

Application Checklist:

Complete applications must include the following:

- ☐ Completed and signed **SF-424**, **SF-424A**, and **SF-424B** forms. Please see SF-424 instructions below in Section 2B.
- ☐ If your organization engages in lobbying the U.S. government, including Congress, or pays for another entity to lobby on your behalf, the **SF-LLL** “Disclosure of Lobbying Activities” form is also required (only if applicable). Please see SF-LLL guidance in Section 2B.
- ☐ **Cover Page** (not to exceed one [1] page, preferably as a Word Document) that includes a table with the organization name, project title, target country/countries, project synopsis, and name and contact information for the application’s main point of contact. Please see *Cover Page* section 2C below for a template and more details.
- ☐ **Executive Summary** (not to exceed one [1] page, preferably as a Word Document) that outlines project goals, objectives, activities, etc.
- ☐ **Table of Contents** (not to exceed one [1] page, preferably as a Word Document) listing all documents and attachments with page numbers.
- ☐ **Proposal Narrative** (not to exceed ten [10] pages, preferably as a Word Document). Please note the ten page limit **does not** include the Cover Page, Executive Summary, Table of Contents, Attachments, Detailed Budget, Budget Narrative, Audit, or NICRA. Applicants are encouraged to combine multiple documents in a single Word Document or PDF (i.e. Cover Page, Table of Contents, Executive Summary, and Proposal Narrative in one file). Please see *Proposal Narrative Guidelines* in Section 2E below for more details.
- ☐ **Budget** (preferably as an Excel workbook) that includes three [3] columns containing the request to DRL, any cost sharing contribution, and the total budget. A summary budget should also be included using the OMB-approved budget categories (see SF-424A as a sample) in a separate tab. Costs must be in U.S. dollars. Detailed line-item budgets for subgrantees should be included as additional tabs within the Excel workbook (if available at the time of submission). Please see *Budget Guidelines* Section 2F below for more information.
 - ☐ DRL requests a programming approach dedicated to strengthening inclusive societies as a necessary pillar of strong democracies. Please include costs associated with this commitment in the budget and budget narrative.
- ☐ **Budget Narrative** (preferably as a Word Document) that includes substantive explanations and justifications for each line-item in the detailed budget spreadsheet, as well as the source and a description of all cost-share offered. Please see *Budget Guidelines* Section 2F below for more information.

- Your organization's most recent **audit**, if applicable. This should be a single audit, program-specific audit, or other audit in accordance with Generally Accepted Government Auditing Standards (GAGAS). Please see *Audit* Section 2G below for more information.
- **Logic Model** (preferably as a Word Document). Please see *Logic Model* Section 2H below for more information.
- **Monitoring and Evaluation Narrative** (not to exceed four [4] pages, preferably as a Word Document). Please see *Monitoring and Evaluation Narrative* Section 2I below for more information.
- **Monitoring and Evaluation Plan** (preferably as a Word Document or Excel Sheet). Please see *Monitoring and Evaluation Plan* Section 2I below for more information.
- **Risk Analysis** (preferably as a Word Document). Please see *Risk Analysis* Section 2J below for more information.
- **Key Personnel** (not to exceed two [2] pages, preferably as a Word Document). Please include short bios that highlight relevant professional experience. Given the limited space, CVs are not recommended for submission.
- **Timeline** (not to exceed one [1] page, preferably as a Word Document or Excel Sheet). The timeline of the overall proposal should include activities, evaluation efforts, and program closeout.
- **Security Plan** addressing any issues involving in-person events and recruitment for said events, and safety for any online programs or communications, including independent IT security audits (to include a vulnerability assessment) of any proposed web application or platform. Applicants are also encouraged to include contingency plans for in-person or online activities.
- **Contingency Plan** for proposed activities should the originally planned activities not be able to be implemented. The contingency plan should be submitted as an additional annex.
- **Lessons Learned** from past programs in Yemen that demonstrate how the implementer has safely operated and responded to challenges, learning from both successes and failures, in the operating environment. To be incorporated into the ten [10] pages allowed for "Proposal Narrative" or attached as an additional document (preferably in Word) not to exceed one page.
- **Psychosocial Assistance.** A section in the proposal, budget, and budget narrative to reflect appropriate resources and support for the psychosocial health of staff (i.e., activities can range from access to educational materials and training opportunities to counseling services to other contextually-relevant support). To be incorporated into the

ten [10] pages allowed for “Proposal Narrative,” and into “Budget” and “Budget Narrative”.

- References: For reference to international guidance, please see the following: Core Humanitarian Standard Commitment 8.9 (<http://redirect.state.sbu/?url=http://www.corehumanitarianstandard.org/files/files/CHS-Guidance-Notes-and-Indicators.pdf>); and IASC Guidelines on Mental Health and Psychosocial Support in Emergency Settings Action Sheet 4.4 (http://redirect.state.sbu/?url=http://www.who.int/mental_health/emergencies/guidelines_iasc_mental_health_psychosocial_june_2007.pdf).

Applications that do not include the elements listed above will be deemed technically ineligible.

D.2.2 Additional Application Documents

Strong applications will also contain the following:

- Individual Letters of Support and/or Memorandum of Understanding. Letters of support and MOUs must be specific to the project implementation (e.g. from proposed partners or sub-award recipients) and will not count towards the page limit.

Please refer to the Proposal Submission Instructions on DRL’s website for detailed guidance on the documents above: <https://www.state.gov/documents/organization/286844.pdf>. For an application checklist and sample templates please see the Resources page on DRL’s website: <http://www.state.gov/j/drl/p/c72333.htm>. The sample templates provided on the DRL website are suggested, but not mandatory.