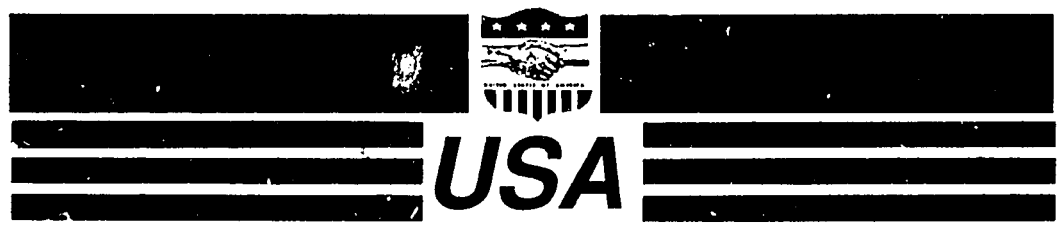


P20-9135-01  
91280

# The USAID Private Voluntary Organization Co-Financing Program (PVO Co-Fi III)



## PVO REGISTRATION GUIDELINES and PROJECT PROPOSAL FORMAT



U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT  
Manila, Philippines

## INTRODUCTION

Thank you for your interest in USAID's PVO Co-Financing Program. The first step involved to participate in the program is for your organization to be recognized as a not-for-profit organization by the Government of the Philippines and registered with USAID. This registration process is needed by USAID to find out about your organization: how long it has been in operation; what kind of activities it is involved in; and its proven ability to manage funds. We cannot consider a PVO Co-Financing proposal from any group unless it is first registered with USAID. Once registered, you will be issued a "Certificate of Eligibility". Then we will be able to start work on possible grants for your organization.

## HOW TO APPLY FOR REGISTRATION

USAID requires that you fill out the attached form and have it signed by the principal officer of your organization. In addition, several documents which are listed below must be submitted along with the application. We cannot even start the process of registration until we have all the required documents. If you follow these instructions, you will save a great deal of time and speed up the registration process. If we need additional documents or clarification, we will contact you.

If, after you have studied this document, you do not fully understand what is required for registration, please feel free to call or write our office: Office of Food for Peace and Voluntary Cooperation, USAID, 1680 Roxas Blvd., Metro Manila. Telephone: 521-7116 loc. 2445/2446.

## SUMMARY OF DOCUMENTS REQUIRED

- A. **COMPLETED APPLICATION FORM** which has been signed by the principal official of the organization. Must include evidence of board meeting; i.e., board minutes.
  - B. **CERTIFICATE of REGISTRATION** from Securities and Exchange Commission (SEC) or with Co-Operative Development Authority (CDA) and includes **Articles of Incorporation** and **By-Laws**. The SEC (for Corporations) and the CDA (for Cooperatives) should certify the above stated items are true copies of the originals with proper payment of documentary stamps.
  - C. **INCOME TAX EXEMPTION CERTIFICATE** from Bureau of Internal Revenue which has been certified by the BIR as a true copy of the original.
  - D. **FINANCIAL STATEMENTS** audited by Independent Certified Public Accountant (CPA) which compares the last three\* years. This must include the following:
    1. Statement that the financial statements have been audited in accordance with generally accepted auditing standards and an opinion that the organization keeps its books in accordance with generally accepted accounting principles.
    2. Statement of Financial Position - Balance Sheet.
    3. Statement of Operations - Income Statement.
    4. Statement of Sources and Use of Funds.
- \*Organizations which have been in existence for less than three years must submit an audited financial statement which covers the entire period of operation.
- E. **CURRENT OPERATING BUDGET** which has been duly certified by the chief accountant.
  - F. **LATEST ANNUAL REPORT** (narrative) of program activities.

We can only process applications for registration which are complete in every way; and we cannot accept substitutions for any of the requirements. Incomplete applications will be returned. Please do not send the originals.

USAID PVO CO-FINANCING REGISTRATION FORM

ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

ORGANIZATION'S CEO: \_\_\_\_\_ TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_

BOARD of TRUSTEES: (Please list all members. Add Pages as needed)

	FULL NAME	ADDRESS	SALARY/ALLOWANCES*
			Provided by Organization DESCRIPTION / AMOUNT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

\* If a Board Member receives a salary from funds provided by your organization, please describe if it is paid monthly or yearly and the amount. If a board member receives an allowance from funds provided by your organization, please describe what the allowance is for, (transportation, general honorarium, etc.), how often he receives it, and the amount.

Our BOARD has met an average of \_\_\_\_\_ times per fiscal year over the past three years.

Submit evidence of board meetings (board minutes; other documentation; etc.).



*2'*

USAID PVO CO-FINANCING REGISTRATION FORM

NAME AND SALARIES OF TOP FIVE PAID POSITIONS:

	FULL NAME	POSITION	SALARY / ALLOWANCE
1.			
2.			
3.			
4.			
5.			

COMPARATIVE NET ASSETS\*

(Total Assets - Total Liabilities) of the PVO for the last three years:

YEAR	AMOUNT OF NET ASSETS
1.	
2.	
3.	

\* A PVO applying for registration must have a minimum NET ASSETS of P100,000.

COPIES OF THE FOLLOWING DOCUMENTS ARE ATTACHED:

B. CERTIFICATE of REGISTRATION from:

Securities and Exchange Commission (SEC) or with  
Co-Operative Development Authority (CDA) and includes  
Articles of Incorporation and By-Laws.

The SEC (for Corporations) or the CDA (for Cooperatives) should  
certify the above stated items - every page - are true copies of  
the original with proper payment of documentary stamps:  
YES \_\_\_\_\_ NO \_\_\_\_\_




C. INCOME TAX EXEMPTION CERTIFICATE from:

Bureau of Internal Revenue (BIR) (Not a Donee  
Certificate).

The BIR should certify the above stated item is a true copy of the  
original: YES \_\_\_\_\_ NO \_\_\_\_\_

D. FINANCIAL STATEMENTS audited by:

Independent Certified Public Accountant (CPA) which  
compares the last three\* fiscal years.

\*Organizations which have been in existence for less than three  
years must submit an audited financial statement which covers the  
entire period of operation.

When submitting financial statements which cover the past three fiscal  
years: you will need to submit one or two statements depending upon how  
your statements are presented.

USAID PVO CO-FINANCING REGISTRATION FORM

a. One statement is needed if: you have one audited statement which compares the previous three fiscal years.

b. Two statements are needed if: as with most standard statements, only the current fiscal year and one previous fiscal year are compared. You will need to submit the most recent audited comparative statement and the audited comparative statement from the previous fiscal year to cover three fiscal years.

- 1. A certification by an Independent CPA\* that the financial statements have been audited in accordance with generally accepted auditing standards; an opinion that those statements fairly present the financial position of the organization; and that the results of operations and changes in financial position of the organization are in accordance with generally accepted accounting principles which have been consistently applied.

\* An Independent CPA is one not associated with your organization in any way (as an Official, a member, a beneficiary, or a relative).

- 2. Statement of Financial Position - Balance Sheet.
- 3. Statement of Operations - Income Statement. (Must identify Fund Raising and Administrative Expenses.)
- 4. Statement of Sources and Use of Funds. (Must identify Private Contributions, Private Grants, Revenue, & Govt. Grants.)

NOTE: Adequate disclosure is required: notes, statements and/or schedules.

E. **CURRENT OPERATING BUDGET** is enclosed for the year \_\_\_\_\_ detailing sources of income, administrative expenses, program costs and has been duly signed by the authorized official of the organization who prepared the statement.

F. **LATEST ANNUAL REPORT** is enclosed for the year \_\_\_\_\_. It include a narrative of program activities, in-kind support of the organization, and staff time contributed.

I, \_\_\_\_\_, certify that all of the information stated herein and in the attached documents are true, correct and complete to the best of my knowledge, and contain no material misstatement or omission. I further certify that our organization has also complied with all the requirements of the Securities and Exchange Commission and the Bureau of Internal Revenue and that no USAID grant funds will be used to pay taxes assessed on our organization to the Government of the Philippines. I understand that any false or misleading statement or omission of information which makes any statement misleading will lead to the denial or termination of the registration status and the termination of any subsequent grants awarded by USAID. I also understand that before the award of any grant, USAID will conduct a pre-award financial review of the statements and any of the above documents, and that at any time USAID may request additional documents.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

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**USAID PVO CO-FINANCING PROGRAM  
PROJECT PROPOSAL FORMAT**

Projects can only be funded when an organization has become provisionally registered.

At that time a proposal can be submitted to USAID and will compete against all other proposals submitted by those organizations which are duly registered.

Please note that registration does not mean automatic project funding. Not all projects proposals submitted can be funded through the PVO Co-Finance Program. Only a limited number will be selected for funding from among the many submitted. The total number of projects funded will depend upon the budget of the Co-Finance Program.

COVER SHEET

A PVO CO-FINANCING PROJECT PROPOSAL

PROJECT TITLE			
PVO NAME AND ADDRESS	(THIS SPACE FOR USAID USE:		
TELEPHONE:			
PVO DIRECTOR:			
TITLE			
SUP GRANTEE ORGANIZATION AND ADDRESS:			
(IF NO SUB-GRANTEE IS INVOLVED, STATE NONE)			
SUB-GRANTEE ORGANIZATION DIRECTOR			
TITLE	TELEPHONE		
PROJECT MANGER			
ADDRESS			
CO-OPERATING GROUPS			
DATE OF PRESENTATION TO USAID:			
TOTAL PROJECT COST	\$	P	US \$ = RP P
TOTAL USAID REQUEST	\$	P	TOTAL COUNTER-: PART FUNDS : \$ : P
PROJECT COVERAGE AREA	PROJECT SUMMARY		

USAID PVO CO-FINANCING PROGRAM  
PROJECT PROPOSAL FORMAT

A. COVER SHEET

Fill in the information requested in the cover sheet.

If a sub-grantee is involved, fill in the information concerning this organization. If no sub-grantee is involved, state none.

Grant period refers to the proposed number of years of USAID funding.

Project Coverage Area means the barangays, towns, and provinces where the actual beneficiaries reside and where the project activities will take place.

Project Summary should be a very brief description of the project.

B. TABLE OF CONTENTS

Provide a table of contents. List the appropriate pages. Add titles and pages of additional sections and annexes.

C. INSTRUCTIONS FOR PREPARATION OF MAIN ELEMENTS OF THE PROPOSAL (PLEASE LIMIT TO TEN (8 x 11) SINGLE-SPACED TYPED PAGES.

Initial Appraisal of proposals.

1. Does the concept make any sense?
2. Does the proponent have clear and well-defined ideas (i.e., purpose) of what it is they wish to accomplish?
3. Does the proponent know how they intend to accomplish the purpose of their project and do they really understand all the steps and problems involved?
4. Is the proposal cost effective? This can usually be determined by signifying and dividing the number of direct beneficiaries into the total cost (USAID and PVO counterpart) of the project which gives the beneficiary per capita cost. Indirect beneficiaries should also be noted, but NOT included in the per capital cost.
5. Is the proposal financially, economically, technically, socially, administratively, environmentally and otherwise feasible?
6. Does the proponent have the capability to carry out the project -- that is, does the proponent have the managerial, technical, financial and other resources required to carry out their end of the bargain.

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7. Is the proposal presented in a coherent manner and in accordance with the format prescribed by USAID.

PROPOSAL FORMAT DESIGN AND FORMAT (Numbering of articles and sections is the format used in the actual project agreement).

I. PROJECT BACKGROUND (i.e., what is the context?)

Section 1.1 Problem

The problem that the project proposal purports to address must be clearly defined and fully explained in a direct and succinct manner. In summary, this section must demonstrate clearly that the project proponent has a sound understanding of the problem that their proposal intends to address. Indications that the proponent does not really understand the problem would normally be a good reason to disregard further consideration of a project proposal. If the proponent really understands the problem, this section can usually be set forth in a single succinct paragraph.

Section 1.2. Baseline Data

The following examples are illustrative only. These are not inclusive and should be used only as may be appropriate:

- a. Explain specifically where the project is to be undertaken.
- b. Describe briefly the demography of the area and the condition of the people, particularly the targetted beneficiaries.
- c. Describe briefly the topography of the area.
- d. Describe briefly the economy of the area and its condition.
- e. Describe briefly the role and participation of the beneficiaries.

Section 1.3 Administrative Capability

Explain briefly what work the PVO has accomplished to date and such other evidence that demonstrate that the PVO has the capability to properly manage the grant and undertake the subject.

II. PURPOSE, OBJECTIVES AND OUTPUTS

Section 2.1 Purpose

The purpose should describe accurately and realistically the end result to be attained (through the project) by the end of the project. The purpose can and should be set forth succinctly in one sentence. If not, the proposal is probably too vague, too big, too complex or otherwise infeasible.

## Section 2.2 Objectives

Most, if not all, projects have several objectives which must be attained in order to accomplish the project purpose, and usually can be set forth in one or two sentences.

## Section 2.3 Outputs

This should consist of a listing of the specific targets which must be met in order to attain the project's objectives and purpose. Outputs should be set forth in their order of importance, and should be both quantified and qualified to the extent possible. Outputs should consist of major realistic targets -- not petty details -- and should not be confused with implementational steps or other matters. If the targets in their totality do not add up to attainment of the project's objectives and purpose, the project is poorly designed. As such, the project will inevitably fail to attain its purpose. Proponents are also cautioned that they should not stretch themselves too far in setting their outputs which should be achieved within 2 or three years.

## Section 2.4 Project Analyses

Project analyses are required for the purpose of determining the cost-effectiveness, feasibility, suitability and acceptability of undertaking a proposed project. However, the requirements for subproject proposal analyses should be commensurate with the substantive importance and scope of the project. Other than the financial/economic analyses which must be prepared in accordance with the format prescribed, all other required analysis should be presented in a succinct narrative not to exceed one-half page unless there are compelling reasons to present more than the essential information required. These analyses should be included in the main body of the project proposal as part of Article II (Purpose, Objectives and Outputs) immediately following Section 2.3 and be presented in the sequence shown hereunder or set forth as an Annex.

### Financial/Economic Analysis

The purpose of financial/economic analysis is to determine that the proposed project will be financially and economically viable in the sense that it will provide cost-effective benefits to the recipients; that the projected costs of the project can be financed by the proponent and participating organizations; and that the project will be socially profitable.

#### 1) Financial Analysis:

For projects involving individual or group enterprises, it is critical to assess whether they will be profitable for individuals or enterprises undertaking them. Just how elaborate the financial analyses must be for a particular project will depend upon the organization of the project and its complexity.

The most common tool used in analyzing the financial impact of an activity is the projected income statements. Sample financial and economic forms are in Attachment 2. Suggested income statement formats for agricultural and non-agricultural income generating project (IGP) activities are presented on the first portion of Forms 1 and 2. These forms should be filled out for each type of enterprise or activity that will be financed through the IGP. A cash flow analysis is required for all types of projects, whether IGP or non-IGP, involving significant working capital requirements, credit assistance and sinking fund plans. It may be prepared for the individual project participants, a group of project participants such as a cooperative, and for the PVO itself.

2) Economic Analysis:

The purpose of the economic analysis is to determine whether a project as a whole is worthwhile for the country, i.e., whether the outputs or benefits from a project are sufficiently valuable as to warrant the expenditure of scarce resources. Where outputs are easily evaluated in monetary terms, economic analysis provides a measure by which to evaluate and compare projects.

An economic analysis differs from a financial analysis in three important ways: viewpoint, valuation of costs and benefits, and what to count. In terms of viewpoint, an economic analysis looks at cost and benefits in terms of the country or society rather than the narrow focus of financial analysis which solely on the expenditures and receipts of the entrepreneur. Hence, the economic analysis does not consider transfer payments such as interest payments and taxes as costs. However, it does consider even unpaid family labor as having a cost.

3) Credit Project:

In addition to the minimum requirements listed in Section 1 and Section 2 (if applicable), any proposals with credit components must also include a summary of the credit procedures which will be employed and an explanation of how these comply with USAID's credit policy. The major purpose of USAID's Mission Intermediate Credit Policy is to ensure that loan funds are not decapitalized, but that they can be sustained for further lending activities. (See USAID's Mission Intermediate Credit Policy).

a. Technical Analysis:

The purpose of this analysis is to determine the technical feasibility of a proposal. Describe the technology to be used and explain the feasibility of its application within the context of the project.

b. Social Soundness Analysis:

The purpose of this analysis is to determine the socio-cultural feasibility of a proposal. Describe the socio-cultural context/setting, identify the direct and indirect beneficiaries, explain the context of beneficiary participation, assess the potential impact of socio-economic forces on implementation and summarize the overall socio-cultural impact on the project area.

c. Administrative Analysis:

The purpose of this analysis is to determine whether the project proponent has the administrative capability to conduct the proposed project. Describe and assess the administrative capability of the grantee to manage and implement.

d. Environmental Analysis:

The purpose of this analysis is to determine whether the project will have harmful, neutral or beneficial effects on the local environment. O/FFPVC has increased the emphasis on project environmental concerns which is one of the new strategies of the PVO Co-Financing III Project.

### III. IMPLEMENTATION PLAN

#### Section 3.1 Implementation

An implementation plan of a project is a description of significant actions (not details) required to attain each of the project's stated objectives. In other words, it is a step-by-step plan for getting from where we are to where it is the project is designed to take us. Thus, who does what, when, where and how must be fully described and explained. Each action listed must be directed effectively at one or more of the projects' specified objectives. Significant actions should be set forth chronologically and logically in a manner which is keyed to each specified objective. An implementation plan should also be set forth as succinctly as possible and not be shrouded in or convoluted by unnecessary verbiage. (See PVO Form No. 1 on page 85 of "Interpreting Your Grant Agreement" manual).

#### Section 3.2 Monitoring and Evaluation

Monitoring and evaluation are integral elements of all projects and must therefore be adequately planned and incorporated into the design of projects. Monitoring and evaluation are functions that overlap in the sense that they rely on much the same information and because both share a common objective -- that is, to improve the chances of project success. Monitoring differs from evaluation in that it is a routine ongoing function which involves the continuous or periodic collection of information on factors which influence the project's progress and schedule. Evaluations, on the other hand, are more concerned with the viability of a project and as such, they are conducted only a few times (e.g., at key junctions) over the project's life.

### Monitoring

Monitoring is the tracking of the project environment and its activities. Monitoring is concerned with critical steps in project implementation and influencing their successful accomplishment on a day-to-day basis. In this sense, the Project Manager generally follows all aspects of project implementation and keeps current information on the progress of the project. Knowing what a project's plan is; when activities are departing from the intended course(s); and having the information at hand which can be used to make corrective decisions are all part of the Project Manager's monitoring responsibilities. He/she is thus responsible for establishing a suitable project monitoring system and operating it effectively. Grantees must, of course, monitor their projects on a day-to-day on-site basis.

### Evaluation

Evaluation is the general process undertaken to analyze and assess the performance and results of projects. Evaluations assess whether planned results are being achieved and what impact, intended or otherwise, a project is having on its environment. The validity and relevance of hypothesis concerning performance and impact, together with assumptions about internal and external factors, are normally examined in the course of an evaluation. The purpose of evaluation is to provide an objective and rational basis for making decisions about projects. Normally, evaluations are planned and undertaken to provide information that will be used in making specific or fairly limited sets of decisions. Plans for evaluations and evaluation documentation should, nonetheless, recognize that information secured to support one type of decision may be usefully in making other types of decisions as well.

### Section 3.3 Sustainability

Sustainability is the capacity of the project to maintain its existence and activities beyond the term of the grant agreement. Therefore, it is necessary to explain in this section how and by what means the activities and/or benefits of the project will be continued. This necessitates that the PVO engage in thoughtful long-term planning if sustainability is to have any meaning. This is a weakness in many of our projects and it is an area that the USAID's Project Committee members and clearing offices are paying increasing attention.

### Section 3.4 Assumptions

This item sets forth those key factors which are beyond the control of the PVO, but which must exist or come into being before the project purpose can be attained. Some examples found in many proposals are:

- a. The local security situation will remain stable;

- b. Local government officials and/or others will cooperate with the PVO and in some cases, provide certain kinds of support or other inputs; and
- c. Climatic conditions will be reasonably normal.

#### IV. BUDGET

This part of the budget consists of standardized language for items Section 4.1.1. thru 4.1.6. Section 4.1.7. normally sets forth a summary budget for the project. The detailed budget must be included as an attachment to the proposal and the Grant Agreement. Budgets should be calculated for the entire life of the project and include all the costs of undertaking the project -- not just those of the grantee which is required to provide counterpart in cash and/or in kind. Costs are defined as the accrued value of goods and services as they are procured (goods) or actually performed (services). Costs should not be confused with disbursements which relate to the payment of bills. The budget breakdown should be in accord with the following applicable inputs/components. All sources of funds (cash/in kind) including AID, should be shown separately denominated in pesos, and identified within each of the major project input/cost components: (See Attachment 1.)

#### Section 4.1 Budget Summary

"Budget Breakdown": List the totals from the various schedules for each year of the project. These totals must match the attached schedules exactly.

"Project Beneficiaries": Estimate the number of individuals who will be directly and indirectly affected.

"Cost per Beneficiary": Divide the "Total Project Cost" by "Number of Beneficiaries".

#### Section 4.1.2 Schedule 1 (Personnel)

Use employee titles consistent with job descriptions. Indicate whether full or part-time. Indicate whether employee will be U.S. technicians, third country personnel, or local personnel. Figure fringe benefits and indicate the formula used on attached worksheet. Transfer the total amounts of benefits from worksheet to Schedule 1.

#### Section 4.1.3 Schedule 2 (Commodities and Equipment)

Fill in line items, quantity and total. Indicate whether commodities will be procured in the U.S. or locally.

#### Section 4.1.4 Schedule 3 (Evaluation)

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Describe in detail the funds needed for evaluation based on the evaluation plan in Section III B of the proposal.

Section 4.1.5 Schedule 4 (Administration)

Fill in line items, quantify and total. Administration costs include indirect costs to the project such as office rent, supplies, etc. Note that administrative costs may not exceed 20% of the total project costs.

Section 4.1.6 Schedule 5 (Training - short term, local training)

Includes seminar fees, board & lodging (if applicable) of participants, training materials, resource persons, etc.

Section 4.1.7 Other Direct Costs

Usually are those costs directly allocable to the project, but which can not be charged to other budget line items. These may consist of such things as office supplies, reproduction, publications, film, etc. USAID approval is required prior to expending any funds from this line item; otherwise, it will be disallowed. If Other Direct Costs are charged to USAID, they should not exceed 10% of the total USAID contribution.

Section 4.2 Preparation of Costs Estimates (and how to put value on counterpart)

The preparation of costs estimates should be undertaken concurrently with other input and output design tasks because the cost of adopting a particular course of action may affect its feasibility. The difficulty of preparing cost estimates vary with the number and type of elements to be included in the project. No matter what the degree of difficulty, great care must be taken to arrive at realistic source and cost estimates since financing cost overruns can cause delays and/or operational problems. Timely and accurate costing can thus be crucial to project success.

Section 4.3 Costing. Prepare a realistic list of inputs, probable source(s) of supply and then a "base cost" estimate; i.e., an estimate using current market prices at the time of preparation. The following tools are available for estimating costs:

- a. Personnel, consultant or similar services, experience with recent pay scales or contracts of like nature can be used. Such pay scales or contracts should provide cost per person/month or person/year. The budget for such items as allowances and travel costs should be figured separately for each year during which purchases are expected to be made. If calculated in this manner, the cumulative escalation allowance is applied to those purchases which are to be made during that particular year in the project schedule. This is usually more accurate than applying an "average" rate to the entire base estimate for all years in which purchases are to be made and is easier to make cost adjustments when assessing or recalculating for time delays later in the project implementation period.

- b. Materials and Equipment - imported or locally purchased, the cost can be based on recent experience as it is usually available from government agencies and local commercial sources.
- c. Provide for two types of contingency allowances: one to account for accidental omissions, errors in estimating the quantities of commodities or number of persons/years needed (in construction projects called "physical contingencies"). Estimating the physical contingency allowance is a matter of experience and judgement. Such estimates should take into consideration the reliability and level of specificity of information used in preparing the base estimate. The physical contingency is usually expressed as a stated percentage of the base estimate and should not be less than 10 percent. Although estimating allowances to be made for cost escalation also involves judgement, it requires, in addition, an estimate of the time at which contracts for goods and services will be concluded and/or costs thereunder fixed. First, the annual rate(s) of inflation must be estimated for the period(s) during which purchases will be made. These estimate should be made separately for foreign exchange purchases and local costs. The estimate of such rates can be based on general economic and commercial forecasts for the areas to be used as sources of procurement. At best, the estimated inflation rate will be an educated guess, particularly if project implementation stretches over a lengthy period. The escalation factor is then applied to the adjusted base estimate and the calculated amount added to the base estimate. The rate(s) used should be explicitly identified. In large projects, it is advisable to calculate the training and other direct costs such as construction, etc. Both a summary budget and a specific schedule are required.

## V. WHAT AID FUNDS MAY NOT BE USED TO FINANCE

### Section 5.1 Restricted Commodities

Some commodities may be financed by AID only if certain conditions are met. These "restricted commodities" include the following:

- a. Agricultural commodities
- b. Motor vehicle
- c. Pharmaceuticals
- d. Pesticides
- e. Rubber compounding chemicals and plasticides
- f. Used equipment
- g. Fertilizer



## Section 5.2 Prohibited Commodities

AID financing of certain other commodities is normally prohibited or limited to very special cases. These prohibited commodities include the following:

- a. Military equipment
- b. Surveillance equipment
- c. Commodities for support of police and other law enforcement activities
- d. Abortion equipment and services
- e. Luxury goods and gambling equipment
- f. Weather modification equipment.

Attachment 1

PVO Proponent: \_\_\_\_\_

Proposal Title: \_\_\_\_\_

PVO Co-Financing Proposal Form Page \_\_\_\_\_

BUDGET SUMMARY: P\_\_\_\_\_ = \$1 U.S.

: TOTAL COST OF PROJECT	: TOTAL REQUEST USAID	: TOTAL COUNTERPART
: US DOLLARS	: US DOLLARS	: US DOLLARS
: PESOS	: PESOS	: PESOS

BUDGET BREAKDOWN

: # SCHEDULE	: USAID	: COUNTERPART	: TOTAL
: 1. Personnel	:	:	:
: Equipment and	:	:	:
: 2. Commodities	:	:	:
: 3. Evaluation	:	:	:
: 4. Administration	:	:	:
: 5. Training	:	:	:
: Other Direct	:	:	:
: 6. Cost	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:
: TOTALS	:	:	:

BUDGET GUIDELINES

: ITEM	: GUIDELINE	: ACTUAL
: PERCENT ADMINISTRATIVE COST	: -	:
: USAID TOTAL PERCENT	: Maximum of 75%	:
: COUNTERPART TOTAL PERCENT	: Maximum of 25%	:
: NUMBER OF BENEFICIARIES	: -	:
: COST PER BENEFICIARIES	: -	:



SCHEDULE 1A FRINGE BENEFIT WORKSHEET

PVO:  
SUBPROJECT:

METHOD OR FORMULA USED									
TITLE OF EMPLOYEE	Quantity	Individual Gross Salary	COLA	SSS	PAG-IBIG	13th Month		SUBTOTAL	TOTAL
TOTALS									

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PVO:  
SUBPROJECT:

QUANTITY	SCHEDULE #2: EQUIPMENT AND COMMODITIES DESCRIPTION	YEAR ONE		YEAR TWO		YEAR THREE		TOTAL	
		USAID	PVO	USAID	PVO	USAID	PVO	USAID	PVO
TOTALS									

PVO:  
SUBPROJECT:

QUANTITY	SCHEDULE #3: EVALUATION DESCRIPTION	YEAR ONE		YEAR TWO		YEAR THREE		TOTAL	
		USAID	PVO	USAID	PVO	USAID	PVO	USAID	PVO
<b>TOTALS</b>									

PVO:  
SUBPROJECT:

QUANTITY	SCHEDULE #4: ADMINISTRATION DESCRIPTION	YEAR ONE		YEAR TWO		YEAR THREE		TOTAL	
		USAID	PVO	USAID	PVO	USAID	PVO	USAID	PVO
TOTALS									

22

PVO:  
SUBPROJECT:

QUANTITY	SCHEDULE #5: TRAININGS	YEAR ONE		YEAR TWO		YEAR THREE		TOTAL	
	DESCRIPTION	USAID	PVO	USAID	PVO	USAID	PVO	USAID	PVO
<b>TOTALS</b>									

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