



## APPLY

### for USADF's Entrepreneurship Grants Program

As a 2016 Mandela Washington Fellow in the business and entrepreneurship track, you are invited to apply to USADF's YALI Entrepreneurship Grants Program. Through our business plan competition, USADF will award grant funding of \$1.25M to up to 50 YALI Entrepreneurs on August 1, 2016 and provide grant management and oversight for 1 year beginning September 1, 2016. Here's how to **APPLY**.

#### 1. Read the **Request for Applications**

- Learn about USADF's YALI Entrepreneurship Grants program
- Review the judging and eligibility criteria - and the timeline

#### 2. Follow the **Instructions**

- Read how to complete your application, which has these requirements:
  1. Survey (online)
  2. Application Template (5 pages – USADF form)
  3. PowerPoint (8 pages)
  4. Registration (or steps you are taking to register your company) (2 pages)
  5. Checklist (2 pages – USADF form)
  6. Compliance Statement (7+ pages – USADF form)
- Apply by Friday, July 1, 2016 @ 3:00 p.m. Eastern Time
- Email your completed application to [YALIGrants16@USADF.gov](mailto:YALIGrants16@USADF.gov)
- Follow the directions for the specific naming and format conventions for the Email's **Subject line (## Last Name First Name)** and the Attachments. Those are detailed in the Instructions and repeated in the Checklist, and means USADF can process and review a high volume of quality applications over a tight timeline.

#### 3. Fill out the **Application Template**

- Include your contact information, and business' vision, narrative and figures
- Complete and submit the Application Template

#### 4. Refer to the **FAQs**

- Frequently Asked Questions augment the RFA and Instructions
- Email your questions to [YALIGrants16@USADF.gov](mailto:YALIGrants16@USADF.gov)
- USADF will not address your specific business application, but will respond to process and program inquiries, and post new FAQs on a biweekly basis

#### 5. Use the **Checklist**

- Confirm you are eligible and have completed all of the required materials
- Sign and submit the Checklist when you Apply

#### 6. Fill out the **Compliance Statement**

- Confirm legal, tax, ownership information and environmental matters.
- Complete and submit the Compliance Statement



## REQUEST FOR APPLICATIONS

### USADF ENTREPRENEURSHIP GRANTS PROGRAM FOR YALI MANDELA WASHINGTON FELLOWS

#### IN THE BUSINESS AND ENTREPRENEURSHIP TRACK

*AS OF JUNE 8, 2016*

The U.S. African Development Foundation (USADF) is pleased to contribute to the Mandela Washington Fellowship for Young African Leaders by providing the next generation of business leaders and entrepreneurs in Africa with seed capital and grant management support to competitively selected Fellows. President Obama's flagship program of the Young African Leaders Initiative (YALI) is empowering young people through executive education at U.S. universities, leadership training, and networking. The young leaders in the Business and Entrepreneurship Track have the opportunity to qualify for USADF entrepreneurship grant funding and support to start-up and expand their businesses. See the [website](#) for more on our YALI Entrepreneurs.

#### **Program Description**

The goal of USADF's YALI Entrepreneurship Grants program is to provide essential seed capital and technical support to young African leaders. This support will enable investments in promising enterprises, thereby fostering opportunity and development in Africa. Objectives include: (1) selecting and funding young African leaders, to return to their countries to launch or expand their revenue-generating ventures; (2) providing grant management and oversight, to increase accountability and reporting capacity; and, (3) making linkages with partners to provide mentoring and professional advisory services to improve business outcomes.

#### **Entrepreneurship Grants**

USADF anticipates competitively awarding entrepreneurship grants of up to USD \$25,000 each to up to 50 promising business and social entrepreneurs in Africa. Grant funds may be used to start-up or expand ventures, covering costs such as executing market plans, conducting technical studies, testing new products and services, expanding facilities, and/or furthering related business expansion or start-up activities. USADF may elect to award fewer than 50 grants, depending on the quality and business potential of the applications submitted. This Request for Application describes the submission process.

#### **Eligibility Criteria**

Only the 363 YALI Mandela Washington Fellows competitively selected for the 2016 Business and Entrepreneurship track may be eligible to apply to this competition. Fellows are required to actively participate in and complete the program at his/her respective U.S. institute. Businesses and social ventures must be 100 percent African-owned and managed, and based in and



## REQUEST FOR APPLICATIONS

operating in 1 or more of the Sub-Saharan African countries where the applicant also lives and works. Applicants must be the founder and/or one of the lead principles in the enterprise that he or she is proposing for grant funding. Each Fellow may only submit 1 proposal.

USADF's Entrepreneurship Grant competition will only consider individuals launching or expanding a business or social venture that is operating in good standing with the local and national governments and is adhering to other international standards.

USADF *will not* award Entrepreneurship Grant funding to:

- government entities;
- individuals employed by the national, state or local government;
- companies or organizations where the YALI Fellow is not a principal or owner;
- companies or organizations that are not 100% African-owned and managed; nor,
- ventures for alcoholic beverages, gambling facilities, firearms, nor other commodities not making a positive contribution to development.

### Judging Criteria

1. The venture is Viable. The business idea, financial projections, market niche, and strategy are workable.
2. The entrepreneur has a Track Record – with relevant experience and the ability to execute.
3. The venture has the potential to make an Impact – both directly and indirectly, on customers, clients, employees, trainees, and/or one's community and region.
4. The grant funding is Catalytic. The funds requested are critical to carrying out the proposed business activities and for the venture to succeed, and are worthwhile.
5. The venture is addressing an Unmet Need – of market demand and/or underserved communities.

USADF and panels of judges from African and American corporations, foundations, and impact, angel investing and/or venture capital firms will evaluate proposals and recommend grant program recipients.

During the review process, USADF will contact the YALI Institutes for a reference check on selected applicants, including their active participation in the program, collaboration with others, and business and entrepreneurial acumen. USADF may interview finalists via Skype or Go to Meeting, and will make the final decision on grant awards.



## REQUEST FOR APPLICATIONS



### Timeline

Dates for the competition: Open until Friday, July 1, 2015, 3:00 p.m. Eastern Time

Applications must be submitted completely and on time via e-mail to [YALIGrants16@USADF.gov](mailto:YALIGrants16@USADF.gov).

Applications that are incomplete, lack the required naming conventions, or are received after the closing date and time will not be accepted under any circumstances. USADF will acknowledge receipt via email to the Institutes.

Winners announced: By Thursday, July 28, 2016, via phone, email, or Skype, USADF will advise grant program applicants on the outcome of this competition.

Awards ceremony: On Monday evening, August 1, 2016 in Washington, D.C.

Grant winners are required to attend USADF's awards dinner at the U.S. Capitol, which will include judges, partners, institute representatives, and government officials.

Grant orientation: Between Sunday, July 31 and Friday, August 5, in Washington, D.C.

USADF will hold mandatory group and individual grant orientation sessions. These will include USADF's grant procedures and requirements, standard terms of the YALI agreement, and criteria for success. These will be set up around the Summit's official activities, during the time when Fellows are scheduled to be in Washington, D.C.

Grant management and oversight and funds disbursement: After the USADF YALI Entrepreneur returns to his/her country. USADF disburses grant funds in tranches, after the grantee submits and USADF reviews, gets revisions and additional data, and accepts pre-determined reports and other deliverables. USADF only disburses funds to grant winners in Africa for the grant's business activities carried out during the grant period, to begin no earlier than September 1, 2016. All funds are to be disbursed within 1 year.

Reporting: During the grant and for two (2) years afterwards

Grant recipients will be required to submit a standard report with their milestones during the 1 year grant period and biannually for two years afterwards.

Mentoring and Advising: Up to one year

USADF's YALI Entrepreneurs may be assisted by business leaders, to increase the likelihood of their venture's success. USADF is developing opportunities for mentoring and business advisory services for YALI grantees.



## REQUEST FOR APPLICATIONS



### Resources

USADF has prepared the following application materials - for young African Entrepreneurs who are 2016 YALI Fellows in the Business and Entrepreneurship Track, with revenue-generating businesses or ideas to launch, to prepare to build out their ventures and apply for seed capital and grant management and oversight support from USADF's Entrepreneurship Grants Program.

Prepare: See USADF's [YALI page](#)

For the documents: Prepare, Guidance, and Business Model Narrative

For the link: Business Model Canvas, 2015 YALI Grantees

Apply: See USADF's [YALI page](#)

For the documents: Apply, Request for Applications, Instructions, Application Template, Checklist, Compliance Form, and Frequently Asked Questions

For the link: Survey

*The complete set of materials is available via drop box. USADF is sending a link to the YALI Fellows in the B+E track and their Institutes for that.*

### ABOUT THE U.S. AFRICAN DEVELOPMENT FOUNDATION

USADF provides an innovative grants program in Sub-Saharan Africa that combines business planning, financing, and technical assistance to promote economic development at the grassroots level. Active in 20+ countries with 325+ project grants in our USD \$53 million portfolio, USADF works directly with cooperatives, community-based enterprises, small and growing businesses, and other organizations. Each year, USADF competitively awards 125+ project grants, with a ceiling of USD \$250,000 per grant, and is impacting more than 1,300,000 Africans.

USADF is an independent federal government agency, contributing to foreign assistance goals by (1) focusing on African-led, grassroots development to encourage shared prosperity, and, (2) serving populations underserved by public, financial, and other key resources. USADF's belief in inclusive markets for growth is incorporated in Power Africa's Off-Grid renewable energy projects and Feed the Future's direct funding and technical assistance to smallholder farmers cultivating 1-2 hectares of land, working to create jobs, increase incomes, and improve livelihoods among more populations.

See [U.S. African Development Foundation](#) for stories and data on how we are building pathways to prosperity for underserved communities across Africa today.



## INSTRUCTIONS – AS OF JUNE 8, 2016



### Application Requirements - Summary

Here's what you need to do, to apply for USADF's YALI Entrepreneurship Grants Program, enter USADF's business plan competition, and be eligible for grant funding of up to USD \$25K and grant management and oversight for 1 year.

#### 1: Entrepreneurship Survey

Take the online Survey by 3 p.m. ET, July 1. Allocate 30-45 minutes and do it in 1 sitting.

#### 2: Application Template

Maximum 5 pages: *Submit as a Word document*

Naming convention: "2 AT – ## Last Name First Name" \*

#### 3. PowerPoint

Maximum 8 pages, including cover: *Submit as a PDF document*

Naming convention: "3 PT – ## Last Name First Name" \*

#### 4. Registration

Maximum 2 pages: *Submit as a PDF document*

Naming convention: "4 Reg – ## Last Name First Name" \*

#### 5. Checklist

Maximum 2 pages: *Submit as a PDF document*

Naming convention: "5 Check - ## Last Name First Name" \*

#### 6. Compliance Form

USADF Form + additional pages, if needed: *Submit as a PDF document*

Naming convention: "6 Comply - ## Last Name First Name" \*

\* *Unique identifier USADF emailed to each B+E Fellow after May 1, with ## Last Name First Name.*

Email [YaliGrants16@usadf.gov](mailto:YaliGrants16@usadf.gov) documents #2-6 by 3:00 p.m. ET on Friday, July 1, 2016

**Subject Line: ## Last Name First Name**



## INSTRUCTIONS – AS OF JUNE 8, 2016



### Application Requirements - Detail

#### 1: Entrepreneurship Survey - Link

Take the online Survey, by going to this link. [Entrepreneurship Survey](#)

Allocate 30-45 minutes and complete it in 1 sitting.

USADF is part of the ongoing Entrepreneurship Survey conducted by Emory University, the Kauffman Foundation, and ANDE (the Aspen Network of Development Entrepreneurs). This is designed to gather data on 2,500+ entrepreneurs over time, to analyze and assess what support and interventions impact small business success at different stages. Examples of support include seed funding and access to capital, peer and professional mentoring, business advice from accelerators, and other networking and business development opportunities.

The survey is required for all applicants; however, the specific answers that you submit in the survey are not data against which applications will be evaluated and selected. For example, if you have a start-up and your revenues are -0-, the correct answer to a revenue question is -0-. USADF does fund start-ups and pilots, and expanding business ventures, and this baseline data is not a part of the criteria against which USADF is judging and ranking business plan applications at this time.

The survey also is valuable as a part of USADF's contribution to the broader entrepreneurship ecosystem, and as a benchmark over time, as funders and facilitators work to determine what interventions have the greatest impact when, and is an important component of USADF's understanding of YALI Grant winners' progress over time.



## INSTRUCTIONS – AS OF JUNE 8, 2016



### 2: Application Template - Description

Maximum 5 pages: *Submit as a Word document*

Naming convention: “2 AT – ## Last Name First Name”

This includes individual applicant entry data, the executive summary and program description, the budget table, the milestone chart, and your financial forecast. Note the word limits.

- (1) Entry data. Identifying the applicant and company, and sector and impact data
- (2) Executive summary. Your vision statement and brief history of the venture.
- (3) Program description. Narrating key parts of your venture, proposed business activities, and intended use and outcome of grant funds. What is the problem you are addressing? How are you solving it? What results will you achieve and how will you measure success? How many people will benefit? What is going to be different, due to the work you are carrying out with USADF support?
- (4) Budget table. Providing the costs to conduct the business activities in your grant application. Enter data in the budget table, using these categories as needed:
  - A. Infrastructure,
  - B. Equipment purchases,
  - C. Working capital/ inputs,
  - D. Training (incl. conferences),
  - E. Technical assistance, and
  - F. Administrative support.

You may remove lines and categories not being used. Provide all figures in \$ US dollars. The total grant award reflects the cost of executing the full set of activities in the proposal, not to exceed \$20,000 for reasonable costs.

**Budget Description:** Also provide a budget justification with further written detail on the costs in the table. How did you arrive at these? Why are these items and actions critical to the success of the proposed business activities? Judges will review the budget against the viability of the business plan application and an assessment of the fairness and reasonableness of costs.

- (5) Financial forecast. Providing the expenses and revenues for the venture. Enter figures in the financial forecast table, and provide a short narrative.



## INSTRUCTIONS – AS OF JUNE 8, 2016



### 2. Application template (continued)

(6) Milestone chart. USADF’s Entrepreneurship Grants are Fixed Amount Awards of up to \$20,000 each. Applicants need to specify four **Milestones** to achieve by certain dates. Milestones are demonstrated by specific **Deliverables** successfully submitted to and accepted by USADF. These deliverables are a way to indicate progress is being made against the Grant Agreement to achieve its intended outcomes.

Standard deliverables that USADF requires are a work plan and budget, a progress report, a final outcome report, and an impact report (USADF form).

After the Milestone has been achieved AND the specific Deliverable completed, submitted and accepted, USADF disburses a tranche of funds to carry out the next set of activities in the grant. Each disbursement amount is NOT reflective of the actual cost of carrying out that specific milestone. Rather, individual disbursements are set at amounts of money and timed in consideration of cash flow – what the entrepreneur will need to carry out the current and next set of work. For example, for materials and equipment to be procured to carry out the Third Milestone, funds would be disbursed in the Second Milestone that would cover those projected costs. Thus, the entrepreneur has working capital to pay for those business activities during the grant period.

EXAMPLE 1: A mango processor wants to expand into a new product line. In the grant, she will be assessing market demand, competitors, and distribution channels, and determining the firm’s strategy for carrying this out. What deliverables can she complete and submit, to show progress against the grant?

	<b>Milestone</b>	<b>Deliverable</b>	<b>Date</b>	<b>Disbursement</b>
1	Work plan and Budget	Work plan and final budget	Nov. 1, 2015	\$11,000
2	Progress report	Progress report, including market survey conducted	Feb. 15, 2016	\$ 9,000
3	Final report	Final report, including execution strategy and pilot of new operations	Jun. 30, 2016	\$ 3,000
4	Impact report	USADF Impact report (form)	Aug. 15, 2016	\$ 1,000
			TOTAL	\$24,000



## INSTRUCTIONS – AS OF JUNE 8, 2016



To complete the Milestone chart, you need to consider *your intended work plan, its time line, and the budget* for the activities you propose to carry out with USADF grant funding.

The **Date** is the date by when you expect to complete a Milestone and turn in that deliverable to USADF. The 2<sup>nd</sup> and 3<sup>rd</sup> milestone dates must provide you with time to execute against the grant and make an impact on the challenge you are addressing.

The **Disbursement** is the amount of money that you estimate needing to carry out the activities to achieve the next milestone. Disbursement 1, for instance, is not the cost of completing that first milestone and producing and turning in the work plan and budget. Rather, think of it as “forward funding.” In other words, the Disbursement amount for Milestone 1 is the grant’s working capital that you will need to carry out and complete the activities and deliverables that allow you to achieve Milestone 2. Grantees can expect to receive the funds in their bank accounts 3 to 4 weeks after submitting the complete set of deliverables against a Milestone.

*EXAMPLE 2:* Social venture providing “pay what you can” public health clinic services in rented space wishes to serve more clients, by procuring adjacent space and selling vitamins and over the counter medicines to expand access, increase impact, and improve cash flow.

	<b>Milestone</b>	<b>Deliverable</b>	<b>Date</b>	<b>Disbursement</b>
<b>1</b>	Work plan and Budget	Work plan and final budget	Oct. 15, 2015	\$12,500
<b>2</b>	Progress	Progress report – including status of new space acquisition and use, cost/benefit analysis of drugs to sell, procurement of such medicines, and customer growth projections	Feb. 15, 2016	\$ 8,500
<b>3</b>	Outcome	Final report – including outcomes from 3 months of expanded operations	Jun. 15, 2017	\$ 3,000
<b>3</b>	Impact report	USADF Impact report (form)	Aug. 1, 2017	\$ 1,000
			TOTAL	\$25,000



## INSTRUCTIONS – AS OF JUNE 8, 2016

The first Disbursement amount in Example 2 (above) of \$12,500 is the estimated cost of identifying and paying for the new space acquisition and researching what medicines to be selling at what cost, sourced how, etc. (Milestone 2, Progress report, new space acquisition, etc.). The second Disbursement amount in this same example (above) of \$8,500 is the estimated cost of executing – buying the medicines for x amount of time, increasing one’s sales, administrative, and/or medical staff, if needed, safely storing the medicines, etc. that will be sold to customers for a profit. ***The 4 Disbursements will total the same amount as the budget that you are submitting in the grant application.***

### Timing:

- The First Milestone will be due no later than November 15, 2016. This is to provide time for Washington Fellows to complete and submit their work plans, after returning home and finishing professional development opportunities in the U.S. and/or beginning professional placements in Africa (for those doing so after the YALI Summit).
- The First Milestone will be submitted no earlier than October 1, 2016. This marks the start of the U.S. government’s fiscal year, and during the first week no funds are disbursed, as the previous year’s accounts are closed.
- The Third Milestone will be due no later than July 15, 2017. It may be earlier.
- The Fourth Milestone will be due between August 1 and 15, 2017

**Description:** In addition to the required chart, applicants should provide further written detail on Deliverables that are included in the chart.

**Execution:** Deliverables are to be completed over the course of the grant. Previously incurred expenses cannot be covered by the Entrepreneurship Grant.

**Disbursements** (dollar amounts): Each disbursement is NOT reflective of the actual cost of carrying out that specific milestone. Rather, individual disbursements are set at amounts of money and timed in consideration of cash flow – what the entrepreneur will need to carry out the current and next set of work. For example, for materials and equipment to be procured to carry out the Third Milestone, funds would be disbursed in the Second Milestone that would cover those projected costs. Thus, the entrepreneur has working capital to pay for those business activities during the period of the grant.

***END of Milestone Chart instructions – End of Application Template Instructions***



## INSTRUCTIONS – AS OF JUNE 8, 2016



### 3. PowerPoint - Description

Maximum 8 pages, including cover: *Submit as a PDF document*

Naming convention: "3 PT – ## Last Name First Name"

USADF's application requires a Power point presentation (PPT) so that you may present your business proposal to the greatest advantage, depending on the stage of your enterprise (start-up, early stage, later stage, etc.) and relative strengths (innovation, market assessment, ROI, profitability forecast, impact, customer base, etc.).

PPT must include:

- Cover page, including Business Name, Project Name (if different), Applicant's First and Last Name, and Country, etc.
- Problem, identifying the business need or social challenge you have identified
- Solution that you are pursuing, including the value proposition and product, innovation and/or differentiation.
- Market, such as customer base, product positioning, and competitor assessment.
- Impact, specifying who you are impacting and how are you improving their lives?
- Project Description, answering how you will use the USADF grant funds. What will you accomplish with your proposed business activities to make a material difference to grow, scale up or increase the viability of your business or social venture?
- Ability to Execute/ track record/ management team, keeping in mind that USADF's Entrepreneurship Grants will be awarded to individuals, not companies. Highlight your relevant experience, successes, and related qualifications.
- Financials, including business projections, unmet needs, timeline and scalability.

Ensure that your venture and grant proposal are clearly articulated, compelling, and have tangible outcomes.



## INSTRUCTIONS – AS OF JUNE 8, 2016



### 4. Registration - Description

Maximum 2 pages: *Submit as a PDF document*

Naming convention: “4 Reg - ## Last name First Name”

- Is your business registered? If your enterprise is an ongoing concern, and is legally operating, include a PDF of the first page of the articles of incorporation and/or registration act (with the date of creation and nature of the business) and/or licensing documents (if you hold a license relevant to your business activities). If you are in West Africa, include a PDF of the “*extrait de caisse judiciaire*” (which shows you are in good standing with the local government).
- If you have a start-up, OR have not yet registered or licensed your venture, then you will need to describe what steps you are taking to legally operate your business. This must include the timeline (what you have done when, or what you will do when), what government office(s) you are working with, what impediments there might be, and when you expect to have your venture registered.

### 5. Checklist - Description

2 pages – USADF Form: *Submit as a PDF document*

Naming convention: “5 Check - ## Last name First Name”

- Are you eligible to apply? Are you sure?
- Have you completed and are you submitting all of the required materials for a complete application. USADF will NOT consider incomplete applications.

Use the 2 page checklist to address these questions. Complete it, sign it and include it with your application.

### 6. Compliance Form – **NEW as of June 8, 2016**

USADF Form (plus additional pages if needed): *Submit as a PDF document*

Naming convention: “6 Comply - ## Last name First Name”

- Addresses legal (including tax) and environmental matters, as part of USADF’s due diligence on you and your operations.

Complete the Compliance Form, sign it and include it with your application.



## INSTRUCTIONS – AS OF JUNE 8, 2016



### Confidentiality

USADF treats all submissions with respect and discretion. If you feel that significant confidentiality issues will arise in the course of preparing your plan, you should have a thorough understanding worked out with your venture's leadership team in advance. While every effort will be made to preserve the confidentiality of each submission, it is suggested that highly sensitive material be excluded from the entry if you are concerned about the confidentiality of such material.

The only individuals who will have access to the materials you submit (in addition to USADF staff and reviewers) will be the outside judges assigned to review your business plan application. These judges regularly deal with confidential information in the course of their work. They sign a non-disclosure agreement and we ask them to treat your work product with the same care and respect for confidentiality they use in their daily work. We also ask them to remove themselves from judging your plan if they have a real conflict of interest. Feel free to mark your materials as "confidential." Note that the short description of your venture which you include with your application may be used in public documentation relating to the competition, should your venture be selected for USADF grant funding.

### QUESTIONS?

2016 YALI Fellows in the Business and Entrepreneurship Track may submit questions on the USADF Entrepreneurship Grants Competition via email to [YALIGrants16@usadf.gov](mailto:YALIGrants16@usadf.gov).

If USADF receives new questions, USADF will post answers to Frequently Asked Questions biweekly on our [website](#)



## USADF – YALI FELLOWS ENTREPRENEURSHIP GRANTS



### 1. USADF APPLICATION TEMPLATE

#### 1. Entry data

**Name of Applicant:**

*Salutation (Mr., Ms., Mrs., El Hajj, etc.) + First name + Last name*

**Name of Business or Social Venture:**

**Name of Project (if different):**

**Your YALI USA Cell Phone #:** *You will receive this when you are in the U.S. at your institute*

**Start-up or Expansion:**

**Applicant's Position/ Title:**

**Grant Amount Requested: USD \$**

**Physical Address (in Africa):**

**Mailing Address (if different):**

**Tel # (include country code):**

**Email Address:**

**Social Media:** *(Website url, Twitter +/or Facebook handle for your venture)*

**Sector:**

**Target Customer (who is benefiting and # how many):**

**# of Employees (full and part-time):**

**This is my full-time job/ main professional activity - Yes or No**

#### 2. Executive summary

I. **Vision Statement** for your venture (250 characters or less):

II. **History:** (200 words or less) *When did you begin your enterprise? What have you achieved? Tell us about successes, revenues, and how much \$ is invested in your company. For start-ups, what have you accomplished? What steps have you taken to launch it, such as market research, pilots, etc.?*

*Text in italics (including this) can be deleted as you complete the USADF Application. Judges will review no more than 5 pages of this document; additional pages will be discarded, unread. Suggested: (1) Use font size 11 for your answers, not smaller. (2) No page break in the middle of the Milestone Chart or the Budget Table.*

3. **Program description** of your venture + proposed activities for USADF grant funding
- I. **Background:** (200 words or less) *What is the problem? Where is it located? Who are you reaching? (Be specific, such as the farmers in NW (name your country, state and/or county) NOT the 5 million people in your country with a plot of land). How many people will you impact (directly and indirectly)? Be realistic, this is a \$25K grant.*
- II. **Goal:** (200 words or less) *What is your solution? On a macro level (your business or social venture)? And On a micro level (the proposed business activities in your grant application – how do you propose to use the grant to help solve the problem you have identified)?*
- III. **Purpose:** (200 words or less) *What results will the project achieve? How will you measure success? Provide at least 2 tangible measures. Bulleted answers welcome.*
- IV. **Expected Outcomes:** (200 words or less) *Big picture and long-lasting; may include capacity building and expansion indicators. What is going to be different, after you successfully complete the proposed business activities funded by the USADF Entrepreneurship Grant? How are things going to be different? In addition to a general statement, provide at least 2 numeric indicators of expected outcomes such as number of people who will benefit, numbers of homes reached, etc. Bulleted answers welcome.*

**4. Budget Table**

Category	Description	Cost (\$)
A. Infrastructure		
A1.		
B. Equipment purchases		
B1.		
C. Working capital/ inputs		
C1.		
D. Training (incl. conferences)		
D1.		
E. Technical assistance		
E1.		
F. Administrative support		
F1.		

**TOTAL** not to exceed \$25K

**Narrative:** Describe items in each category you use; you may add lines for additional items, i.e. C1, C2, etc. You may remove lines you do not use, i.e. E1, F1, but do retain all categories, even if you do not request funds in certain categories

**5. Milestone Chart**

	Milestone	Deliverable	Date	Disbursement
1	Work Plan + Budget		Nov. 15, 2016	
2	Progress Report			
3	Outcome Report		July 15, 2017	
4	Impact Report	USADF Impact Report	August 15, 2017	

*3<sup>rd</sup> milestone no later than July 15, 2016; can be earlier.*

*1<sup>st</sup> milestone between Oct. 1 and Nov. 15, 2016*

**Narrative:** Describe your deliverables briefly, including what you will be reporting on for activities in the progress report and impact and accomplishments in the outcome report. For guidance, see Instructions.

**6. Financial Forecast** (Provide indicative values in USD \$\$, based on prior experience or estimate)

Revenues (based on actuals and projections)		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
	Revenue stream 1			
	Revenue stream 2			
	<b>TOTAL</b>			
Expenses (indicate categories and forecasts for recurring operating costs)		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
	Marketing			
	Operating Expenses			
	Administration			
	Other			
	<b>TOTAL</b>			
Net Profit (Revenues – expenses before tax and depreciation)		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Net Income (Net profit after tax and depreciation)		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>

**Narrative:** Describe the basis for your figures above, i.e. based on what prior experience (for business expansion proposals) or what market estimates (for business launches)?

END of USADF Application form



## FREQUENTLY ASKED QUESTIONS

### USADF ENTREPRENEURSHIP GRANTS FOR YALI MANDELA WASHINGTON FELLOWS

APRIL 15, 2016

*Summary:* As part of the Young African Leaders Initiative – Mandela Washington Fellowship, the U.S. African Development Foundation is awarding Entrepreneurship Grants to social and business entrepreneurs. Our business plan competition is open to 2016 Fellows participating in the Business and Entrepreneurship Track who have innovative ideas, solid growth plans, and business proposals that can make catalytic use of up to \$20K in grant funds. More at [www.USADF.gov/YALIGrants](http://www.USADF.gov/YALIGrants). Application deadline is Friday, July 1; Grants will be awarded on August 1, 2016.

#### **APPLYING**

**1. WHAT are the USADF Entrepreneurship Grants?**

The U.S. African Development Foundation will competitively award seed funding and support for young entrepreneurs in the Young African Leaders Initiative - Mandela Washington Fellowship. USADF's grants provide capital to start-up or expand innovative business ventures and impactful social enterprises in Africa.

**2. WHO can apply?**

This second round of the USADF's YALI MWF Entrepreneurship Grants competition is open ONLY to Fellows in 2016 selected for and taking part in the Business and Entrepreneurship track.

**3. WHEN can I apply?**

The application is open now. Complete submissions are due no later than July 1, 2016, at 3:00 p.m. ET. You may submit earlier, but only after you are in the U.S. at your Institutes.

**4. How do I apply?**

USADF will provide institutes and eligible young entrepreneurs with the Preparation and Application materials, and post those on our website.

**5. WHAT can I win? A check for \$20,000?**

USADF will competitively award Entrepreneurship Grants of up to \$20,000 each to individuals for business activities with a revenue-generating model, to begin or grow business and social enterprises ventures that show impact, make a difference, and make catalytic use of the grant funds. USADF will disburse funds in 4 tranches to winners in Africa only, over the 1 year grant period, after receiving specific, agreed upon deliverables. In addition to seed capital, USADF provides grant management and oversight for the period of the award.



**6. WHEN AND WHERE are you awarding the grants?**

USADF will be honoring the grant winners on August 1, 2016 in Washington, D.C. Grant winners are required to attend the luncheon event.

**7. HOW LONG is the application?**

USADF limits materials submitted to no more than 17 pages total, with the following maximums: (1) USADF Application Template = 5 pages; (2) Power point presentation = 8 pages; (3) Registration = 2 pages; and (4) Checklist = 2 pages. An online Entrepreneurship Survey is also required. Applicants may spend 20 to 40+ hours to complete a competitive application.

**8. HOW LONG does a grant last?**

Up to 1 year.

**9. CAN I APPLY if I run a community-based NGO but don't consider myself a business person?**

No, if you operate a charity that derives its operating funds from donations. Yes, if you run a social enterprise that generates revenues to power and expand its operations from sales of goods and/or services. Yes, if you are moving to a business model that generates revenues to fund your venture.

**10. Can I apply to a NEXT ROUND?**

USADF is supporting YALI MWF entrepreneurs in the business and entrepreneurship track through this annual competition. In the future, USADF may fund African entrepreneurs who are taking part in business planning and related courses at the YALI Regional Leadership Centers.

**11. WHAT ELSE comes with the grant award?**

USADF may provide opportunities to link Grant Winners with mentorship opportunities, networks, and professional business advisory services to help improve business outcomes.

**12. WHAT can I use the Grant money for?**

To develop and carry out marketing plans, to commission technical studies, to test new products and services, to launch a new venture, and/or to expand facilities, etc.

**13. Who are the JUDGES?**

USADF has convened a panel of expert judges with African and American business backgrounds. USADF will make the final decision on grant awards.

**14. What are the judging CRITERIA?**

The venture's viability; its potential for impact; the entrepreneur's ability to execute, based on his/her track record and experience; the catalytic use of the grant funds; and how the venture meets the needs of underserved communities and/or the demands of the marketplace.



- 15. Does a START-UP qualify?** Yes. USADF will fund both start-up ideas and expansion plans for business and social ventures. Judges will review applications based on the criteria, irrespective of what stage the venture is at, and consider how the proposed business activities and overall business plan are positioning the venture to impact more people and reach scale.
- 16. What does AFRICA-OWNED mean? I have a couple Americans on my Advisory Board; can I apply?**  
Yes. USADF funds African-led and –managed entities. Principals on the management team and Directors of a Management Board must be African, from any country on the continent. Advisors may come from anywhere in the world.
- 17. Can USADF COMMENT on my draft business plan?**  
No, USADF will not review or comment on materials in process. USADF will review complete submissions only after the window for applications closes, in order to maintain a level playing field for all possible applicants. To ensure that data is fully accessible during the grant application period, USADF will post answers on our website biweekly to commonly asked questions that have been emailed to [YALIGrants16@usadf.gov](mailto:YALIGrants16@usadf.gov)
- 18. Can I make a LIVE PRESENTATION OR SUBMIT A VIDEO as part of my application?**  
No, USADF and the judges will not consider it. USADF’s selection process is based on the review of the complete application materials detailed in the Instructions. Neither a live nor videotaped presentation is a part of the complete application.
- 19. What should my POWER POINT PRESENTATION look like?**  
Take the AMI business planning 101 course to learn about key parts of a business plan. Incorporate learning from that in your PPT. Also, you may also ask a friend or business colleague for advice.
- 20. Help! My REGISTRATION is going to be too long!**  
The Registration is limited to no more than 2 pages. For legal documents with more than one page, please include the first page only for the articles of incorporation, registration, license, and/or “extrait de caisse judiciaire,” presuming each lists the company’s name and your name. Include the license(s) only if needed to operate and carry out the business activities proposed in the USADF grant application. Finally, note in the Appendix that the legal documents are longer and available in full upon request for review and verification.
- 21. CAN I COMPLETE THE APPLICATION IN MY NATIVE LANGUAGE?**  
No, the U.S. African Development Foundation will only review and consider applications in English. Should you have supporting materials in other languages in the optional Appendix (such as registrations or licenses in French, Swahili, or other official languages), that is fine. The USADF application and PPT is to be submitted in English.



**22. CAN I PROVIDE ADDITIONAL DATA AND ANSWER OTHER QUESTIONS ON MY PROJECT DESCRIPTION, IN THE USADF APPLICATION?**

Applicants are encouraged to respond to the questions posed; those questions are designed specifically with the judging criteria in mind. As well, the word and page limits are strict. Should you have additional material you believe is compelling, you are reminded to (1) stay under the word and page limits in the USADF Application, and (2) consider how you can include such data in the more open-ended Power point presentation.

**23. DO I HAVE TO COMPLETE THE ENTREPRENEURSHIP SURVEY? CAN YOU CONFIRM I HAVE COMPLETED IT?**

Yes, all applicants must complete the Survey, which takes 30 - 45 minutes. You need to do so by July 1, and we recommend you complete it earlier. USADF receives reports on who has completed the Survey, and this is a requirement for your application to be considered complete.

**24. I WORK FOR THE GOVERNMENT (IN AN AGENCY, NATIONAL HEALTH SERVICE, OR PUBLIC UTILITY), BUT MY BUSINESS IDEA AND NEED FOR FUNDING HAS NOTHING TO DO WITH THAT WORK. CAN I APPLY FOR A USADF GRANT?**

No, USADF cannot award grants to individuals who work for their governments at the national, regional or local level, including a public health service or public utility. By law, per our founding Congressional Statute, USADF cannot fund governments. In practice, USADF does not fund government entities nor does it fund individuals who work for the Government. It does not fund enterprises, organizations, or other ventures that have owners or managing partners who are in the government (as elected or appointed officials or civil servants). We encourage any such individuals to seek alternate sources of funding.

**25. WHAT PERCENT OF THE BUDGET SHOULD WORKING CAPITAL BE?**

Your budget should reflect the best use of up to \$25K to carry out your proposed business activities and achieve your objectives. USADF does not have a ceiling or floor for the percentage of the budget that you allocate to working capital. YALI Grants awards in 2014 had budgets with working capital making up anywhere from 25 to 75 percent of the funds requested. The percentages varied, based on the sector and nature of the business, types of work intended, and stage of the enterprise. Reviewers and judges considerations of viability and risk of your entire grant proposal, including of the budget. Note that questions can be raised about large expenditures for travel, in particular to foreign locations – i.e. is the market research being carried out or conference being participated in, for sound, necessary business reasons. Lastly, not encouraged is personal salary for the grant applicant. Travel, market research, and technical expert costs are fine, but personal salary is not.



## **U.S. EMBASSIES AND INSTITUTES**

### **26. Do the U.S. EMBASSIES decide the finalists and winners?**

No, U.S. Embassy personnel are not part of the application, review or selection process for the USADF's YALI Entrepreneurship Grants.

### **27. HOW ARE POSTS INVOLVED with the Entrepreneurship Grants?**

U.S. Embassies are asked to make YALI Fellows in the Business and Entrepreneurship Track aware of USADF's YALI Grants Competition, that it is open now, and to encourage them to gather data while they are in their home countries, to help them draft their application responses.

### **28. Do the INSTITUTES have anything to do with the APPLICATIONS?**

There is no required U.S. institute involvement in a Fellow's application. Many institutes may provide business planning, design, and innovation coursework in their curriculum, or may have available human resources to advise entrepreneurs with business ideas and growing ventures.

### **29. How are the INSTITUTES involved with the FINALISTS?**

Institutes do not review or judge the USADF YALI business plan applications. However, USADF does ask the Institutes for a character reference on finalists and semi-finalists, including their level participation in the executive education program, collaboration, their business and entrepreneurial know-how, and to comment briefly. Institutes will be contacted directly and provided with more information on this request. A representative from the Institutes will be invited to join USADF's YALI Entrepreneurs in Washington, D.C. on Monday, August 1<sup>st</sup> for USADF's Entrepreneurship Awards ceremony.

## **GRANT OVERSIGHT**

### **30. Who will MONITOR AND EVALUATE these grants?**

USADF will oversee, monitor, and evaluate the Entrepreneurship grants. We may link Grant winners with USADF's professional staff and implementing partners in 20 countries, depending on the YALI grant. We may provide mentorship opportunities for technical and business advice from experienced managers and opportunities to develop new relationships with advisory companies. Also, USADF will track ventures on impact and operations after the grant period via survey tools.

## **MORE QUESTIONS?**

Email [YaliGrants16@usadf.gov](mailto:YaliGrants16@usadf.gov). USADF will post responses to specific questions about the application process on our website on a biweekly basis.

## **ABOUT THE U.S. AFRICAN DEVELOPMENT FOUNDATION**

USADF provides an innovative grants program in Sub-Saharan Africa that combines business planning, financing, and technical assistance to promote economic development at the grassroots level. Active in 20 countries with 325+ project grants in our USD \$52 million portfolio, USADF works directly with cooperatives, community-based enterprises, SGBs, etc. and is impacting more than 1,300,000 Africans. USADF is an independent, public corporation in the federal government, contributing to foreign assistance goals by focusing on African-led, grassroots development to encourage shared prosperity. See [U.S. African Development Foundation](#) for stories and data on how we are building pathways to prosperity for underserved communities across Africa today.



## 5. CHECKLIST

**Confirm your Eligibility to Apply** for USADF's YALI Grants Program – check each item + sign below:

- 1. I am a 2016 YALI Fellow selected for the Business and Entrepreneurship track, and taking part in a B+E or Energy Institute in the U.S.
- 2. I work in the private or not-for-profit sector.
- 3. I do not work for my country's Government, on the national, state, county, or local level (or equivalent).
- 4. I am not on leave from a Government position, expected to return to public service, nor committed to taking a civil service position after returning to Africa.
- 5. I live and work in a country in Sub-Saharan Africa, and am returning there after the YALI Summit or the YALI PDE, and is located in and operating from the Sub-Saharan country where I live.
- 6. My business is located in and operating from the Sub-Saharan country where I live.
- 7. My business has a revenue-generating model.
- 8. My business is not based on charitable contributions.
- 9. I am the founder and/or a principal of my business.
- 10. My business is 100% African owned and managed.
- 11. My business is not engaged in gambling, alcohol, weapons, or other activities that are not conducive to positively impacting society.
- 12. I have completed and am submitting the required application materials, in accordance with USADF's instructions, documentation, and naming conventions. I am emailing this to [YALIGrants16@USADF.gov](mailto:YALIGrants16@USADF.gov) by 3:00 p.m. ET on Friday, July 1, 2016.

Printed Name

Date

Signature

**Questions? Email [YALIGrants16@USADF.gov](mailto:YALIGrants16@USADF.gov)**



## 5. CHECKLIST

**Confirm your Application is Complete** for USADF's YALI Grants Program by checking each item:

\_\_\_\_\_ 1. I have completed the Online Entrepreneurship **Survey**.

\_\_\_\_\_ 2. I have completed all parts of the **Application** Template.

It is 5 pages or less, **saved as a Word document**, and uses my unique identifier + the document naming convention:

"2 - AT - ## Last Name First Name"

\_\_\_\_\_ 3. I have completed the **PowerPoint**.

It addresses questions in the Instructions relevant to my business proposal, is 8 pages or less, **saved as a PDF document**, and uses my unique identifier + the document naming convention:

"3 - PPT - ## Last Name First Name"

\_\_\_\_\_ 4. For existing businesses that are registered:

I have completed the **Registration** requirement, providing scans of 2 pages maximum of my company's legal, valid registration for operating, and, as relevant, license(s).

\_\_\_\_\_ OR, for nascent ventures and start-ups:

I have **started the process to Register** my company, documented the steps I have taken (or will take), and included my timeline and the projected date when the identified government regulatory body will authorize or make a decision on my application registration.

For both, the documentation is 2 pages or less, **saved as a PDF**, and uses my unique identifier + the document naming convention:

"4 - Reg - ## Last Name First Name"

\_\_\_\_\_ 5. I have completed the **Checklist**

I have signed it, scanned the 2 pages, + **saved it as a PDF**, using my unique identifier + the document naming convention:

"5 - Check - ## Last Name First Name"

\_\_\_\_\_ 6. I have completed the **Compliance Statement** ***(NEW as of June 8, 2016)***

... on legal and environmental issues, I have signed it, + **saved it as a PDF**, using my unique identifier + the document naming convention:

"6 - Comply - ## Last Name First Name"

## 6. Compliance Statement – Legal and Environment

USADF YALI Entrepreneurship Grant Applicants

### Part I: Legal Compliance and Due Diligence:

This form provides USADF with the assurance that legal, tax, ownership and related information used to review and proceed on the application is reliable. It also ensures USADF that the Applicant understands his/her responsibility in meeting grant application compliance requirements. This form is to be completed, signed and dated by the Applicant.

**General Information – Confirm that the information recorded on the grant Application Template is correct and complete.** *Circle the # of the True statements and write your initials next to the circle*

- 1.0 The legal name of the individual.
- 2.0 The legal address of the individual, at his/her enterprise.
- 3.0 The country in which the enterprise is based.

**Information about you, as the Principal - Confirm that the information recorded in the application materials is correct and complete.** *Circle the # of the True statements and write your initials next to it*

- 4.0 Your name as stated in the application is correct.
- 5.0 Your position as a principal in the enterprise is correct.
- 6.0 State your country/countries of citizenship: \_\_\_\_\_

**Legal information about you and the enterprise.** *Circle Yes or No and write your initials next to it*

- 7.0 Have you, within the past five years, been involved in any of the following legal proceedings?  
**YES / NO** *If yes to any, supply details on a separate piece of paper:*
  - Has a bankruptcy or insolvency been filed by or against you, or a receiver, fiscal agent or similar officer appointed by a court for your business or property, or any partnership in which you were a general partner, or any corporation or business association in which you were an officer? **YES / NO**
  - Have you been convicted in a criminal proceeding or are you presently the subject of a pending criminal proceeding (excluding minor traffic offenses and other minor offenses)? **YES / NO**
  - Have you been the subject of any governmental or legal order related to your work with the organization named in the application? **YES / NO**

## 6. Compliance Statement – Legal and Environment

USADF YALI Entrepreneurship Grant Applicants

### Information about the Enterprise

*Circle Yes or No and write your initials next to the circle*

- 8.0 Have all loans to the enterprise and all encumbrances, mortgages, liens, etc. on any of the organization's assets been fully disclosed in the application materials? **YES / NO**
- 9.0 Are there any loans (either of money or in kind) to or from you as a principal of the organization? **YES / NO** *If yes, provide more details, such as any written agreements.*
- 10.0 Are there any pending or threatened litigation, criminal action, government or administrative investigation involving you, in your position as a principal with the organization, or involving the enterprise? **YES / NO** *If yes, provide additional details.*
- 11.0 Has the enterprise paid all taxes due or claimed (e.g. VAT, employee tax withholding, social security, retirement, income taxes)? **YES / NO** *If no, provide additional details.*

### Implementation Compliance Requirements - Confirm that the enterprise is willing to abide by these implementation standards.

*Circle the statements you concur with and write your initials next to it*

- 12.0 I affirm my sincere intentions to pursue the implementation of this Award Agreement. I understand that if, in the course of implementation, changes are needed to specific milestones in the award agreement, I will inform USADF and request formal amendments of the award agreement, as required.
- 13.0 I affirm that all of the information for the goods or services identified for the proposed estimated Project Budget is accurate and true, to the best of my knowledge, and that there is no conflict of interest associated with those procurements.
- 14.0 I am in agreement with, and fully supportive of the specific financial roles and responsibilities I must comply with if this project is approved for funding. These responsibilities include preparing and providing accurate project performance reports and deliverables within the prescribed reporting period, using the approved USADF formats. I understand that I have the responsibility and accountability to ensure that any disbursed funding money is carefully controlled, and only used for authorized project budget expenses.
- 15.0 I agree to my responsibility to work closely with USADF in a fully cooperative manner throughout the grant period, including progress reviews and coaching meetings with USADF during project implementation, and for a period following project completion.
- 16.0 I understand that failure to meet any of these commitments and responsibilities may result in a termination of the prospective grant, and possible legal action, including the recovery of USADF-funded assets.



**6. Compliance Statement – Legal and Environment** USADF YALI Entrepreneurship Grant Applicants

Part II: Environmental Compliance:

*Complete this Environmental Screening Report after reviewing the guidance on the last 3 pages of this document. To submit document “6. Comply” include the pages through the signature page; do not include the last 3 pages of USADF guidance.*

Applicant’s Name:

Enterprise and Project Name:

Project Duration: 1 year Start: 9/1/2016 End: 8/31/2016

Project Type: YALI Budget Size (USD): \$25,000 or less

Location (country and area):

A. Note any special site considerations and proximity (by km) to protected areas, parks, forests, wetlands, rivers, lakes, etc.:

B. Primary Project Activity (describe primary production activity and potential environmental impacts)

**EXEMPTION FROM ESR (if applicable)**

An Environmental Screening Report is **NOT** required for this project because it is excluded by USADF policy as follows – check the category that applies:

- Education, training, business incubating, and technical and advisory services
- Grants involving nutrition, health care, or population and family planning services
- Non-sectoral microcredit and microfinance grants.

*However, your grant application is NOT exempt if you are constructing or renovating a structure, or you are discarding electronic equipment including computers. See next page.*

## 6. Compliance Statement – Legal and Environment

USADF YALI Entrepreneurship Grant Applicants

### ENVIRONMENTAL SCREENING INFORMATION

Check the activity type that most closely describes this project (provide additional detail in project activity description; if chemicals involved, consult U.S. Environmental Protection Agency website, [www.epa.gov](http://www.epa.gov), or home country information for lists of restricted or banned chemicals):

- |  |   |
|--|---|
| <input type="checkbox"/> Agricultural Activities (number of ____ hectares (ha))  | <input type="checkbox"/> Light Industrial Production or Processing  |
| <input type="checkbox"/> Livestock / Dairy Production (number of animals ____ )  | <input type="checkbox"/> Large Scale Irrigation ( ____ ha) / Water Control structures, wells, boreholes, or impoundments (type, size, number _____) |
| <input type="checkbox"/> Mining (mineral _____, _____sq m of area mined )  | <input type="checkbox"/> Drainage of Wetlands ( ____ ha)  |
| <input type="checkbox"/> Facilities Construction / Rehab ( <u>less</u> / <u>greater</u> than 1000 sq m area disturbed? Circle answer.) | <input type="checkbox"/> Potential effect on endangered species & habitat   |
| <input type="checkbox"/> Roads Construction / Rehab (number of ____ km)  | <input type="checkbox"/> Introduction or production of non-native plants or animals   |
| <input type="checkbox"/> Clearing of Forest for logging or other uses ( ____ ha)   | <input type="checkbox"/> Resettlement of human populations  |
| <input type="checkbox"/> ____ Fishing ____ Aquaculture ( ____ sq m)  | <input type="checkbox"/> Other, please describe (including but not limited to construction and electronics disposal).                               |
| <input type="checkbox"/> Significant use wood or charcoal fuels  |   |
| <input type="checkbox"/> Collection or disposal of trash, sewage, septic waste   |   |

**6. Compliance Statement – Legal and Environment**

USADF YALI Entrepreneurship Grant Applicants

<b>Activity</b> (list known chemical inputs)	<b>Potential Environmental / Safety Impact and Causes</b>	<b>Potential Mitigation Measures or Alternative Approaches</b>
<i>Additional rows as needed</i>		

**6. Compliance Statement – Legal and Environment**

USADF YALI Entrepreneurship Grant Applicants

REVIEW and CLEARANCE PAGE

*this is the last page to submit for 6. Comply*

Project environmental recommendations (any special considerations needed to be included in project design and implementation plans):

- Project does not require any special environmental considerations.
- Project includes appropriate environmental compliance considerations.
- Award Agreement to include the requirements noted below in Milestones and/or Activities:

**SIGNATURES**

YALI Grant Applicant

Submitted by:

Title or Position in the Enterprise:

Date:

USADF Concurrence

USADF YALI Program Officer:

Date:

## **USADF - YALI GRANT ENVIRONMENTAL COMPLIANCE GUIDELINES**

### **1.0 AUTHORITY**

The African Development Foundation Act (Pub. L. 96-533, 22 U.S.C.290h).

The National Environmental Policy Act of 1969, as amended (Pub. L. 91-190, 42 U.S.C. 4321-4347, January 1, 1970, as amended by Pub. L. 94-52, July 3, 1975, Pub. L. 94-83, August 9, 1975, and Pub. L. 97-258, § 4(b), September 13, 1982).

Executive Order 12114 – Environmental Effects Abroad of Major Federal Actions.

### **2.0 PURPOSE**

These guidelines describes procedures of the U.S. African Development Foundation (USADF) for identifying and addressing potential environmental issues in USADF grants awarded under the Young African Leaders Initiative (YALI).

### **3.0 BACKGROUND**

United States law requires all federal agencies to identify and develop methods and procedures that will ensure effects on the human environment of “major actions” (including those outside the geographical borders of the United States) are given appropriate consideration in decision-making along with economic and technical considerations. USADF has developed policy and procedures consistent with guidelines established by the President’s Council on Environmental Quality (CEQ).

USADF policy is to ensure that the environmental consequences of all USADF-funded grants are identified and considered prior to funding, and that reasonable safeguards are included in the design, implementation, and monitoring efforts.

### **4.0 PROJECT DEVELOPMENT**

USADF encourages applications for grants designed to improve natural resource management and environmental management. During project design, YALI applicants must give reasonable consideration to the environmental aspects of their proposed projects and the means for reducing any negative environmental aspects of a grant. Alternatives aimed at minimizing negative effects should take into consideration their practicality (cost, availability of product or technology in the country, and effectiveness) and acceptability within the human environment in which the grant is being implemented.

**4.1 Potential Environmental Issues**

The following are examples of environmental issues that may arise in YALI projects:

- 1) land clearing or wetland drainage for agricultural or non-agricultural uses;
- 2) pesticides - safe handling, storage, disposal, and use of insecticides, rodenticides, fungicides, herbicides, and wood preservatives;
- 3) industrial chemicals - safe handling, storage, disposal, and use of toxic or hazardous chemicals used in manufacturing;
- 4) pollution - release of gaseous, liquid, or solid waste products, by-products, and contaminants into the air, water bodies, or land;
- 5) sanitation - ensuring proper disposal and/or treatment of human and animal wastes in ways that protect the public health and the environment;
- 6) sustainable use of renewable resources - harvesting rates and extraction methods for forest products and other plant materials and terrestrial or aquatic animal products;
- 7) water consumption and extraction - water requirements and competing uses, as well as impacts from construction or rehabilitation of water resource control structures, wells, boreholes, or impoundments;
- 8) mining and other extractive resources;
- 9) rural road construction or rehabilitation - ten kilometers or more in length or with a change in the right of way or alignment;
- 10) site impact of construction or building renovation activities - disturbing a surface area of greater than 1,000 square meters;
- 11) resettlement of human populations;
- 12) non-native plants or animals - introduction or production;
- 13) threatened or endangered species of plants or animals - direct impact or habitat degradation or destruction; and
- 14) worker health and safety considerations.

**4.2 Exemptions**

YALI grants exempt from an environmental review include the following:

- 1) Education, training, and technical assistance grants;
- 2) Grants involving nutrition or health care services; and
- 3) Non-sectoral microcredit and microfinance grants.

**5.0 ENVIRONMENTAL SCREENING REPORT (ESR)****5.1 Submission of ESR**

As part of the project proposal submitted to USADF, every YALI grant applicant must include an Environmental Screening Report (ESR) signed by the applicant. The ESR is a report of basic environmental information needed to make a threshold determination of potential environmental issues to be addressed in the grant design, milestones and activities. The ESR form is found in Attachment A. It is a required USADF compliance document for a complete grant proposal to be considered.

**5.2 Review of ESR**

The USADF YALI Program Officer is responsible for reviewing and confirming the recommendations in the ESR, and signing the ESR to indicate his/her concurrence. The review process ensures that USADF does not fund any activities that are likely to cause a significant environmental, health, or safety hazard. The review takes into account:

- 1) the capabilities of the recipient implementing the grant and managing its environmental and social impacts;
- 2) host-country conditions;
- 3) host-country's legal and policy framework;
- 4) national environmental action plan;
- 5) the findings of local environmental studies; and
- 6) International standards.

**6.0 PROJECT IMPLEMENTATION**

During project implementation the YALI Program Officer monitors the project's environmental compliance by verifying that any environmental requirements included in the grant's milestones and activities have been addressed.

**END**