

# Instructions for the Food Aid Proposal Entry

## Food for Progress Program

### Home Page

#### **1. Enter New Proposal or Modify Existing Proposal**

**Create New Proposal:** Please select the fiscal year to create a new proposal; continue by selecting Create Proposal.

**Open a Previous Proposal:** Please provide the submission number and PIN in the blank box; continue by selecting Retrieve Proposal.

#### **Navigating Through the Instructions:**

In filling out this form, please provide all information throughout all four pages of this form. Once you navigate from one page to another, your proposal will automatically be saved into the database. You may also choose to select the Save This Proposal button which is provided to you at the top of all four pages of the form to save and validate for any errors. If you are returning to the Food Aid Proposal Entry System to modify your proposal and have completed the remaining pages to the fullest extent of this form, select the Save This Proposal button and your proposal will be updated. Once you are ready to submit your proposal, select the Submit for Consideration button to have your proposal submitted. If you decide to cancel this proposal before you submit, you must select the Clear This Proposal button. All three buttons will be provided to you at the top of every page. Should you feel that you might need to include added information regarding this proposal, an additional text box is provided on page 4 where you may do so. Note: All proposals must be fully completed, saved and submitted by the deadline date in order to be considered.

### Page 1

Use this link to access the [Sample Online Format](#).

#### **1. Name and Address of Applicant \***

Please provide the legal name of the organization and include U.S. headquarters and in-country contact information, if applicable.

#### **2. Program Introduction**

Please provide concise information about the organization's past food aid or development activities, its experience within the country where the program is proposed, and any other relevant information to demonstrate its capability to implement the program. The description of the need should include information about the need for food aid in the country, how the program fits within the Food for Progress criteria and objectives, and the need for the program itself.

#### **3. Fiscal Year of Submission \***

Fiscal Year will default to the current fiscal year you are submitting this proposal for.

#### **4. Program Type \***

Program type will default to the current program type you are submitting this proposal for.

## **5. Primary Country of Donation \***

Use the drop-down menu and select the country of donation.

## **6. Kind, Quantity and Delivery Schedule of Commodities Requested \***

Use the drop-down list to select each commodity to be used in the program, the use of commodity and its package size. For each commodity, specify the quantity in metric tons (MT) and round the tons to the nearest ten. For example, 5,765 MT is rounded to 5,770 MT. For each commodity, give the requested delivery month to the U.S. port. For example, if the commodity is needed in country by June 2003, the delivery month to the U.S. port should be no later than April 2003. Also, for multiyear proposals, please include all requested deliveries. Requests for multiple shipments of the same commodity should be placed on separate lines. Please select the "Add a Row" if you need to add more commodities to your proposal.

## **7. Special Delivery, Commodity, Processing, or Packaging Needs \***

Please explain any special needs concerning delivery, commodity selection or packaging needs. This section is limited to 250 words.

Page 2

## **Program Description**

### **1. Expenses of Proposal \***

Enter the dollar funding for each item in the table. Please Note: Supporting documentation for the dollar funding will be requested after the organization receives notification that the proposal is approved.

### **2. Activity Objectives \***

Please provide bullets or a short paragraph of program objectives. Briefly state what you plan to accomplish through this program.

For direct feeding, barter, or food for work, please provide details of the program. The following questions should be answered for these types of programs:

- a) What is the duration of the program?
- b) Who are the direct and indirect beneficiaries?
- c) How many will be targeted?
- d) Who will implement or oversee the distribution, barter, or work – your organization, a recipient agency, or other entity?
- e) For direct feed, what is the ration size per direct beneficiary?

### **3. Method of Choosing Beneficiaries \***

Please identify the criteria and methodology used to target the geographic area(s) and the beneficiary group(s). Criteria and methodology should help to distinguish why some regions or beneficiary groups will receive resources (funds or agricultural products) while others will not. Consider the following questions when preparing your response:

- a) Why did you select the particular geographic area(s), institutions and/or beneficiaries?
- b) Which methodology did you use to select targeted beneficiary group? Which sources of information did you use, e.g., government agency, computer database, interviews, assessments, etc.?
- c) With whom did you collaborate to target a particular region, institution or beneficiary?

**4. Program Administration \***

Please complete the following table and include positions critical to the implementation of the program. Use the drop-down to indicate which type of funding source will be used for this program. Eventually, the position titles should be cross-referenced in the comments section of the Attachment C detailed budget. This detailed budget is not required to apply for the program but will be needed if the proposal is approved. This section should not be used to describe the background or expertise of the people expected to fill these positions. A text box is provided at the end of this table if you have added information.

**5. Activity Budget \***

Please list the contributions of any other donors or private sector entities that will be needed to implement this program. The applicant should include the statement, "All other costs for this program not covered by resources provided by CCC will be borne by (name of your organization)".

**6. Recipient Agency \***

Please identify any entity located in the importing country that will receive commodities or commodity sale proceeds from you, the applicant, for the purpose of implementing program activities. Describe each entity's qualifications and capability to perform its program responsibilities. (Note: The applicant is required to enter into an agreement with any recipient agency listed and hold it responsible for properly using the commodities or proceeds.

**7. Governmental or Nongovernmental Entities \***

Please specify any government, nongovernmental or private sector entities in the country that will be involved in the program and explain how the program will strengthen or increase the capabilities of such entities to further economic development in the country.

**8. Method of Educating Consumers \***

Please state the means of notifying consumers in the recipient country of the source of donated commodities.

**9. Criteria for Measuring Progress \***

Please complete only those columns which are applicable. Also, a text box is provided below if you prefer a different format or if there is any additional information you wish to provide.

Activity - Describe the type of activity.

Beneficiaries; Type & Number - Describe the type and number of beneficiaries, if applicable.

Timeframe - Provide time frame in terms of months.

Region - Include the particular region(s) or area(s) of the country, if applicable.

Food Tonnage - If appropriate, include the amount of agricultural commodity in metric tons (MT).

**Please Note: If commodities are not used for barter or monetization, no information is required. Please proceed to page 4.**

**1. Amount of Sales Proceeds Anticipated \***

Please provide the Estimated Sales Prices Per MT for each commodity. Also, please provide the Anticipated Interest in the Estimated Proceeds text box. The total estimated proceeds will be automatically calculated for you.

**2. Barter Activities \***

Please provide the Kind of Goods or Services, Quantity of Goods or Services, and Total Value of Goods or Services for this section.

**(The remainder of this page is for monetized commodities only)**

**3. Impact on Other Sales \***

Please provide a paragraph or two that provides assurances that the current commercial markets will not be adversely affected by the sale of the commodities. Include information on trade of the same and similar commodities from the U.S. and other countries into this market. Discuss current trading partners. Include both commercial as well as traditional regional stakeholders. Discuss the optimal timing of the sale in terms of periods of heightened demand, seasonality, harvest time, etc.

**4. Private Sector Participation in the Sale of the Commodities \***

Please provide a paragraph or two that describes how the commodities will be sold. Indicate who are the potential buyers given the market for the commodities. Discuss how the private sector buyers will be encouraged to participate in the sales process. Discuss any constraints that may hinder or aid in the sales process, e.g., number of buyers, number of banks, letter of credit fees, storage facilities at processing plants, etc. Indicate which measures the applicant will undertake to guard against an unfair disadvantage based on limited potential buyers.

**5. Use of Sale Proceeds \***

Please provide the amount of proceeds that will be used for Administrative Expenses, ITSH and the Indirect Cost Recovery (ICR). Provide the project activity name and the amount of proceeds planned for each.

Total administrative, ITSH, program activities and allowable ICR expenses must equal the estimated level of proceeds from the Amount of Sales Proceeds Anticipated table described under item 1 of the Food Aid Proposal Entry System on page 3. A text box is also provided in this section. At the beginning of the text box, please explain how any difference between actual and anticipated proceeds will be allocated amount activities. Please include a detailed description of each activity. The description should explain what will take place in the activity, how it will be implemented, and key entities that will carry out the activity.

**6. Procedures for Assuring Receipt and Deposit of Sale Proceeds \***

Please provide a paragraph or two that describes how the applicant will ensure that it receives payment for the sales and that the proceeds are deposited into a separate interest-bearing

account. Discuss how and when the proceeds will be disbursed from the account for program activities. Discuss who will have access to the funds and how the accounts will be monitored and audited. If special banking issues are involved, the applicant should describe any actions needed to safeguard deposits.

Page 4

**Distribution Methods**

**1. Description of Transportation and Storage, Description of Any Reprocessing or Repackaging, and Logistics Plan \***

The main purpose of this section is to provide assurances to USDA that the port, transportation infrastructure, and storage facilities are sufficient to prevent undue spoilage or waste.

Please provide one or two paragraphs that describe in a logical sequence the following:

- a) The discharge port facilities in the importing country, including offloading and storage capacity, number of discharge berths, depth of draft, and who will receive the commodities at the discharge port.
- b) The mode of transport used to move the commodities from the discharge port to your warehouse.
- c) Storage capacity, structure and level of security.
- d) Any processing or repackaging that you, the applicant, will arrange prior to the sale or distribution of the commodities, or a short statement declaring that no reprocessing or repackaging will take place.
- e) Movement of food from warehouse to schools or feeding centers.
- f) Steps taken to prevent undue spoilage or waste.

**2. Duty Free Entry \***

Please be familiar with and provide information about local customs, duties, and taxes that may be applicable for the commodities to enter the country. The applicant should list any special laws or taxes that may apply and explain how these laws and/or taxes will affect either distribution and/or monetization.

For direct feeding programs, the applicant must indicate that the commodities will be imported and distributed free from all customs, duties, tolls, and taxes. Please refer to, or if possible, quote from any written documentation that supports duty-free entry.

For monetization programs, if the commodities will not enter duty free, indicate who will be responsible for paying applicable customs, duties, or taxes and how this payment will affect the amount of sales proceeds realized from the sale. For example, if the buyer will pay the duty, is the sales price representative of a fair market price given this stipulation?

**3. Economic Impact \***

Please provide information indicating how the commodities were selected. Describe why the commodities can be imported and distributed without a disruption to local production and marketing patterns along with no adverse affect on prices of the same or like products (substitutable commodities) within the importing country. Highlight current local agricultural risks, aberrations, and marketing practices for locally produced foods. Discuss how these factors have been considered in the commodity selection process and monetization (if applicable) plan.

Please include recent production and consumption statistics along with sources to support these statements. Do not repeat information provided in page 3 about items 2,3 and 4.