Attachment A. Application

# Section 1 – Applicant Information

|  |  |
| --- | --- |
| Full legal name of organization |  |
| DUNS number, if available |  |
| Mailing address including country name |  |
| Physical address, if different from mailing address |  |

Primary point of contact

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Email address |  |
| Phone number |  |

Person with authority to contract for the applicant organization (if different from primary point of contact)

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Email address |  |
| Phone number |  |

# Section 2 – Technical Expertise and Institutional Capacity (maximum 2 pages)

1. *Please describe your institution’s expertise in providing media development and journalist training, focusing on training or activities around reproductive health and environment. Please support general statements with specific examples.*
2. *Please describe your knowledge of podcasts, and explain your qualification for providing podcast coaching to trainees who may not be familiar with the format.*
3. *Please describe your experience and capacity in Africa or Asia, including personnel.*
4. *In which city and country do you propose to conduct the training?*
5. *Please describe your institution’s managerial, financial, and administrative experience and capabilities to organize and provide logistical support for media development or journalist training.*
6. *Please present no more than two similar projects your institution has implemented in the past using the template provided below for the purpose of PRB conducting a reference check.*

|  |  |  |
| --- | --- | --- |
| Project Name | Project Implementation Years | Activities and/or Deliverables Related to Podcast or Media Development Training |
|  |  |  |
|  |  |  |

# Section 3 – Budget

Please provide a budget by major line item (for example, salary, fringe benefits, travel, consultants, etc.). Please make sure division of labor and costs are clearly outlined. PRB will request a detailed budget with budget narrative from the successful applicant and may request revisions based on its review of the necessity, reasonableness, and allowability of individual costs. Templates are available upon request.