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Instructions for the Food Aid Proposal Entry

McGovern-Dole International Food for Education Program

Food for Education proposals must be received by USDA by 5:00 p.m., Eastern Time, Monday, July 7, 2003.

I. **Applicants must submit Standard Form 424 – Application for Federal Assistance (SF-424) by email along with this proposal submission. Please email to PPDED@usda.gov. A blank form is available at [SF-424](#).**

II. Other Information

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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. Once you have moved on to page 1 of the form, YOU WILL need to save your proposal submission number and PIN in order to return and modify your 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. Note: All proposals must be fully completed, saved and submitted by the deadline date in order to be considered.

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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, commitment by the national government, potential graduation and sustainability, involvement by local communities and institutions, explanations for costs that enhance the effectiveness for the activities and any advantages of monetization or bartering rather than cash. Please include any other relevant information to demonstrate its capability to implement the program in the country.

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 and select the country of donation. Please check the box below if multiple countries will be recipients.

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.

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.

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1. Expenses of Proposal *

Enter the dollar funding for each item in the table. Please Note: Supporting documentation for dollar funding will be requested once the organization has received approval notification.

2. Activity Objectives *

Please provide a short paragraph of program objectives. Briefly state what you plan to accomplish by using the requested agricultural commodity, financial and technical assistance to the beneficiaries.

Program Description

3. Steps for Program Implementation *

This information should be provided as applicable. The following are suggested items to include:

- a) What is the duration of this program?
- b) For this program, describe the primary activities.
- c) What type of technical assistance is needed?
- d) Who are the direct or indirect beneficiaries? How many will be targeted?
- e) Who will implement or oversee the food product distribution, feeding and other activities, e.g., your

organization, consultant, local government or nongovernmental organization?

- f) How and where will the food products be stored?
- g) Will there be a recipient agency agreement?
- h) Provide the ration size and frequency per direct beneficiary (number of beneficiaries multiplied by frequency of feeding multiplied by ration size should equal the total metric tons listed in items 6 on page 1 and item 2 on page 2 above for this program type.
- i) When and how will the meal(s) be prepared and served? (i.e., breakfast, snack, lunch, etc.)
- j) How will your agency monitor the implementation of the key activities per program type to ensure program objectives are met?

4. Method of Choosing Beneficiaries *

In a couple of paragraphs 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?

5. 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 (required only if proposal approved). A text box is provided at the end of this table if you have added information.

6. Activity Budgets *

Please list the contributions of any other donors or private sector entities that will be needed to implement this program. Additionally, if the applicant is requesting funds to cover activities that would "enhance the effectiveness" of the program, please provide this as well in this section. The applicant should include the statement, "All other costs for this program not covered by resources provided by FAS will be borne by (name of your organization)".

Please use the table to the right to provide all dollar amounts for each activity.

Please refer to 7 CFR 1599.4(b)(6) for further explanation.

7. 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 described in item 3. Describe each entity's qualifications and capability to perform its program responsibilities. (Note: The applicant is expected to enter into an agreement with any recipient agency listed and hold it responsible for properly using the commodities or proceeds. See

7 C.F.R. section 1599.10). A copy of this agreement should be provided to USDA/FAS upon request.

8. 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.

9. Method of Educating Consumers *

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

10. 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.

Type & Number of Beneficiaries - 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).

11. Progress Indicators – 6 objectives

All signed agreements will be expected to evaluate the project objectives using this section. USDA has identified 6 overall objectives that could be used by projects. To the fullest extent possible, please use the standardized indicators provided by inputting data in the baseline and target goal area. Additional blank spaces are provided at the end of the objectives if you wish to add more indicators.

The McGovern-Dole International Food for Education and Child Nutrition Program will be evaluated against Cooperating Sponsor's collected current baseline data, which should be incorporated into the relevant progress indicators. Please include quantitative target goals established against those baseline values. Please indicate how the target goals are being used (e.g. monthly, quarterly, annually, etc.).

Page 3

Please Note: If commodities are not used for barter or monetization, no information is required. Please proceed to page 4 in the Food Aid Proposal Entry System.

If using commodities provided by USDA for barter or monetization, you must provide justification in the Program Introduction on page 1 of the Food Aid Proposal Entry System.

1. Use of Monetized Funds *

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 ICR. Provide the project activity name and the amount of proceeds planned for each.

Total administrative, ITSH, program activities and allowable Indirect Cost Recovery (ICR) expenses shall not exceed 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 provided in this section for added explanation.

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.

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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.