other additional information related to your objective’s description or project implementation.