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 26 and further explained in the SRs section beginning on page 60;

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 47);

10. □ Provide a location-specific Safety and Security Plan for proposed program sites (see Supporting Documentation on page 52);

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 36);

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 36); and

14. □ Include all required signed Certifications and Assurances (see Supporting Documentation on page 49).