



## INSTRUCTIONS FOR COMPLETING THE GRANT CONCEPT SUMMARY FORM FOR COMPETE

### I. Purpose

Applying for a grant under the COMPETE program requires a two-step process. The first step in applying for grant funding is to submit a *concept summary form* (also known as the concept paper). The concept summary form streamlines the process to quickly evaluate a large number of proposals and award smaller grants. The concept summary form is simpler and quicker than the full grant application package, taking applicants less time and generating a higher volume and a variety of creative approaches. By reviewing a concept summary form, the Partnership Fund Director can quickly determine if the applicant's proposal supports COMPETE's objectives in less time to move the process forward. .

The concept paper **should not exceed two pages** and must include the following documents:

- The purpose and objectives of the organization and the proposed program;
- A general description of who will benefit from the expanded program;
- A description of who and how the program will be implemented as an integral part of the applicant's Strategic Plan;
- An estimate of the total amount of grants program funding which would be required to implement the program;
- An example budget (this can be a separate attachment and will not count against the two page limit).

An estimate of the grantee's anticipated cost share, both in cash and in kind contributions can be quantified as cost share and must be included in the concept paper and application. COMPETE requires at least a 25% cost share amount from the Applicant on each grant application. Depending on the financial sustainability status of the Applicant, (as for applications from for profit companies) a higher amount of cost sharing may be required in order to qualify for a grant under COMPETE.

The appropriate COMPETE Advisor and the Chemonics Partnership Fund Director will review the concept paper to ensure it meets the eligibility criteria and to discuss its contents and make a decision as to whether the concept paper presented is consistent with the objectives and policies of the COMPETE Program.

If the concept paper is determined to be consistent with COMPETE program objectives, the Applicant will be asked to then submit a full application (second step in applying for a grant under COMPETE).

## II. Instructions by Section

- Items 1-3: Applicant's name, address, telephone, and fax—self-explanatory.
- Item 4: Key contact person & title—The contact person (agent) is responsible for communications between COMPETE and the Applicant. This applies to all aspects of the grant, from initial summary through completion. 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. This key individual will be asked to sign the *Key Individual Certification Narcotic Offenses and Drug Trafficking* contained in the Grantee Instruction Manual.
- Item 5: Briefly describe 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, and clients.
- Item 6: Grant activity title—The title given to the activity should relate to the grant activity objective.
- Item 7: Problem analysis and statement—Identify the problem that the grant activities proposes to address.
- Item 8 & 9: Grant objective, results to be achieved, linkage to grant objective, and verifiable indicators of achievement—Must be linked to COMPETE objectives.
- Item 10: Identify beneficiaries, disaggregated by gender if possible, number, location, and how they will benefit from the grant.
- Item 11: Should be stated with a degree of accuracy of plus or minus two weeks.
- Item 12: Main task phases of the activity—Provide details regarding the subtasks of the activity.
- Item 13: Identify any anticipated sub-grantee(s) and their proposed role in the program.
- Item 14: Approximate cost of this activity (cash, in-kind, and third-party sources)—Applicant must submit an estimate of the cost of the proposed activity and sources of funds, specifying how much will come from COMPETE, the Applicant's contribution, and any third-party contributions. For this purpose, the Applicant can submit an estimated budget which should identify as much as possible the costs per specific activity or task. An example of this budget format is included in the Concept Summary template.
- Item 15: Signature and date. The legal signatory of the applying organization should sign (electronically) and date the concept. Concepts that are not signed will not be processed by COMPETE.

**The completed concept form and sample budget should be emailed to the COMPETE Partnership Fund at [PF@competeafrica.org](mailto:PF@competeafrica.org) by 5:00 PM (Nairobi time) on 29 January 2010.**

**COMPETE PROGRAM  
GRANT CONCEPT SUMMARY FORM**

1. Organization's name:
2. Address:
3. Telephone:                      Fax:                      E-mail:
4. Key contact person and title:
5. Briefly describe organization, purpose, and past related experience:
6. Grant activity title:
7. Problem analysis and statement:
8. Grant objective:
9. Results to be achieved, linkage to grant objective, and verifiable indicators of achievement:
10. Identify beneficiaries, disaggregated by gender if possible, number, and how they will benefit from grant:
11. Anticipated duration of activity from start to finish:
12. Main task phases of the activity: (This should be as specific as possible and clearly identify how each task will be completed).  
  
    Task 1:  
  
    Task 2:  
  
    Task 3:  
    etc.
13. Sub-grantee(s) and role:
14. Approximate cost of this activity (cash, in-kind, and third-party sources):

|                       |   |           |                   |
|-----------------------|---|-----------|-------------------|
| Applicant resources   | = | USD _____ |                   |
| Third-party resources | = | USD _____ | (identify source) |
| COMPETE               | = | USD _____ |                   |
| Total Estimated Cost  | = | USD _____ |                   |

To support the concept paper, the Applicant is also asked to **submit a budget in Excel format and as a separate attachment** that will clearly indicate how funds will be allocated to each identified task or activity. The budget should also clearly indicate how these proposed activities will be cost-shared by the applicant's organization. An example budget is shown below which is meant to offer guidance to the applicant.

15. Submitted by: \_\_\_\_\_ Date \_\_\_\_\_

## Grant Concept SAMPLE Budget (April 2010 to March 2011)

### COMPETE Partnership Fund

|            | Income Source  | Unit      | Qty | Unit Cost | Association X   | Other      | COMPETE          | TOTAL            |
|------------|--|-----------|-----|-----------|-----------------|------------|------------------|------------------|
|            | COMPETE Grant  | Annual    | 1   | \$0       | \$0             | \$0        | \$110,057        | \$110,057        |
|            | Balance b/d  |           |     |           | \$0             | \$0        | -\$953           | -\$953           |
|            | Membership Registration  | Annual    | 50  | \$100     | \$5,000         | \$0        | \$0              | \$5,000          |
|            | Membership Subscriptions   | Annual    | 50  | \$200     | \$10,000        | \$0        | \$0              | \$10,000         |
|            | <b>INCOME TOTAL</b>  |           |     |           | <b>\$15,000</b> | <b>\$0</b> | <b>\$109,104</b> | <b>\$124,104</b> |
|            | Account Description Line Item  | Unit      | Qty | Unit Cost | Association X   |            | COMPETE          | TOTAL            |
| <b>I.</b>  | <b>OPERATIONS</b>  |           |     |           |                 |            |                  |                  |
|            | <b>A. Salaries</b>   |           |     |           |                 |            |                  |                  |
|            | E.D.   | Months    | 12  | \$2,000   | \$12,000        | \$0        | \$12,000         | \$24,000         |
|            | Program Coordinator  | Months    | 12  | \$800     |                 | \$0        | \$9,600          | \$9,600          |
|            | Receptionist   | Months    | 12  | \$400     | \$0             | \$0        | \$4,800          | \$4,800          |
|            | Messenger/cleaner (April)  | Months    | 12  | 250       | \$3,000         | \$0        | \$0              | \$3,000          |
|            | <b>Sub Total Salaries</b>  |           |     |           | <b>\$15,000</b> | <b>\$0</b> | <b>\$26,400</b>  | <b>\$41,400</b>  |
|            | <b>B. Employment/Costs/Benefits</b>                                  |           |     |           |                 |            |                  |                  |
|            | Social Security (N.S.S.F) (Oct-July)                                 | Months    | 10  | \$3       | \$0             | \$0        | \$31             | \$31             |
|            | Medical Cover  | Annual    | 1   | \$3,231   | \$0             | \$0        | \$3,231          | \$3,231          |
|            | pension scheme 10% (Oct-july)  | unit      | 1   | \$2,000   |                 | \$0        | \$2,000          | \$2,000          |
|            | <b>Sub Total Employment Costs/Benefits</b>                           |           |     |           | <b>\$0</b>      | <b>\$0</b> | <b>\$5,262</b>   | <b>\$5,262</b>   |
|            | <b>C. OTHER DIRECT COSTS</b>   |           |     |           |                 |            |                  |                  |
|            | Office Rent  | Months    | 4   | \$1,200   | \$0             | \$0        | \$0              | \$0              |
|            | Equipment Insurance  | Unit      | 1   | \$100     | \$0             | \$0        | \$0              | \$0              |
|            | Stationery   | Months    | 4   | \$100     | \$0             | \$0        | \$0              | \$0              |
|            | Bank fees  | Months    | 5   | \$120     | \$0             | \$0        | \$600            | \$600            |
|            | Legal Fees   | Unit      | 1   | \$1,000   | \$0             | \$0        | \$1,000          | \$1,000          |
|            | Audit Fees   | Unit      | 1   | \$1,800   | \$0             | \$0        | \$1,800          | \$1,800          |
|            | Telecommunications   | Months    | 4   | \$300     | \$0             | \$0        | \$0              | \$0              |
|            | Postage/Courier (oct-july)   | Months    | 10  | \$200     | \$0             | \$0        | \$2,000          | \$2,000          |
|            | Transport/taxi/reimbursements  | Months    | 6   | \$200     | \$0             | \$0        | \$1,200          | \$1,200          |
|            | AGM Hosting  | Unit      | 1   | \$3,000   | \$0             | \$0        | \$3,000          | \$3,000          |
|            | Utilities  | Months    | 4   | \$300     | \$0             | \$0        | \$0              | \$0              |
|            | Website support  | Unit      | 1   | 600       | \$0             | \$0        | \$600            | \$600            |
|            | <b>Sub Total Other Direct</b>  |           |     |           | <b>\$0</b>      | <b>\$0</b> | <b>\$10,200</b>  | <b>\$10,200</b>  |
| <b>I</b>   | <b>OPERATIONS TOTAL</b>  |           |     |           | <b>\$15,000</b> | <b>\$0</b> | <b>\$41,862</b>  | <b>\$56,862</b>  |
| <b>II.</b> | <b>A. TRAVEL</b>   |           |     |           |                 |            |                  |                  |
|            | <b>Secretariat Local Travel</b>                                      |           |     |           |                 |            |                  |                  |
|            | Travel within Kenya (5tripsX1paxX 3days)                             |           | 15  |           |                 |            |                  |                  |
|            | MI&E   | Days      | 15  | \$60      | \$0             | \$0        | \$900            | \$900            |
|            | Lodging  | Days      | 15  | \$119     | \$0             | \$0        | \$1,785          | \$1,785          |
|            | Air & Transport  | Rd Trips  | 5   | \$200     | \$0             | \$0        | \$1,000          | \$1,000          |
|            | <b>BoD local Travel</b>  |           |     |           |                 |            |                  |                  |
|            | Association X BoD strategy meeting & AGM (2 meeting X 2 days X 2pax) |           |     |           |                 |            | \$0              |                  |
|            | MI&E   | Days      | 8   | \$60      | \$0             | \$0        | \$480            | \$480            |
|            | Lodging  | Days      | 8   | \$117     | \$0             | \$0        | \$936            | \$936            |
|            | Air & Transport  | Rd Trips  | 4   | \$390     | \$0             | \$0        | \$1,560          | \$1,560          |
|            | <b>Secretariat Regional Travel (1 pax 2 days 5 trips)</b>            |           |     |           |                 |            |                  |                  |
|            | MI&E   | Days      | 10  | \$89      | \$0             | \$0        | \$890            | \$890            |
|            | Lodging  | Days      | 10  | \$199     | \$0             | \$0        | \$1,990          | \$1,990          |
|            | Air & Transport  | Air Trips | 5   | \$390     | \$0             | \$0        | \$1,950          | \$1,950          |
|            | <b>Board Regional Travel (2 pax 2 days 3 trips)</b>                  |           |     |           |                 |            |                  |                  |
|            |  |           |     |           |                 |            | \$0              |                  |
|            | MI&E   | Days      | 12  | \$89      | \$1,068         | \$0        | \$0              | \$1,068          |
|            | Lodging  | Days      | 12  | \$199     | \$2,388         | \$0        | \$0              | \$2,388          |
|            | Air & Transport  | Air Trips | 6   | \$390     | \$2,340         | \$0        | \$0              | \$2,340          |
| <b>II</b>  | <b>TOTAL TRAVEL</b>  |           |     |           | <b>\$5,796</b>  | <b>\$0</b> | <b>\$11,491</b>  | <b>\$17,287</b>  |
| <b>III</b> | <b>PROGRAM ACTIVITIES</b>  |           |     |           |                 |            |                  |                  |

## Grant Concept SAMPLE Budget (April 2010 to March 2011)

### COMPETE Partnership Fund

| III                                     |  |                                      |    |         |                 |            |                 |                  |  |
|---|--|--------------------------------------|----|---------|-----------------|------------|-----------------|------------------|--|
| Summit Total                            |  |                                      |    |         | \$0             | \$0        | \$0             | \$0              |  |
| <b>IV</b>                               |  | <b>MEMBER SERVICES</b>               |    |         |                 |            |                 |                  |  |
| <b>A</b>                                |  | <b>Publication and Communication</b> |    |         |                 |            |                 |                  |  |
|   |  | <b>Technical Program</b>             |    |         |                 |            |                 |                  |  |
|   | Border monitors                          | Months                               | 10 | \$1,000 | \$0             | \$0        | \$10,000        | \$10,000         |  |
|   | Technical bulletin                       | Months                               | 6  | 300     | \$0             | \$0        | \$1,800         | \$1,800          |  |
|   | Printing Association X newsletter        | Quarterly                            | 2  | 750     | \$0             | \$0        | \$1,500         | \$1,500          |  |
|   | Website support                          | unit                                 | 1  | 600     | \$0             | \$0        | \$600           | \$600            |  |
| <b>Total RATIN</b>                      |  |                                      |    |         | <b>\$0</b>      | <b>\$0</b> | <b>\$13,900</b> | <b>\$13,900</b>  |  |
| <b>B</b>                                |  | <b>Training/workshops</b>            |    |         |                 |            |                 |                  |  |
|   | Arbitrators' training UG & TZ, KE        | Countries                            | 3  | 2500    | \$0             | \$0        | \$0             | \$0              |  |
|   | Rules of trade workshop                  | Training                             | 1  | 2500    | \$2,500         | \$0        | \$0             | \$2,500          |  |
|   | Finance workshop                         | Training                             | 1  | 500     | \$0             | \$0        | \$0             | \$0              |  |
|   | Technical workshops                      | Training                             | 3  | 2000    | \$0             | \$0        | \$0             | \$0              |  |
|   | Stakeholder workshop on arbitration      | Training                             | 2  | 3352    | \$6,704         | \$0        | \$0             | \$6,704          |  |
|   | Traders workshop                         | Training                             | 2  | 2500    | \$0             | \$0        | \$0             | \$0              |  |
|   | Rules of trade workshop Tanzania         | Training                             | 1  | 1500    | \$0             | \$0        | \$1,500         | \$1,500          |  |
|   | Rules of trade workshop Rwanda           | Training                             | 1  | 3500    | \$0             | \$0        | \$0             | \$0              |  |
|   | Rules of trade workshop Uganda           | Training                             | 1  | 2000    | \$0             | \$0        | \$2,000         | \$2,000          |  |
| <b>Total Training/workshops</b>         |  |                                      |    |         | <b>\$9,204</b>  | <b>\$0</b> | <b>\$3,500</b>  | <b>\$12,704</b>  |  |
| <b>C</b>                                |  | <b>Regional Capacity Building</b>    |    |         |                 |            |                 |                  |  |
|   | 1 Country Development Training           | Venue Days                           | 0  | \$0     | \$0             | \$0        | \$0             | \$0              |  |
|   | Association X Launch -Uganda             | event                                | 1  | 2330    | \$0             | \$0        | \$2,330         | \$2,330          |  |
|   | Association X Launch -Tanzania           | event                                | 1  | 2300    | \$0             | \$0        | \$2,300         | \$2,300          |  |
|   | Regional membership recruitment-uganda   | event                                | 1  | 2000    | \$0             | \$0        | \$0             | \$0              |  |
|   | Regional membership recruitment-Tanzania | event                                | 1  | 1604    | \$0             | \$0        | \$0             | \$0              |  |
| <b>Total Regional capacity building</b> |  |                                      |    |         | <b>\$0</b>      | <b>\$0</b> | <b>\$4,630</b>  | <b>\$4,630</b>   |  |
| <b>D</b>                                |  | <b>Strategic Plan Development</b>    |    |         |                 |            |                 |                  |  |
|   | Strategic plan consultancy               | Unit                                 | 1  | \$5,800 | \$0             | \$0        | \$5,800         | \$5,800          |  |
|   | Business Plan development                | Unit                                 | 1  | \$4,408 | \$0             | \$0        | \$4,408         | \$4,408          |  |
|   | Strategic plan consultancy               | Unit                                 | 1  |         | \$0             |            | \$10,208        | \$10,208         |  |
| <b>IV</b>                               |  |                                      |    |         | <b>\$9,204</b>  | <b>\$0</b> | <b>\$32,238</b> | <b>\$41,442</b>  |  |
| <b>TOTAL MEMBER SERVICES</b>            |  |                                      |    |         | <b>\$30,000</b> | <b>\$0</b> | <b>\$85,591</b> | <b>\$115,591</b> |  |
| <b>TOTAL EXPENSES</b>                   |  |                                      |    |         | <b>\$30,000</b> | <b>\$0</b> | <b>\$85,591</b> | <b>\$115,591</b> |  |