



Navigating the Client Portal

Contents Index

- 01** Register a User Account
- 02** Overview of Business vs Palladium Account
- 03** Register a Business Account
- 04** Register a Palladium Account
- 05** Overview of the Client Portal Homepage
- 06** Account(s) Management
- 07** Accessing Funding Opportunity
- 08** Apply for a Funding Opportunity
 - Full Application
 - Concept Note Assessment
- 09** Workflow Request

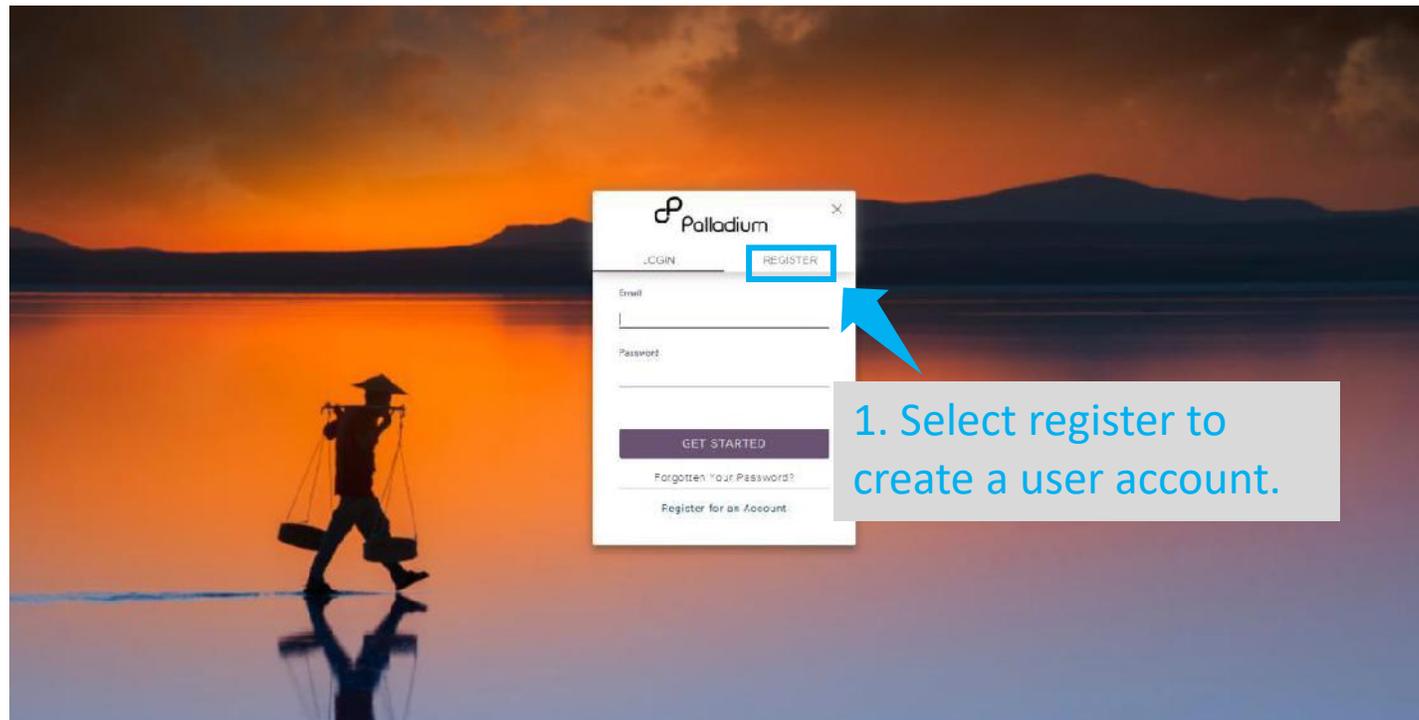


Register a User Account

01

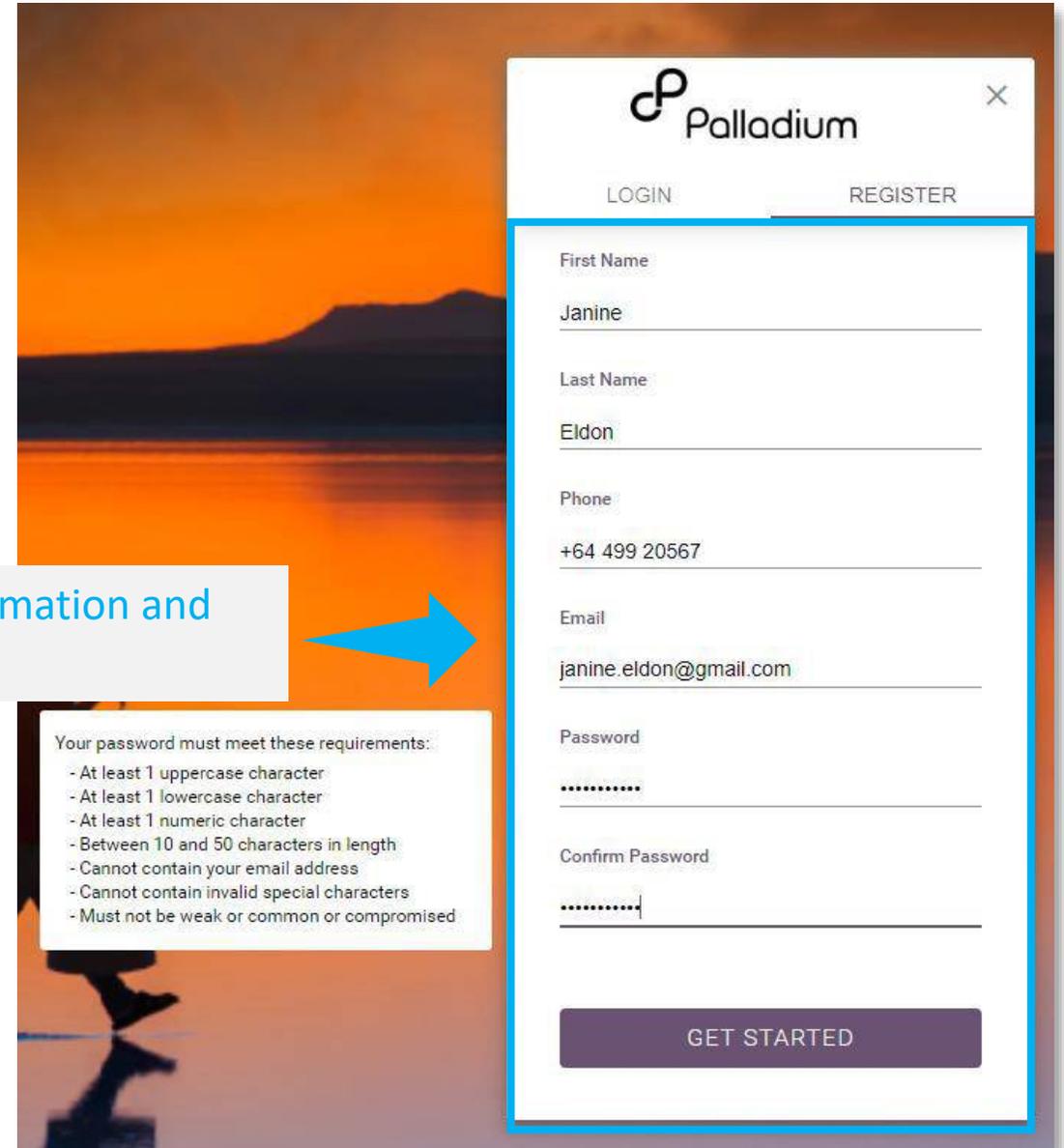
The Client Portal enables external parties to engage in Palladium's business processes.

- External parties must register a user account through the client portal to be able to apply for funding opportunities.
- Link to the client portal: <https://palladium-cp.enquire.cloud/login>



Applicants must register a user account that captures their basic personal details which will enable them to login securely.

2. Fill out all the basic information and select get started.



 Palladium ×

LOGIN REGISTER

First Name
Janine

Last Name
Eldon

Phone
+64 499 20567

Email
janine.eldon@gmail.com

Password
.....

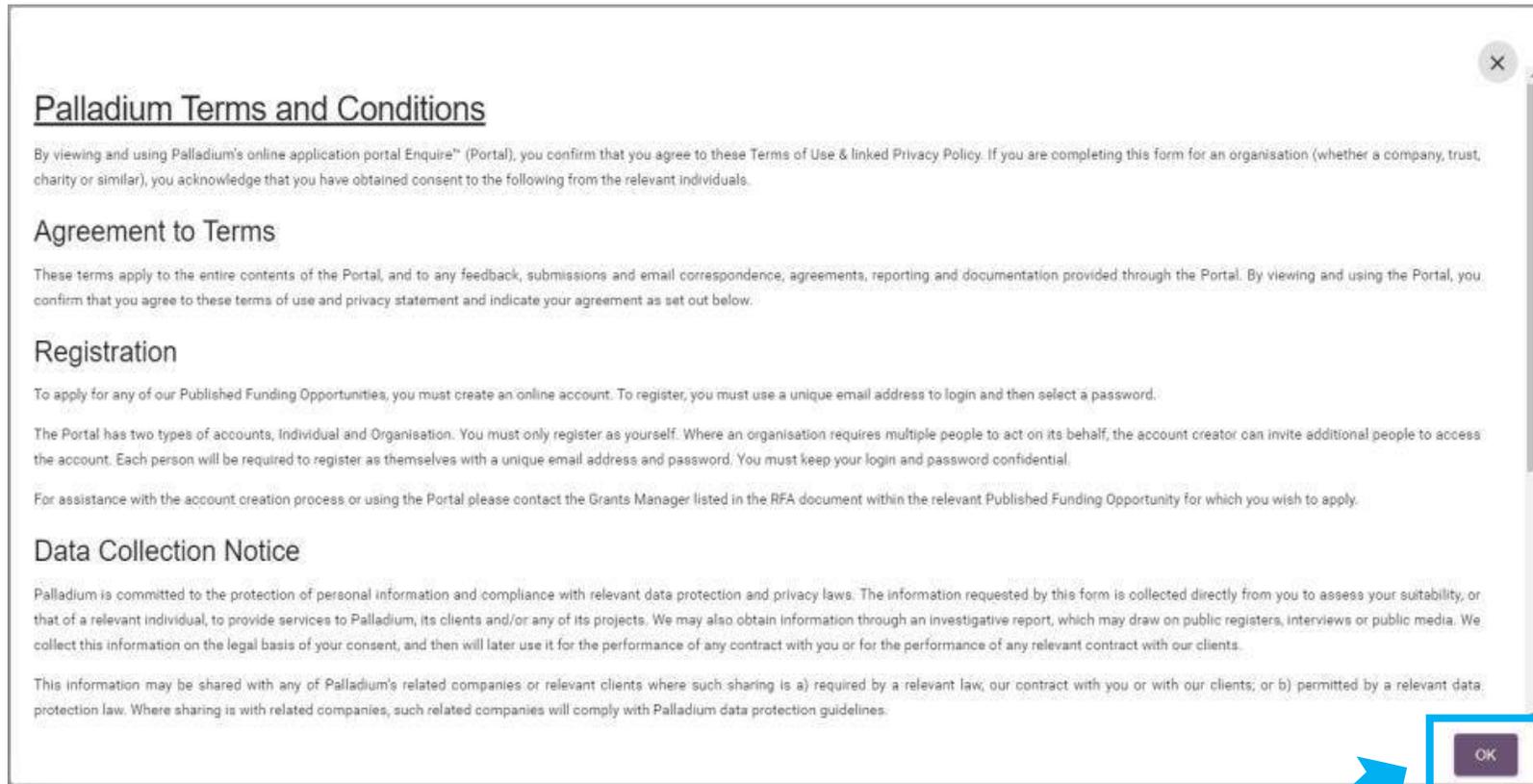
Confirm Password
.....

GET STARTED

Your password must meet these requirements:

- At least 1 uppercase character
- At least 1 lowercase character
- At least 1 numeric character
- Between 10 and 50 characters in length
- Cannot contain your email address
- Cannot contain invalid special characters
- Must not be weak or common or compromised

The registration of a user account includes agreeing to Palladium’s standard terms and conditions for usage of the grants management system.



Palladium Terms and Conditions

By viewing and using Palladium's online application portal Enquire™ (Portal), you confirm that you agree to these Terms of Use & linked Privacy Policy. If you are completing this form for an organisation (whether a company, trust, charity or similar), you acknowledge that you have obtained consent to the following from the relevant individuals.

Agreement to Terms

These terms apply to the entire contents of the Portal, and to any feedback, submissions and email correspondence, agreements, reporting and documentation provided through the Portal. By viewing and using the Portal, you confirm that you agree to these terms of use and privacy statement and indicate your agreement as set out below.

Registration

To apply for any of our Published Funding Opportunities, you must create an online account. To register, you must use a unique email address to login and then select a password.

The Portal has two types of accounts, Individual and Organisation. You must only register as yourself. Where an organisation requires multiple people to act on its behalf, the account creator can invite additional people to access the account. Each person will be required to register as themselves with a unique email address and password. You must keep your login and password confidential.

For assistance with the account creation process or using the Portal please contact the Grants Manager listed in the RFA document within the relevant Published Funding Opportunity for which you wish to apply.

Data Collection Notice

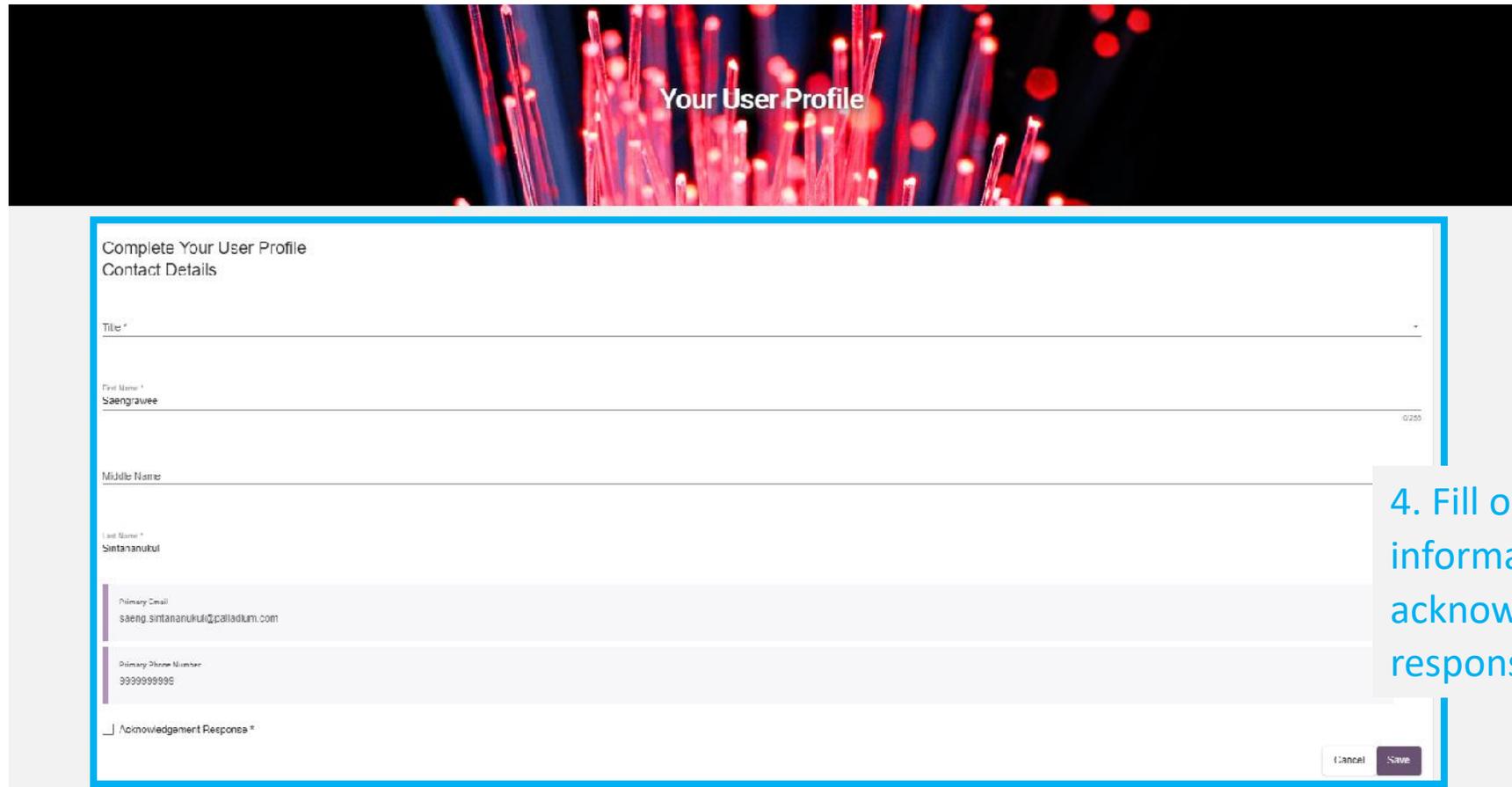
Palladium is committed to the protection of personal information and compliance with relevant data protection and privacy laws. The information requested by this form is collected directly from you to assess your suitability, or that of a relevant individual, to provide services to Palladium, its clients and/or any of its projects. We may also obtain information through an investigative report, which may draw on public registers, interviews or public media. We collect this information on the legal basis of your consent, and then will later use it for the performance of any contract with you or for the performance of any relevant contract with our clients.

This information may be shared with any of Palladium's related companies or relevant clients where such sharing is a) required by a relevant law, our contract with you or with our clients; or b) permitted by a relevant data protection law. Where sharing is with related companies, such related companies will comply with Palladium data protection guidelines.

OK

3. Click “OK” after you are finished reading the Palladium Terms and Conditions

After completing the registration process for a user account, all new user accounts will be directed to this page and asked to fill in additional information to complete the user profile.



Your User Profile

Complete Your User Profile

Contact Details

Title *

First Name *
Saengrauee

Middle Name

Last Name *
Sintananukul

Primary Email
saeng.sintananukul@palladium.com

Primary Phone Number
999999999

Acknowledgement Response *

Cancel Save

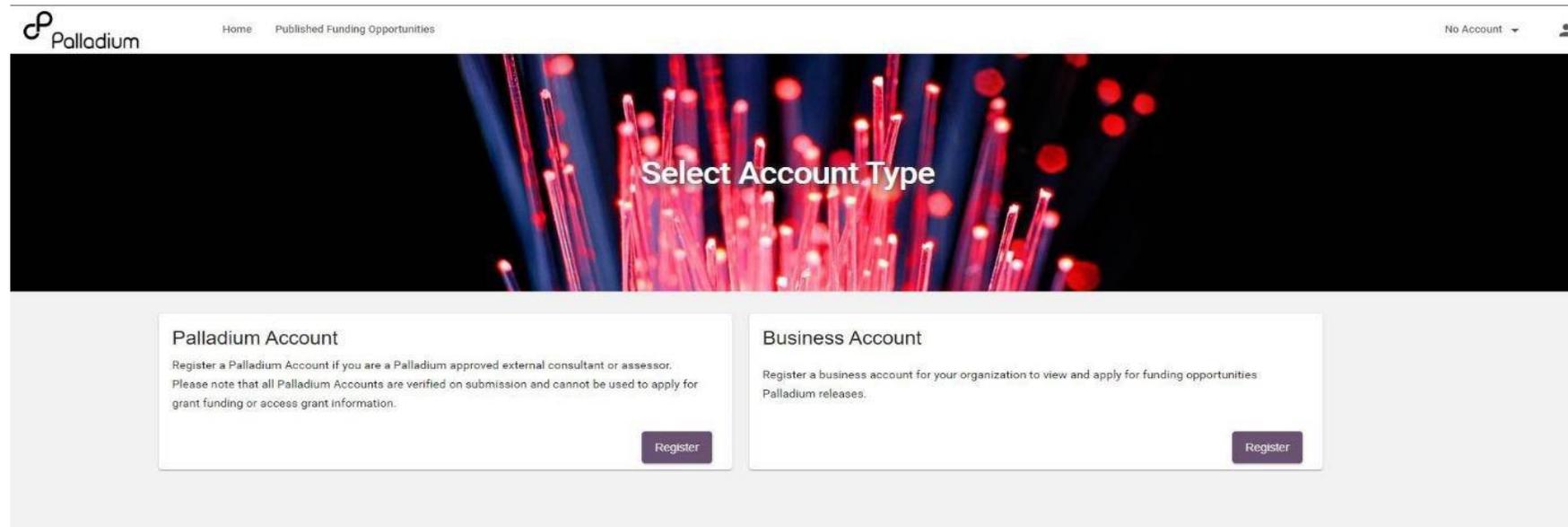
4. Fill out all the additional information, click acknowledgement response, then hit save.



Overview of Palladium Account vs Business Account

02

Once a user account has been registered, you will need to register an account based on the intended use.



Business Account: Anyone looking to apply for a funding opportunity with Palladium needs to register a business account.

Palladium Account: Palladium approved external consultants or accessors will need to register a Palladium account. **DO NOT create this account unless instructed by Palladium**



Register a Business Account

03



Select Account Type

Palladium Account

Register a Palladium Account if you are a Palladium approved external consultant or assessor.
Please note that all Palladium Accounts are verified on submission and cannot be used to apply for grant funding or access grant information.

Register

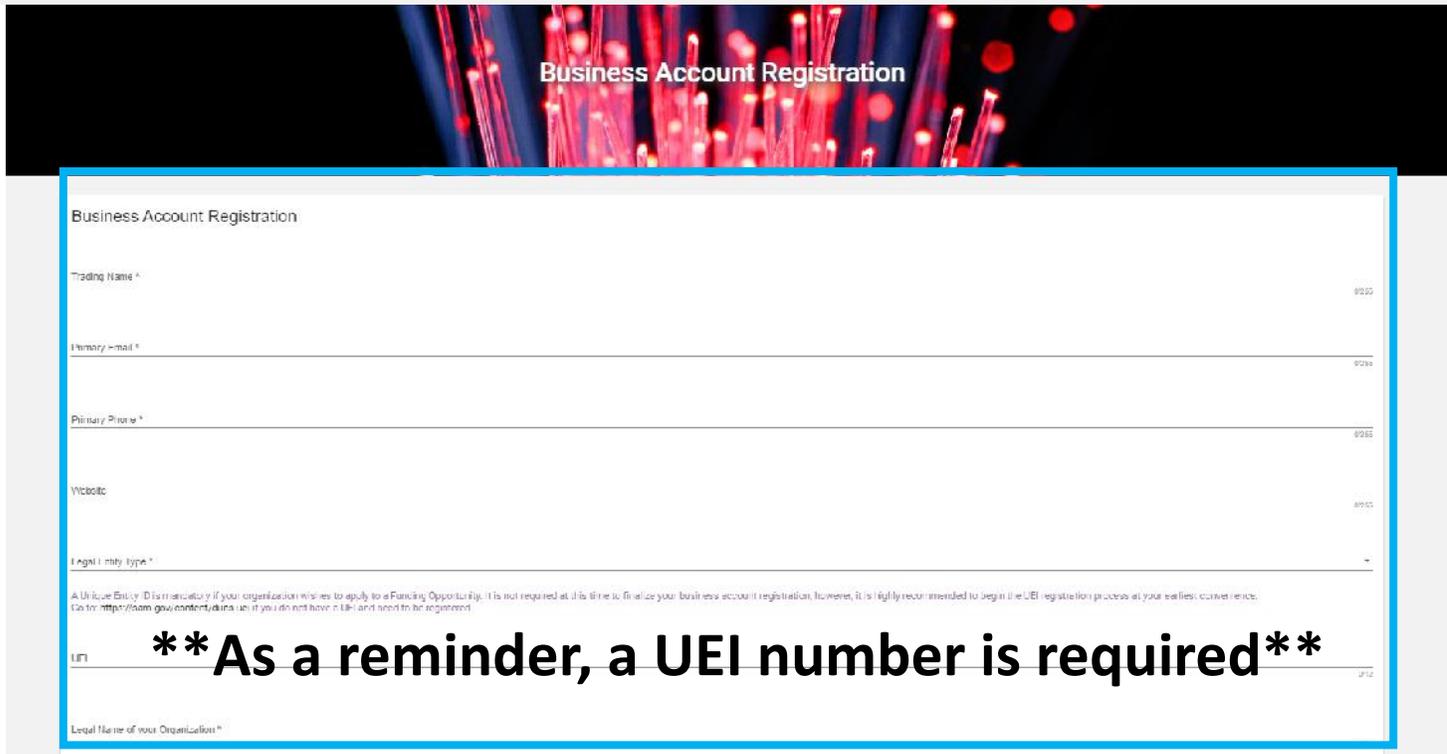
Business Account

Register a business account for your organization to view and apply for funding opportunities Palladium releases.

Register

1. Click Register to create a business account for those looking to apply for a funding opportunity with Palladium.

2. Fill out all the requested information about the business or organization.



The image shows a screenshot of a 'Business Account Registration' form. The form is titled 'Business Account Registration' and contains several input fields: 'Trading Name *', 'E-mail *', 'Primary Phone *', 'Website', 'Legal Entity Type *', and 'Legal Name of your Organization *'. A large, bold, black text overlay is positioned over the 'Legal Entity Type *' field, reading: ****As a reminder, a UEI number is required****. Below this text, there is a small note: 'A Unique Entity ID is mandatory if your organization wishes to apply to a Funding Opportunity. It is not required at this time to finalize your business account registration, however, it is highly recommended to begin the UEI registration process at your earliest convenience. Go to <http://sam.gov/content/uei> if you do not have a UEI and need to be registered.'

Organization registering a business account does not need a UEI number. However, any organization that wishes to apply for a funding opportunity with Palladium will need to obtain a UEI number by going to www.SAM.gov.

Please note that when registering a business account, the applicant will be asked to complete information about an Accountable Officer's Contact Details

- The Accountable Officer will be a key contact person and in charge of a business account, all applications, and any submission made in the client portal associated with the business account. In addition to this, This staff member has accountability for the account and ensuring that all members of the account adhere to acceptable use policies.

You will be registered as the key contact for this account automatically. Following registration, you may invite others to join your account and assign the key contact role to another member of your account.

Key Contact for this Account
Miss Saengrawee Sintananukul

Accountable Officer's Contact Details

The Accountable Officer is the person in your organization who is ultimately responsible for this account and the applications or any other submission made via this portal.

Use Key Contact as Accountable Officer

DO NOT forget to check this box to assign the role of Accountable Officer

Note: the person registering a business account will be assigned a key contact for the business account **(the role of key contact can be reassigned)**. However, the person created the account does not have to be an accountable offer.

Key Contact

This is who will receive any notifications sent by the Grantor Organization. There can only be one key contact per organization. All Client Reporting and Project Update Request notifications will be sent to the key contact.

Accountable Officer

This is normally the signatory for your organization, being the person who has overall accountability for the applications and reports submitted by your organization. This is a contact record for reference purpose only.

3. After completing all the required fields, please check the acknowledgement response box and click save.

Country
United States of America (the)

You will be registered as the key contact for this account automatically. Following registration, you may invite others to join your account and assign the key contact role to another member of your account.

Key Contact for this Account
Miss Saengrawee Sintananukul

Accountable Officer's Contact Details

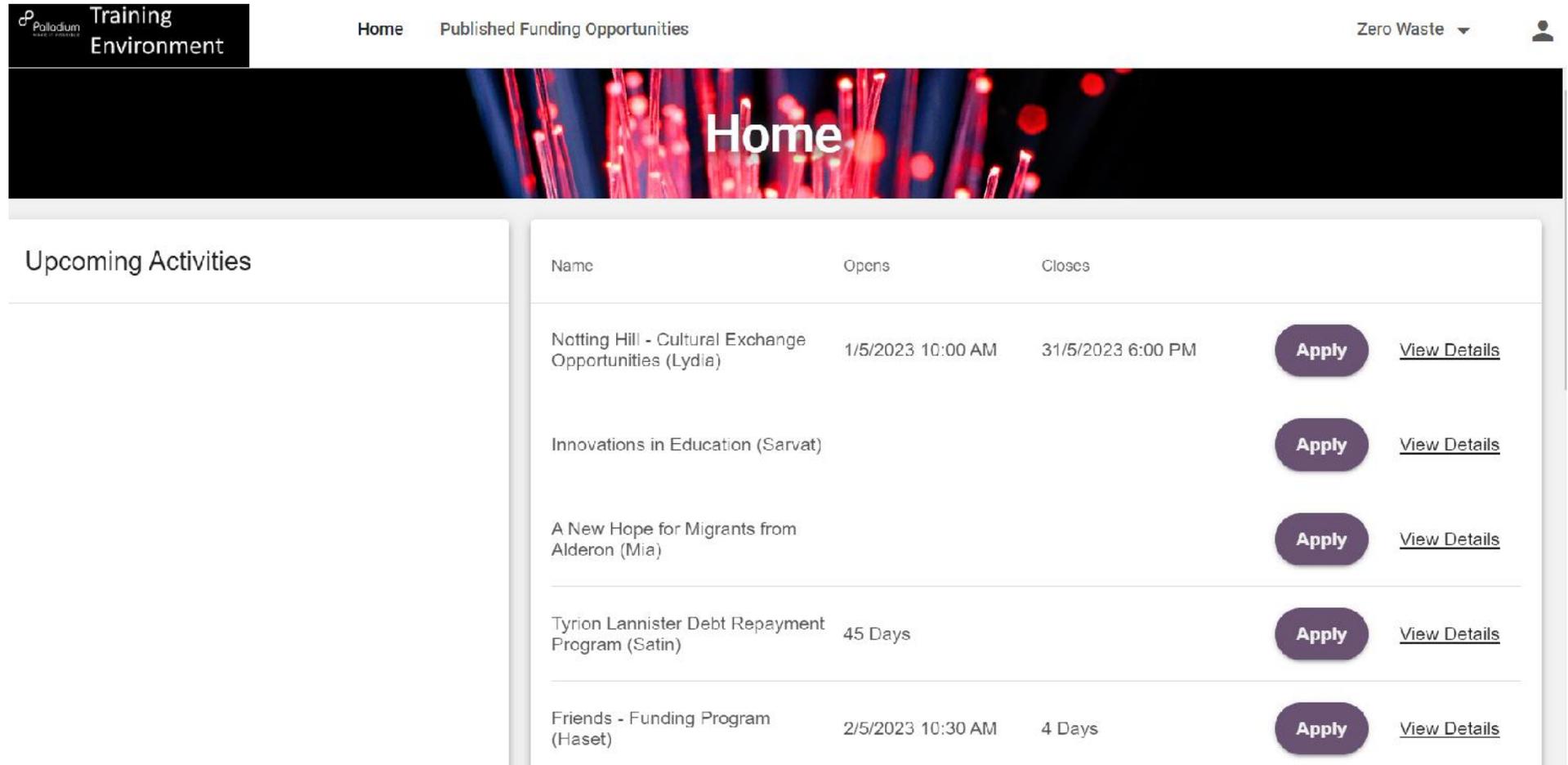
The Accountable Officer is the person in your organization who is ultimately responsible for this account and the applications or any other submission made via this portal.

Use Key Contact as Accountable Officer

Acknowledgement Response *

Save

Once a business account is created, the applicant will be directed to the client portal's main page.



Training Environment

Home Published Funding Opportunities Zero Waste 

Home

Upcoming Activities

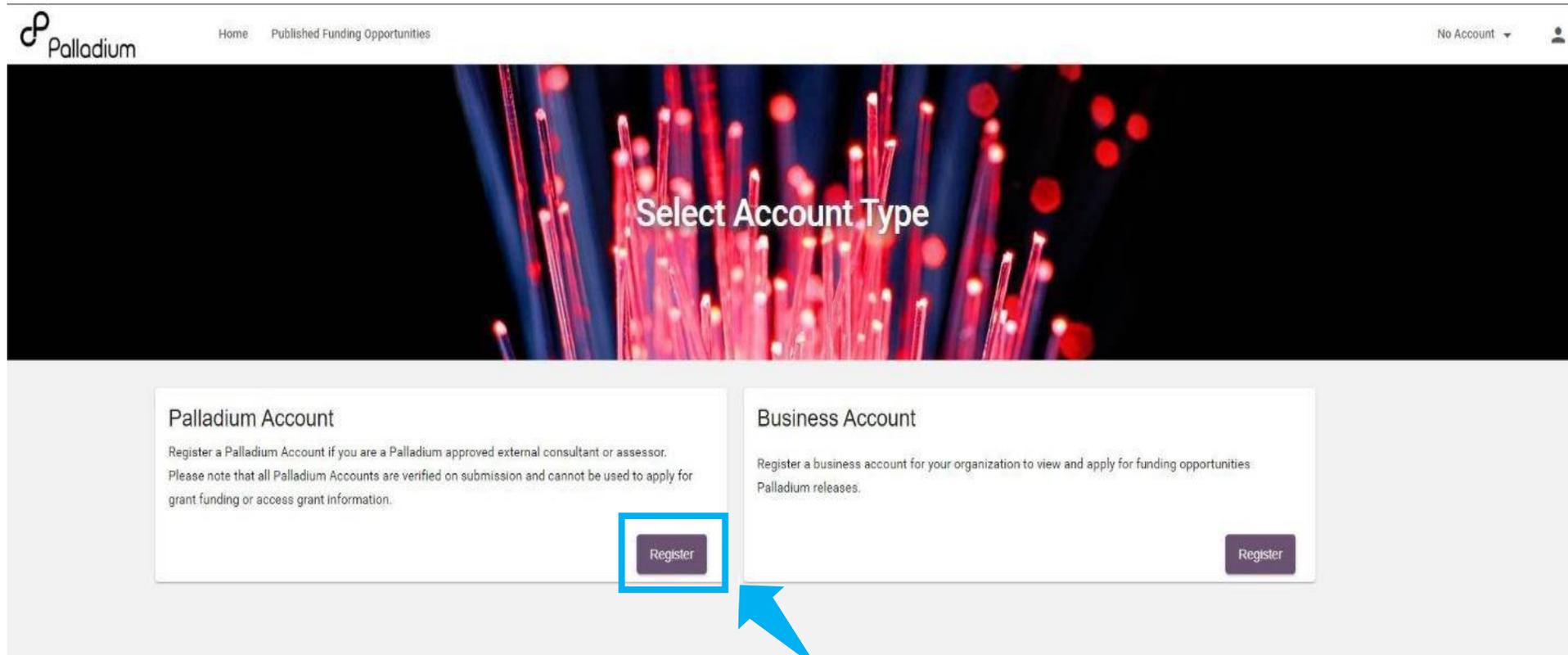
Name	Opens	Closes	Apply	View Details
Notting Hill - Cultural Exchange Opportunities (Lydia)	1/5/2023 10:00 AM	31/5/2023 6:00 PM	Apply	View Details
Innovations in Education (Sarvat)			Apply	View Details
A New Hope for Migrants from Alderon (Mia)			Apply	View Details
Tyrion Lannister Debt Repayment Program (Satin)	45 Days		Apply	View Details
Friends - Funding Program (Haset)	2/5/2023 10:30 AM	4 Days	Apply	View Details



Register a Palladium Account

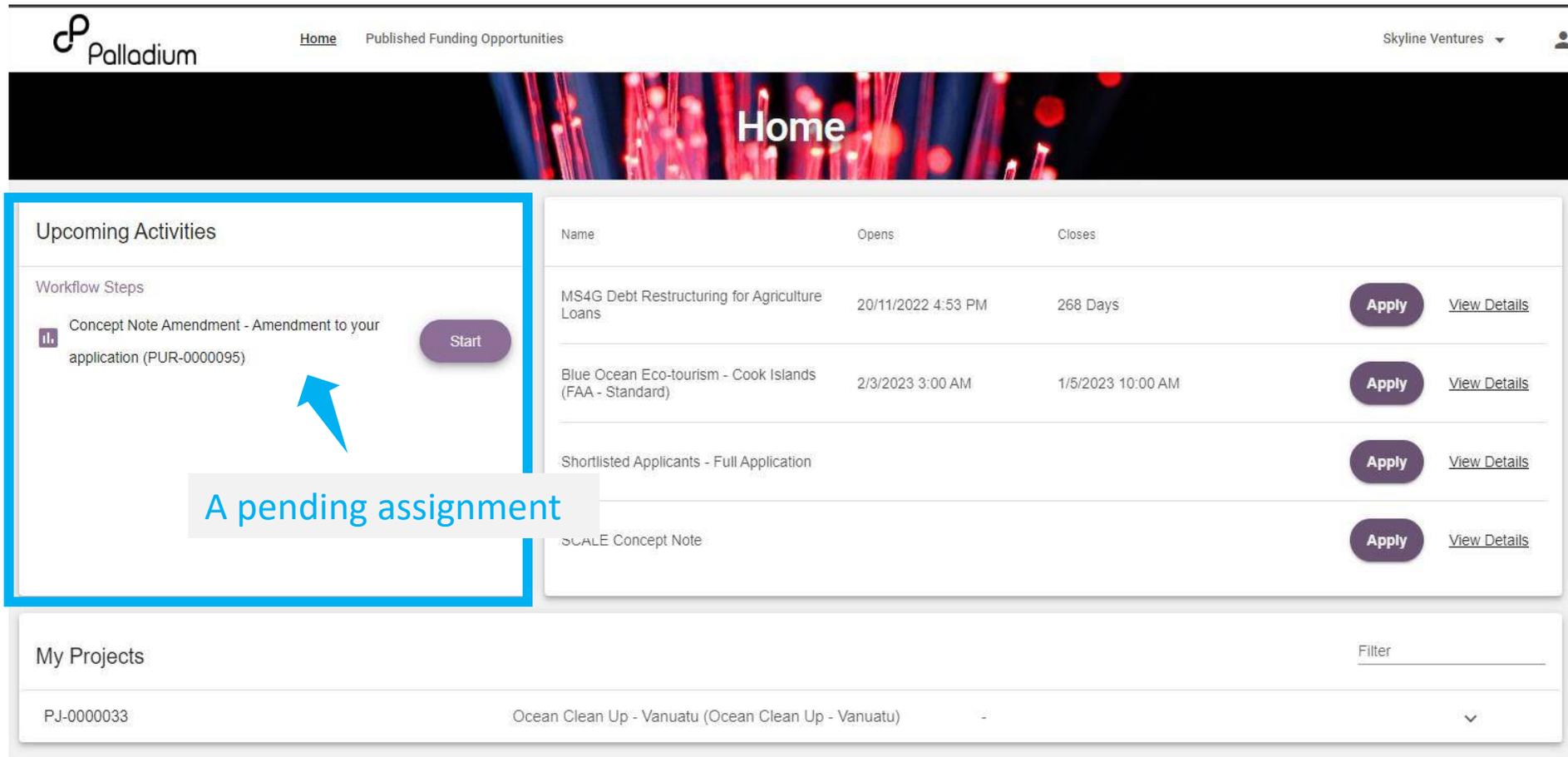
04

Anyone that needs to create a Palladium Account will be instructed to do so by Palladium. **DO NOT** create this account unless you receive instructions from Palladium to do so.



Click Register to create a Palladium account.

Once the Palladium account has been created, the approved external consultants or assessor will be directed to this page. Any tasks assigned to the consultant or assessor will be listed on the left-hand side under “Upcoming Activities.”



The screenshot displays the Palladium user interface. At the top, the logo and navigation links are visible. The main content area is divided into two primary sections: 'Upcoming Activities' on the left and a table of activities on the right. The 'Upcoming Activities' section is highlighted with a blue border and contains a 'Workflow Steps' list with a 'Start' button. A blue arrow points to the first step, 'Concept Note Amendment - Amendment to your application (PUR-0000095)', with a callout box stating 'A pending assignment'. The table on the right lists various activities with columns for Name, Opens, and Closes, and includes 'Apply' and 'View Details' buttons for each row.

Name	Opens	Closes	Apply	View Details
MS4G Debt Restructuring for Agriculture Loans	20/11/2022 4:53 PM	268 Days	Apply	View Details
Blue Ocean Eco-tourism - Cook Islands (FAA - Standard)	2/3/2023 3:00 AM	1/5/2023 10:00 AM	Apply	View Details
Shortlisted Applicants - Full Application			Apply	View Details
SCALE Concept Note			Apply	View Details

My Projects

Project ID	Project Name	Filter
PJ-0000033	Ocean Clean Up - Vanuatu (Ocean Clean Up - Vanuatu)	Filter

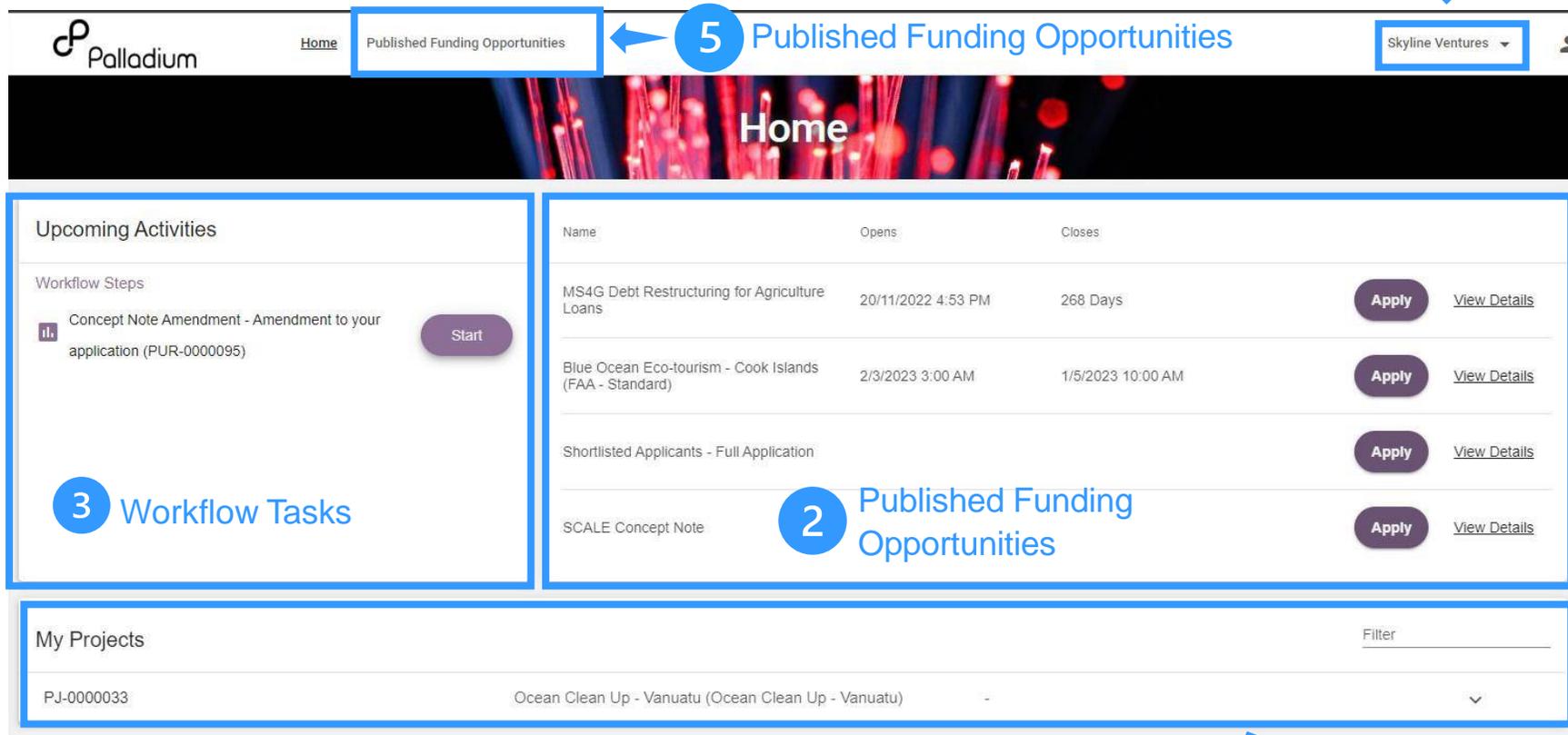


Overview of the Client Portal Homepage

05

The homepage of the client portal provides access to all the key features for applicant to look for funding opportunities available at Palladium as well as complete the entire cycle of the grant's application.

1 Account Management



The screenshot shows the Palladium client portal homepage. At the top, there is a navigation bar with the Palladium logo, a 'Home' link, and a 'Published Funding Opportunities' link (highlighted with a blue box and callout 5). On the right, there is a user profile dropdown menu labeled 'Skyline Ventures' (highlighted with a blue box and callout 1) and a user icon. Below the navigation bar is a large banner with the word 'Home' and a background image of fiber optic cables. The main content area is divided into two columns. The left column is titled 'Upcoming Activities' and contains a 'Workflow Steps' section with a task: 'Concept Note Amendment - Amendment to your application (PUR-0000095)' with a 'Start' button (highlighted with a blue box and callout 3). The right column is titled 'Published Funding Opportunities' (highlighted with a blue box and callout 2) and contains a table with the following data:

Name	Opens	Closes	Apply	View Details
MS4G Debt Restructuring for Agriculture Loans	20/11/2022 4:53 PM	268 Days	Apply	View Details
Blue Ocean Eco-tourism - Cook Islands (FAA - Standard)	2/3/2023 3:00 AM	1/5/2023 10:00 AM	Apply	View Details
Shortlisted Applicants - Full Application			Apply	View Details
SCALE Concept Note			Apply	View Details

Below the main content area is a 'My Projects' section (highlighted with a blue box and callout 4) with a 'Filter' dropdown. It contains one project entry: 'PJ-0000033 Ocean Clean Up - Vanuatu (Ocean Clean Up - Vanuatu)'.

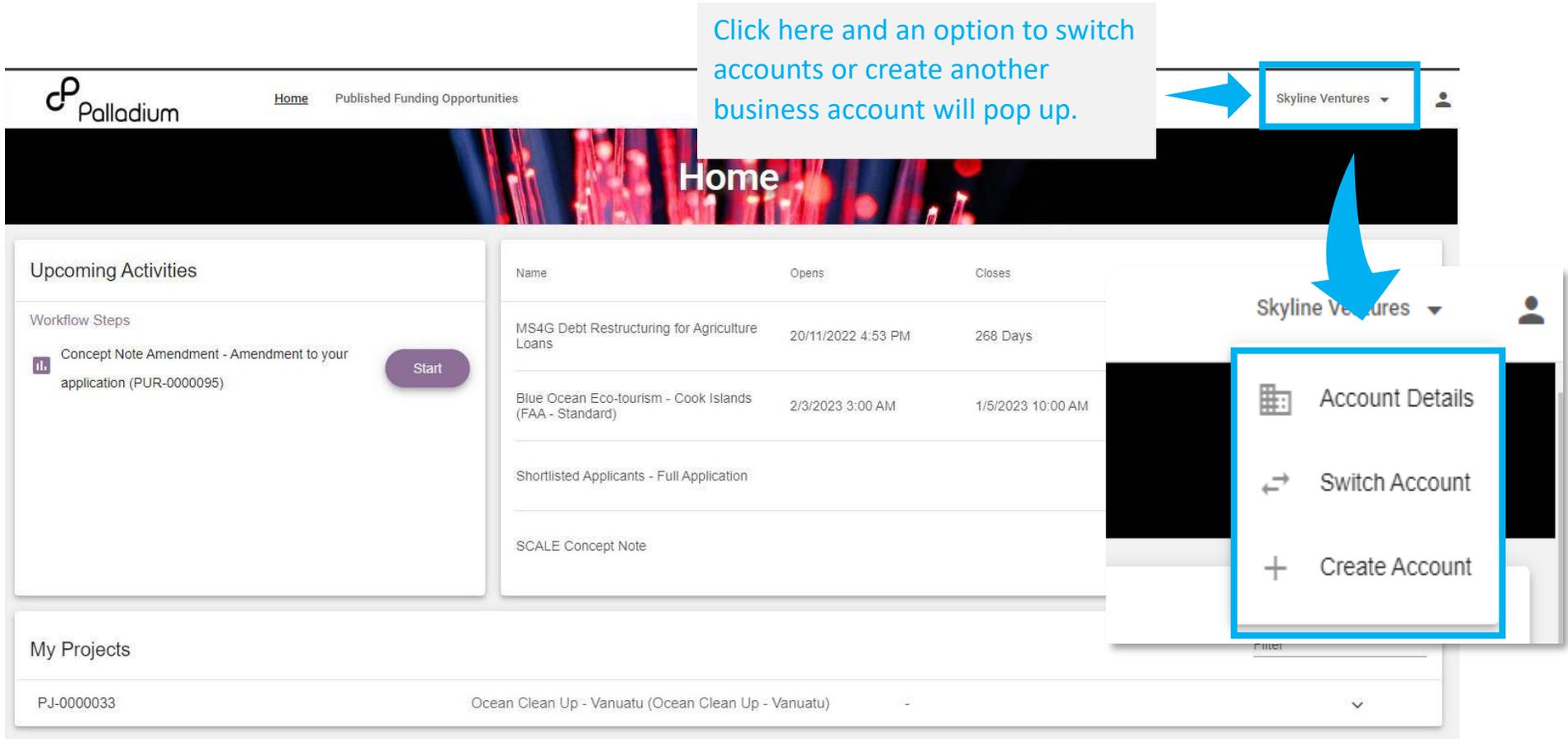
4 Draft/submitted applications and other submissions.



Account(s) Management

06

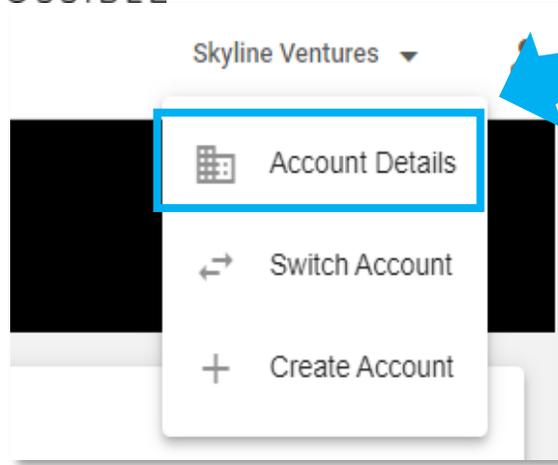
Account Management allows the applicant to manage their account details and switch between accounts if they are a member of more than one business account.



The screenshot displays the Palladium user interface. At the top left is the Palladium logo and navigation links for 'Home' and 'Published Funding Opportunities'. A callout box points to a dropdown menu in the top right corner labeled 'Skyline Ventures', with the text: 'Click here and an option to switch accounts or create another business account will pop up.' Below this, a dropdown menu is shown with three options: 'Account Details', 'Switch Account', and 'Create Account'. The main content area is titled 'Home' and features a 'Upcoming Activities' section with a 'Start' button for a 'Concept Note Amendment' and a table of funding opportunities. The table has columns for 'Name', 'Opens', and 'Closes'. Below the table is a 'My Projects' section with a single entry for 'Ocean Clean Up - Vanuatu'.

Name	Opens	Closes
MS4G Debt Restructuring for Agriculture Loans	20/11/2022 4:53 PM	268 Days
Blue Ocean Eco-tourism - Cook Islands (FAA - Standard)	2/3/2023 3:00 AM	1/5/2023 10:00 AM

Project ID	Project Name
PJ-0000033	Ocean Clean Up - Vanuatu (Ocean Clean Up - Vanuatu)

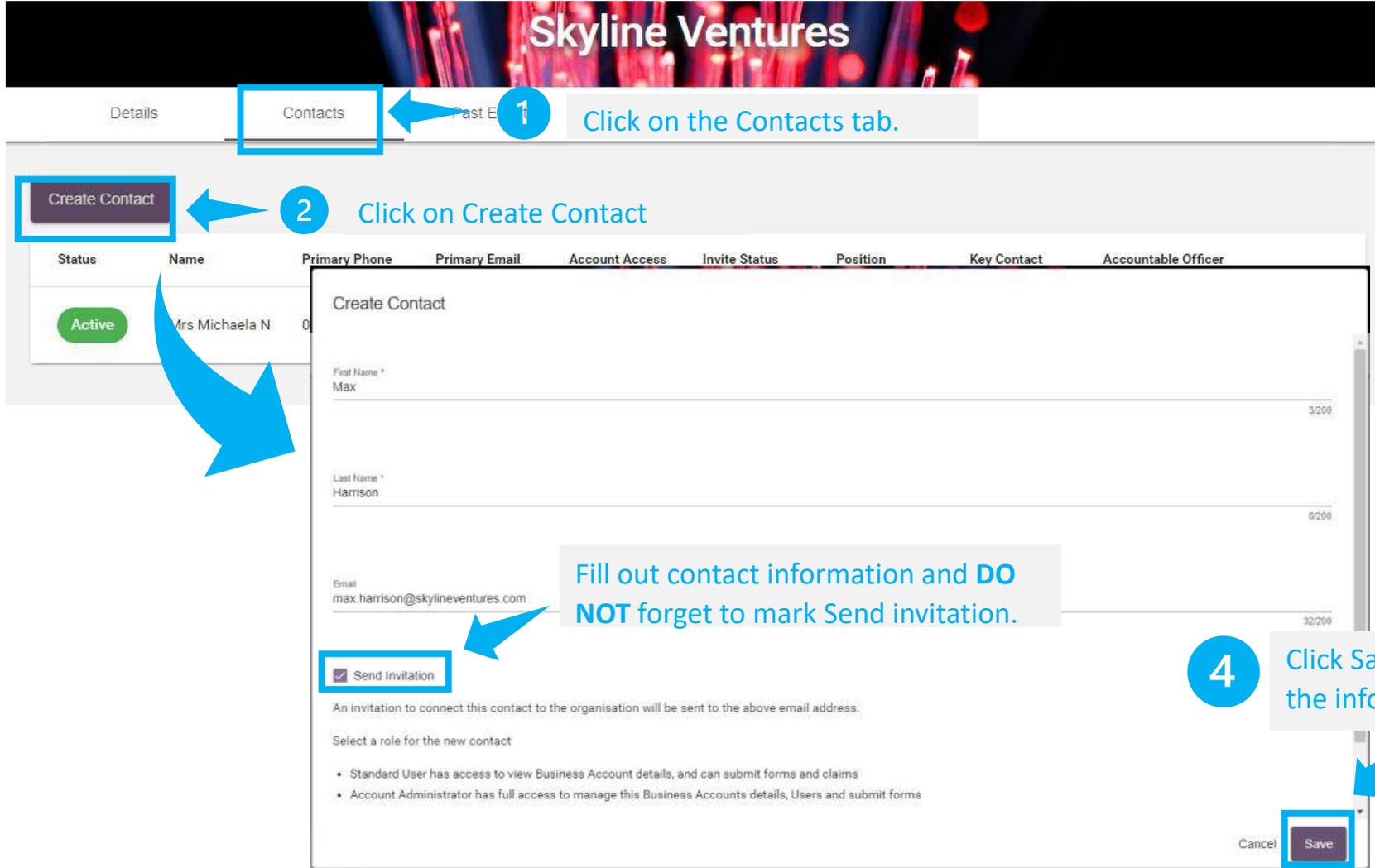


Click on Account Details to access business account information that needs modification.

Business Account Registration	Address	Postal Address	Bank Account
<p>Trading Name Zero Waste</p> <p>Primary Email esenc.shi@palladium.org</p> <p>Primary Phone 9599999999</p> <p>Website</p> <p>Legal Entity Type Non Profit</p> <p>USI</p> <p>Legal Name of your Organization Saeng organization LLC</p> <p>Registration Date 04/01/2016</p> <p>Country of Registration United States of America (US)</p> <p>Are you a Registered US Organization? Yes</p> <p>Tax Number / VAT IFN (Tax ID Number)</p> <p>Tax ID 95999</p> <p>Are you publicly listed? No</p> <p>Organization Purpose Category</p> <p>Organization Purpose (Mission) and objectives To reduce waste and ensure economic justice for all</p> <p>Edit</p>	<p>Line 1 1013 E Street Southeast</p> <p>Line 2</p> <p>Suburb/City Washington</p> <p>State/Region District of Columbia</p> <p>Postcode/ZIP Code 20015</p> <p>Country United States of America (US)</p> <p>Edit</p>	<p>Line 1 1013 E Street Southeast</p> <p>Line 2</p> <p>Suburb/City Washington</p> <p>State/Region District of Columbia</p> <p>Postcode/ZIP Code 20015</p> <p>Country United States of America (US)</p> <p>Edit</p>	<p>Bank Account Name</p> <p>SWIFT</p> <p>Bank Account No.</p> <p>Edit</p>

Click on an edit button to modify any information for the business account.

The contacts tab will allow the business account administrator (Accountable Officer) to create a user



Skyline Ventures

Details **Contacts** Past E... **1** Click on the Contacts tab.

Create Contact **2** Click on Create Contact

Status	Name	Primary Phone	Primary Email	Account Access	Invite Status	Position	Key Contact	Accountable Officer
Active	Mrs Michaela N	0						

Create Contact

First Name *
Max 3/200

Last Name *
Harrison 8/200

Email
max.harrison@skylineventures.com 32/250

Send Invitation

An invitation to connect this contact to the organisation will be sent to the above email address.

Select a role for the new contact

- Standard User has access to view Business Account details, and can submit forms and claims
- Account Administrator has full access to manage this Business Accounts details, Users and submit forms

Cancel **Save** **4** Click Save after filling out all the information.

Organizations can also modify or update a key contact for a Business Account under the Contacts tab

Note: Invitation Status for contact can be revoked.

Details
Contacts
Past Events
Panels

Create Contact

[Click here to revoke invitation status.](#)

Status	Name	Primary Phone	Primary Email	Account Access	Invite Status	Position	Key Contact	Accountable Officer
Active	Clyde Maclean	07 3911 1245	clyde.maclean@tacti...	Account Administrator	Revoke			⋮
Active	Walter Muzazaila		walter.muzazaila@ta...	Account Administrator			Yes	⋮
Active	Yena Lowe	38461555	yena.lowe@tactiv.net	Account Administrator	Revoke			⋮
Invited	Walter Muzazaila		muzazaila.walter@g...			Sent - 2/10/2020 1:59 PM		⋮
	Example Person		test@example.com					⋮

Contacts that are linked to the business account will be listed under the contacts tab. If the contact isn't listed, the person can be invited to join the account.

To change the Organization's key contact:

Tactiv (Support)

Details
Contacts
Past Events
Panels

Create Contact

Status	Name	Primary Phone	Primary Email	Account Access	Invite Status	Position	Key Contact	Accountable Officer
Active	Clyde Maclean	07 3911 1245	clyde.maclean@tacti...	Account Administrator	Revoke			
Active	Walter Muzazaila		walter.muzazaila@ta...	Account Administrator			Yes	
Active	Yena Lowe	38461555	yena.lowe@tactiv.net	Account Administrator	Revoke			
Invited	Walter Muzazaila		muzazaila.walter@g...		Sent - 2/10/2020 1:59 PM Revoke			
	Example Person		test@example.com					

Click on the 3 dots menu of the person you wish to make a key contact person then Select "Make Key Contact"

⋮

View

Make Key Contact

Make Accountable Officer

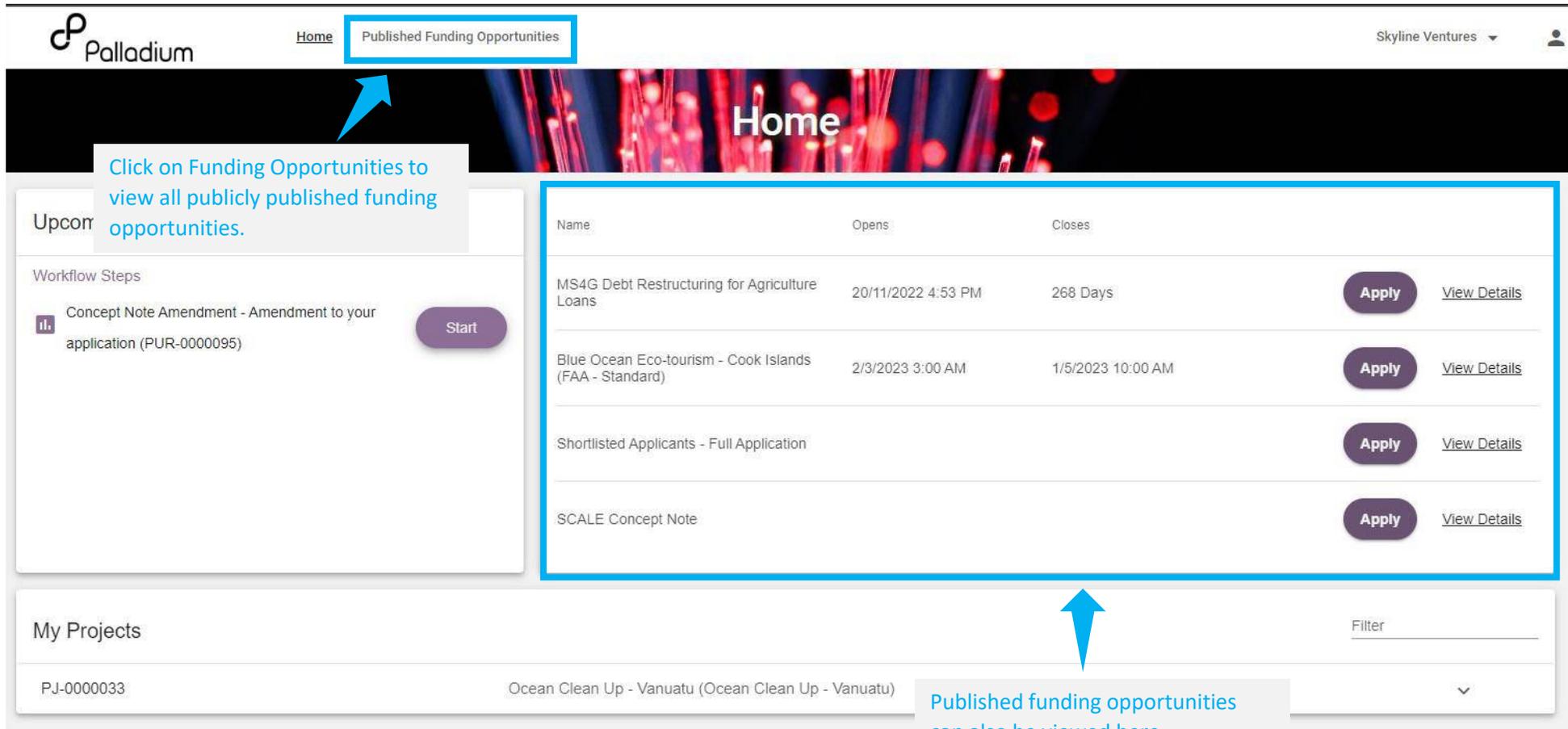
⋮



Accessing a Funding Opportunity

07

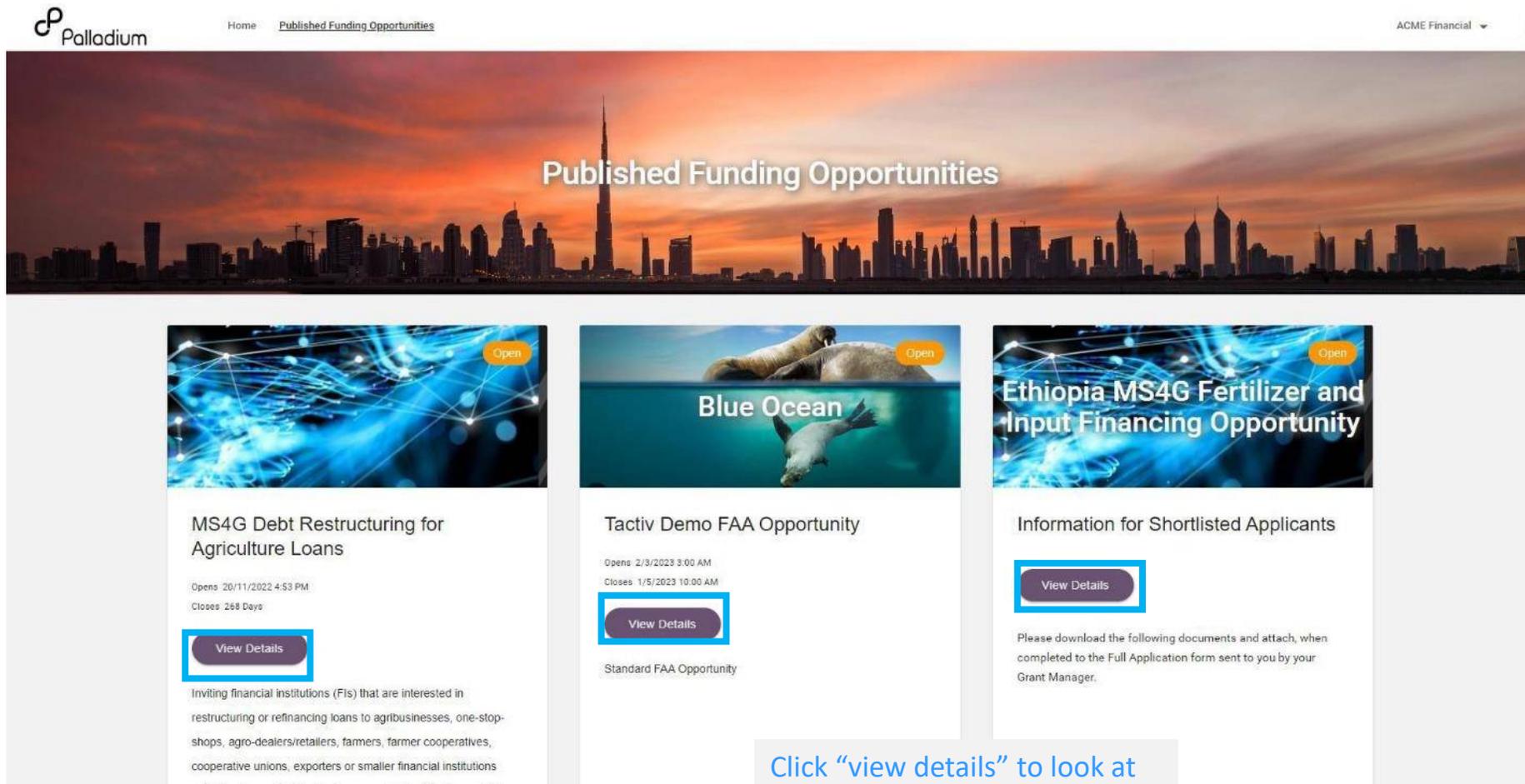
There are two ways that the applicant can view and apply for funding opportunities through the homepage of the client portal:



The screenshot shows the Palladium client portal homepage. At the top, there is a navigation bar with the Palladium logo, a 'Home' link, and a 'Published Funding Opportunities' link highlighted with a blue box. A blue arrow points from this link to a callout box that says 'Click on Funding Opportunities to view all publicly published funding opportunities.' Below the navigation bar is a banner with the word 'Home' and a background of red fiber optic lights. The main content area is divided into several sections. On the left, there is a 'Workflow Steps' section with a 'Start' button. The central section is a table of funding opportunities, which is highlighted with a blue border. This table has columns for 'Name', 'Opens', and 'Closes', and each row includes an 'Apply' button and a 'View Details' link. Below the table is a 'My Projects' section with a 'Filter' dropdown and a project entry for 'Ocean Clean Up - Vanuatu (Ocean Clean Up - Vanuatu)'. A blue arrow points from a callout box at the bottom right, which says 'Published funding opportunities can also be viewed here.', to the 'My Projects' section.

Name	Opens	Closes	Apply	View Details
MS4G Debt Restructuring for Agriculture Loans	20/11/2022 4:53 PM	268 Days	Apply	View Details
Blue Ocean Eco-tourism - Cook Islands (FAA - Standard)	2/3/2023 3:00 AM	1/5/2023 10:00 AM	Apply	View Details
Shortlisted Applicants - Full Application			Apply	View Details
SCALE Concept Note			Apply	View Details

By clicking on the Published Funding Opportunities tab, applicants can view all funding opportunities made publicly available by Palladium



Palladium Home Published Funding Opportunities ACME Financial

Published Funding Opportunities



Open

MS4G Debt Restructuring for Agriculture Loans

Opens: 20/11/2022 4:53 PM
Closes: 288 Days

[View Details](#)

Inviting financial institutions (FIs) that are interested in restructuring or refinancing loans to agribusinesses, one-stop-shops, agro-dealers/retailers, farmers, farmer cooperatives, cooperative unions, exporters or smaller financial institutions.



Open

Blue Ocean

Tactiv Demo FAA Opportunity

Opens: 2/3/2023 3:00 AM
Closes: 1/5/2023 10:00 AM

[View Details](#)

Standard FAA Opportunity



Open

Ethiopia MS4G Fertilizer and Input Financing Opportunity

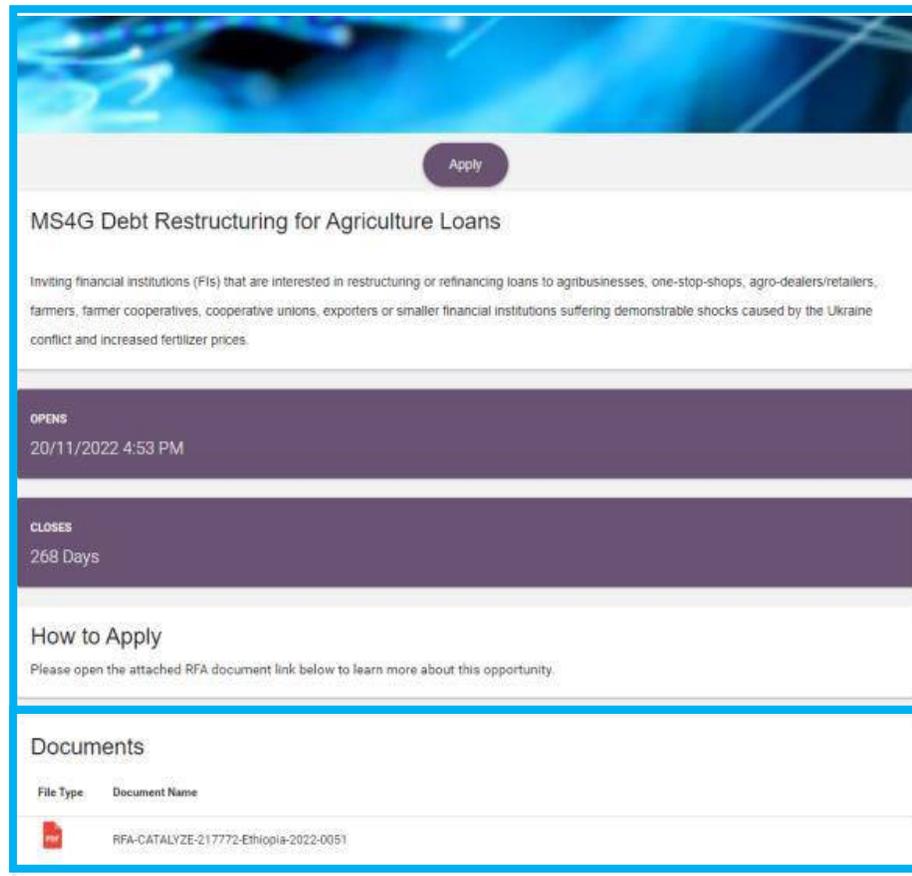
Information for Shortlisted Applicants

[View Details](#)

Please download the following documents and attach, when completed to the Full Application form sent to you by your Grant Manager.

Click "view details" to look at funding opportunity details.

****Please note:** all external parties (those without a business account) can also view any public RFA (Request for Applications) by following the URL of the published funding opportunity that may be published or shared on any websites, social media platforms, or any other traditional media channels.



The screenshot shows a web page for a funding opportunity. At the top, there is a blue header with a white 'Apply' button. Below the header, the title 'MS4G Debt Restructuring for Agriculture Loans' is displayed. A paragraph of text describes the opportunity: 'Inviting financial institutions (FIs) that are interested in restructuring or refinancing loans to agribusinesses, one-stop-shops, agro-dealers/retailers, farmers, farmer cooperatives, cooperative unions, exporters or smaller financial institutions suffering demonstrable shocks caused by the Ukraine conflict and increased fertilizer prices.' Below this, there are two dark purple boxes: one labeled 'OPENS' with the date '20/11/2022 4:53 PM' and another labeled 'CLOSES' with '268 Days'. A section titled 'How to Apply' contains the text 'Please open the attached RFA document link below to learn more about this opportunity.' At the bottom, a 'Documents' section contains a table with two columns: 'File Type' and 'Document Name'. A single document is listed with a PDF icon, the file type 'pdf', and the name 'RFA-CATALYZE-217772-Ethiopia-2022-0051'.

Information page about a Funding Opportunity

The URL will take any potential applicant directly to the information page on a specific funding opportunity.

It includes key information about the opportunity including a copy of the RFA document.

Anyone interesting in applying for any funding opportunity will need to register a business account via the client portal before they can apply for a funding opportunity.

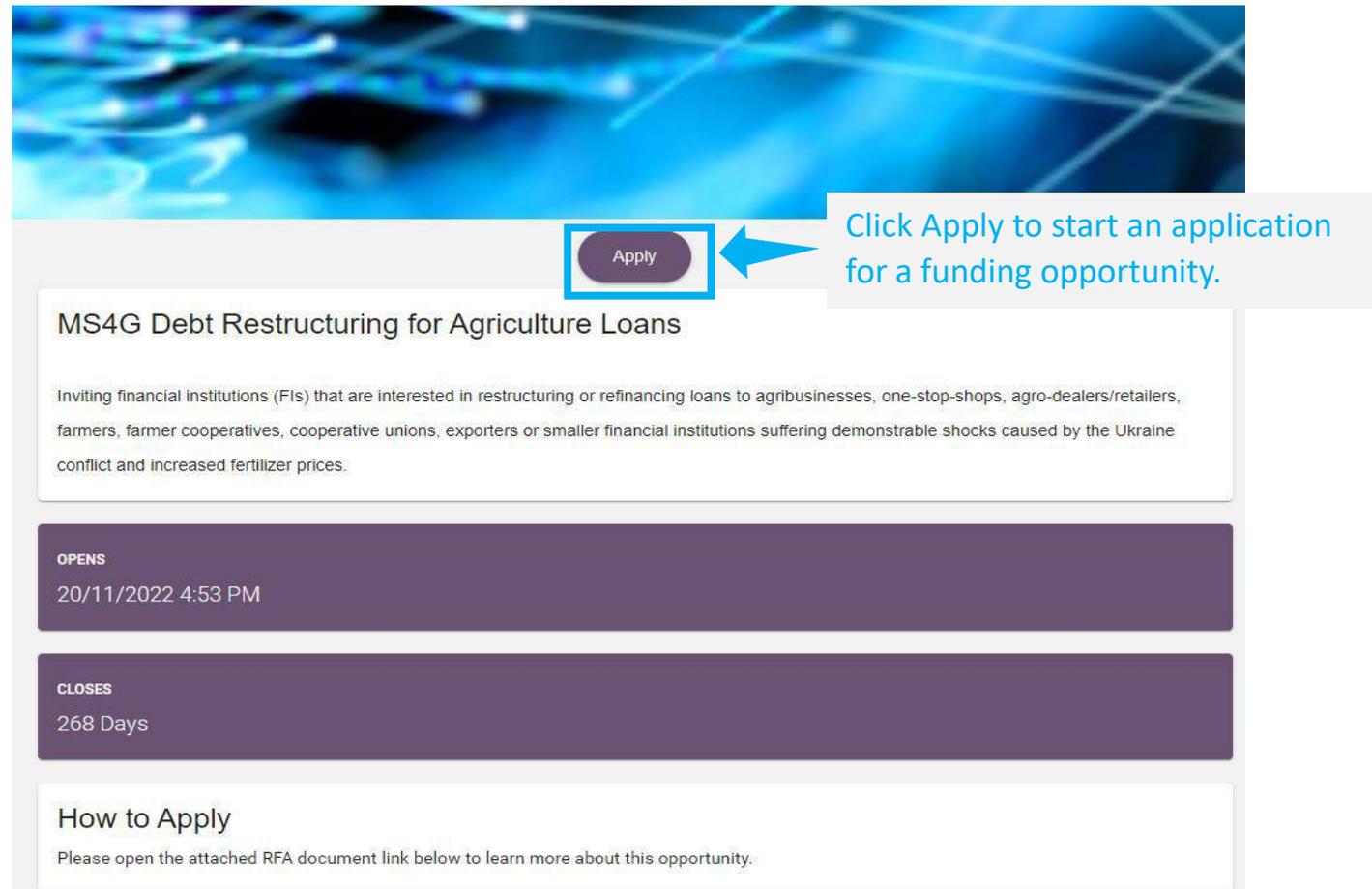
A copy of the RFA document and any required templates or documents



Applying for a Funding opportunity

08

Regardless of the path the applicant takes to get to the funding opportunity page, once there, please select apply to begin the application process for a funding opportunity.

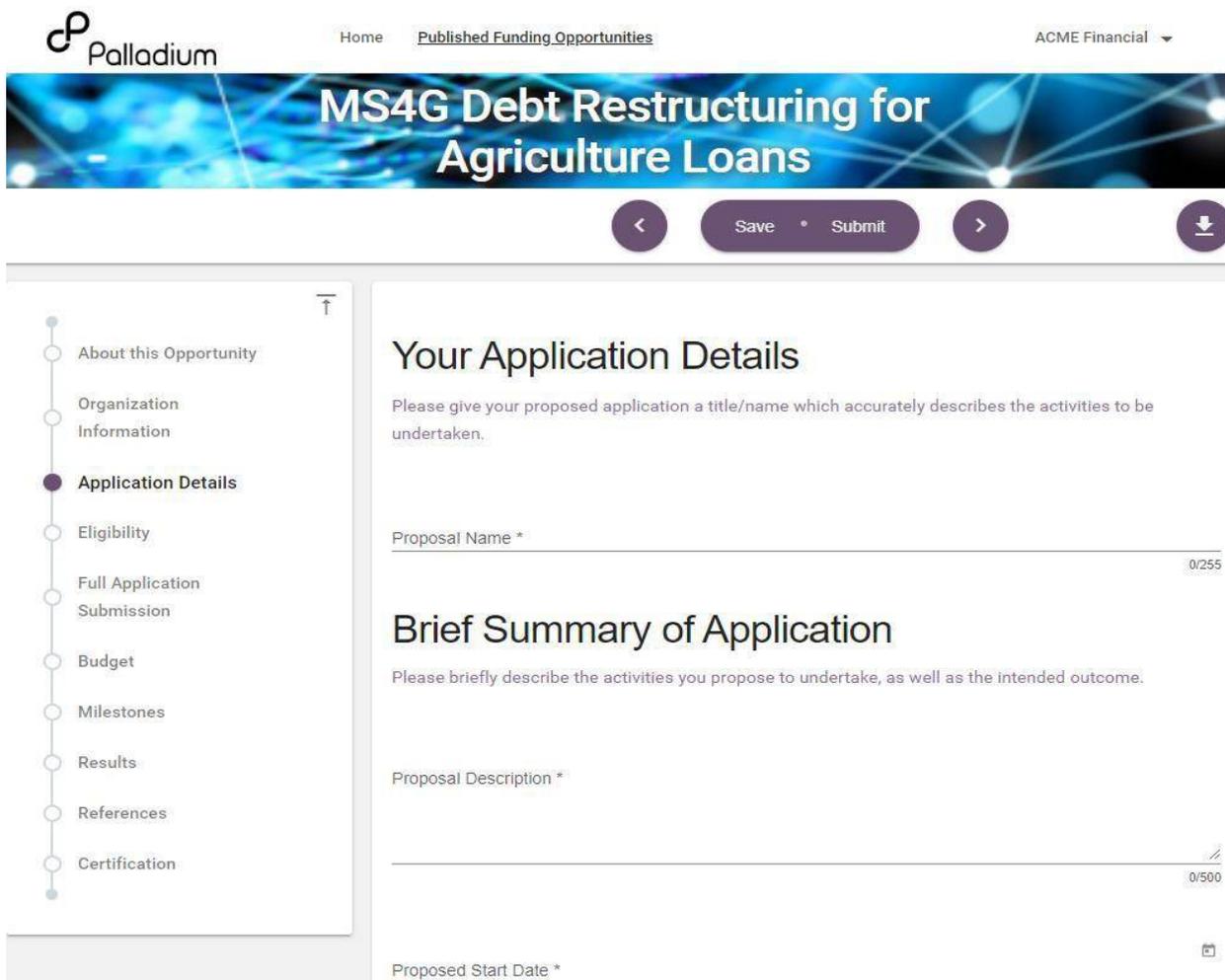


The screenshot shows a funding opportunity page with a blue header image. A purple button labeled "Apply" is highlighted with a blue box and a blue arrow pointing to it from a callout box. The callout box contains the text: "Click Apply to start an application for a funding opportunity." Below the button, the funding opportunity details are displayed in a white box with a purple border. The title is "MS4G Debt Restructuring for Agriculture Loans". The description reads: "Inviting financial institutions (FIs) that are interested in restructuring or refinancing loans to agribusinesses, one-stop-shops, agro-dealers/retailers, farmers, farmer cooperatives, cooperative unions, exporters or smaller financial institutions suffering demonstrable shocks caused by the Ukraine conflict and increased fertilizer prices." Below the description, there are two purple bars: one labeled "OPENS" with the date "20/11/2022 4:53 PM" and another labeled "CLOSES" with "268 Days". At the bottom, there is a section titled "How to Apply" with the text: "Please open the attached RFA document link below to learn more about this opportunity."

Overview of the application when applying for a funding opportunity

During the application process, there will be a series of questions that applicants will be asked to fill in based on the type of funding opportunity.

These questions will be different based on the type of RFA – a two stage approach (includes an initial concept note stage followed by the full application) or a one stage approach (takes you directly to a full application).



The screenshot shows the Palladium application interface. At the top, there is a navigation bar with the Palladium logo, 'Home', 'Published Funding Opportunities', and 'ACME Financial'. Below this is a banner for 'MS4G Debt Restructuring for Agriculture Loans'. The main content area is divided into two sections. On the left is a vertical navigation menu with steps: 'About this Opportunity', 'Organization Information', 'Application Details' (highlighted), 'Eligibility', 'Full Application Submission', 'Budget', 'Milestones', 'Results', 'References', and 'Certification'. On the right is the 'Your Application Details' form. It includes a text input field for 'Proposal Name *' with a character count of 0/255. Below that is a 'Brief Summary of Application' section with a text input field for 'Proposal Description *' with a character count of 0/500. At the bottom, there is a date input field for 'Proposed Start Date *'.



Concept Note Assessment

About this Opportunity:

This section will provide the scope and details of the funding opportunity. Please take the time to carefully review this section and refer the RFA for specific requirements around eligibility.

About this Opportunity

The following information describes the scope and details of the opportunity. Please read this section carefully and refer to the RFA for specific requirements to complete this application.

RFA #

Potter/01222345

REF

Innovations in Education

Opportunity Scope

Provide high levels of innovation in Education to meet the needs of industry the next 20-50 years.

Region

Europe

Country

Albania

Multi-Country/Multi-Region Details

Organization Information

This section will focus on contact information and standard eligibility criteria. All the fields in this section are **MANDATORY**. Please take the time to ensure that your organization meet all the standard eligibility criteria before starting the application.

Application Contact

Provide the name of the person who should be contacted in your organization in relation to this application.
Application Contact*

Add contact

Organization's Legal Representative

Organization's Legal Representative*

Add contact

Standard Eligibility Criteria

Please confirm that the applicant organization meets the following eligibility criteria for this opportunity.

- Legally registered as per the laws of cooperating country *
- Not be a part of a government or government structures, except as allowable under Eligibility Criteria *
- Not appear on any list of debarred or suspended entities, or on any terrorist watch list, or other published list of ineligible recipients *
- Not affiliated with any political party nor engaged in partisan activities *
- For awards over \$25,000 must have or be able to obtain a Unique Entity Identifier (UEI) Number *

Please check that the UEI number provided for your organization is correct. You can update this in your Account Details in the drop down menu under your organization's name on your homepage. Successful applicants must maintain current information in sam.gov

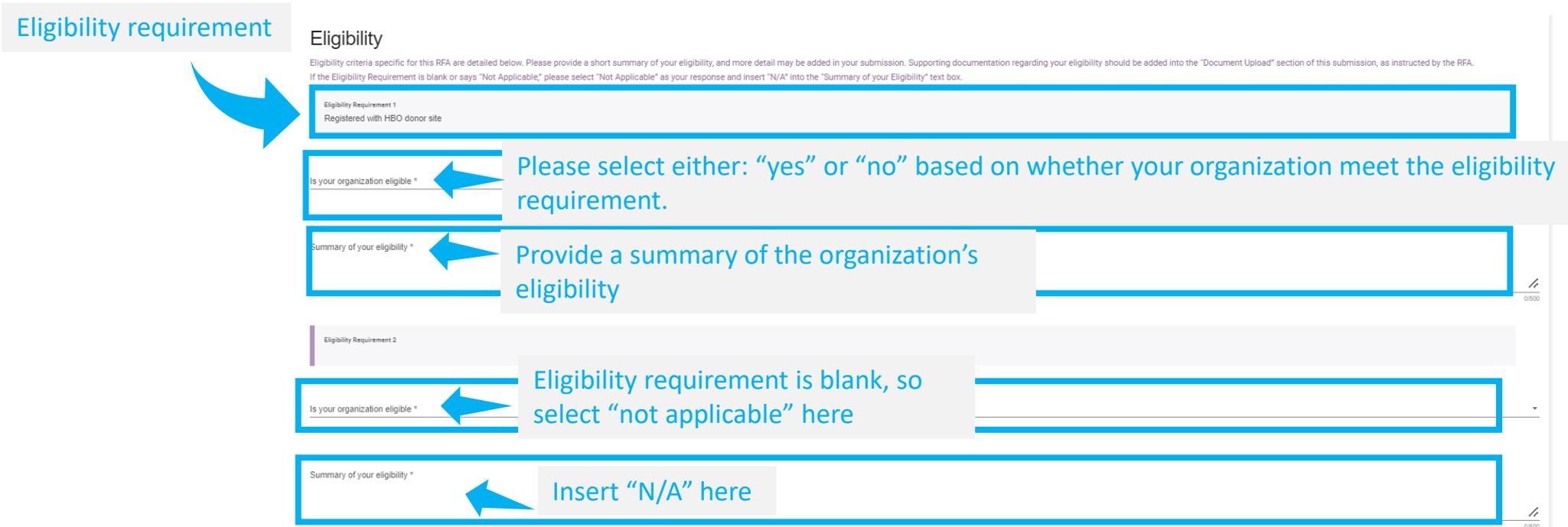
If your organization does not currently possess a UEI number please visit <http://sam.gov> to initiate UEI number registration.

Your Organization's UEI Number

Eligibility

Please provide a short summary of your eligibility, and more detail may be added in your submission. Supporting documentation regarding your eligibility should be added into the “Document Upload” section of this submission, as instructed by the RFA.

If the Eligibility Requirement is blank or says, “Not Applicable,” please select “Not Applicable” as your response and insert “N/A” into the “Summary of your Eligibility” text box.



Eligibility requirement

Eligibility

Eligibility criteria specific for this RFA are detailed below. Please provide a short summary of your eligibility, and more detail may be added in your submission. Supporting documentation regarding your eligibility should be added into the “Document Upload” section of this submission, as instructed by the RFA. If the Eligibility Requirement is blank or says “Not Applicable,” please select “Not Applicable” as your response and insert “N/A” into the “Summary of your Eligibility” text box.

Eligibility Requirement 1
Registered with HBO donor site

Is your organization eligible * Please select either: “yes” or “no” based on whether your organization meet the eligibility requirement.

Summary of your eligibility * Provide a summary of the organization’s eligibility

Eligibility Requirement 2

Is your organization eligible * Eligibility requirement is blank, so select “not applicable” here

Summary of your eligibility * Insert “N/A” here

Application Details

In this section, applicants will be asked to provide an overview of the proposed activity , brief summary of the application, and information about the organization.

Your Application Details
Please give your proposed application a title/name which accurately describes the activities to be undertaken.

Proposal Name *

Country of Implementation *

Brief Summary of Application
Please briefly describe the activities you propose to undertake, as well as the intended outcome.

Proposal Description *

Organization's Mission and Purpose
Describe your organization's mission and purpose with relation to this specific funding opportunity (no more than 2 paragraphs).

Organization's Mission and Purpose *

Anticipated Performance Length *

Please provide the proposed application a name which accurately describes the activity to be undertaken here.

Select a country of implementation

Please describe the proposed activities and the intended outcome(s).

Provide the organization's mission and the relation to this specific funding opportunity.

Select the anticipated length of the project

Problem Statement

Applicants will be asked to explain the challenges that their organizations are facing and how this funding can help the organization overcome this. Please note the characters limit in this section.

Problem Statement

Briefly explain the problem/challenge your organization is facing and how this funding opportunity can help your organization overcome this problem/challenge.

Problem Statement *

B *I* U ~~S~~ ☰ ▼ ☷ ▼ ⏪ ⏩ 🔗 📄

0/5000 characters (with formatting) · 0 characters · 0 words

Proposed Activity

This section focuses on understanding the beneficiary impact and implementation's strategy.

Proposed Activity

Beneficiary Impact

Provide a general description of who the beneficiaries of the proposed activities are and the intended impact on them.

Beneficiary Impact *

B *I* U ~~S~~      

Please provide a description on who will be benefitting from the proposed activity and the intended impact.

0/5000 characters (with formatting) · 0 characters · 0 words

Implementation Approach

Describe how and by whom the activities proposed above will be implemented, including leadership and number of staff (where applicable).

Implementation Approach *

B *I* U ~~S~~      

Please provide a description on the implementation strategy of the proposed activity, including information on leaderships and staff.

Technical Experience

Applicant will be asked to provide detail description of the organization's past experiences and the outcome of past projects in this section.

Technical Experience

Describe your organization's past experience, including specific past programs and their outcomes.

Technical Experience *

B	<i>I</i>	<u>U</u>	S	☰	☰	☰	☰	🔗	📄
0/5000 characters (with formatting) · 0 characters · 0 words									

Proposed Concept Budget

Applicant will be asked to provide a high-level overview of the total funding budget required to implement the proposed activity, including any co-funding, cost-sharing, or leveraged funding (if applicable)

Proposed Concept Budget

Grant Currency *

Select a grant currency



Budget

Please provide a high level budget of the total funding required to implement your proposed activity. Please also include details of any co-funding, cost share, or leverage (if applicable). Where there are no requirements for cost share, co-funding, or leverage, please insert "0"

More details on specific requirements for the concept note budget can be found in the RFA.

Definitions:

Co-Funding means resources a recipient will contribute to the total cost of an agreement under, traditionally used under a fixed amount award. This amount does not become a condition of the award, but rather seeks to demonstrate how a recipient also plans to contribute resources to the overall activity.

Cost share (or "matching") refers to the resources a recipient contributes to the total cost of an agreement. It becomes a condition of an award when it is part of the approved award budget. It is verifiable from the recipient's records, i.e. it CAN be audited. Includes all cash and in-kind contributions from the recipient or third parties.

Leverage resources that a non-traditional USAID partner brings to a public-private partnership, ie the portion not being borne by USAID. These non-traditional resource partners are typically NOT receiving USAID funds. It can be a variety of forms - anything of value that is measured, financial contributions, third party contributions, donated services or property, or intellectual property. It can NOT be audited.

	Total Activity Cost	Funding Requested	Co-funding/Cost Share	Leveraged Funding
General Budget	0.00	Funding Requested	Co-funding/Cost Share	Leveraged Funding
Totals	0.00	0.00	0.00	0.00

****The applicant can also upload the excel sheet of the budget in this section****

Document Upload

Please carefully review the RFA and attach all required documents in this section. Please note any file above the file size limit (50MB/document) and documents with special characters can't be uploaded.

Additional Documents

Review this RFA and attach any other documentation required at Step 1 - Concept Note stage.

Document Upload

Please note that there is a 50MB limit per document and document titles with special characters (such as macrons or the "&" symbol) cannot be uploaded. Please ensure documents uploaded are clearly titled to signify their purpose.

Name

There are no documents

Upload

Declarations

Please mark “acknowledgement response” and select “submit” at the bottom when finished.

Declaration

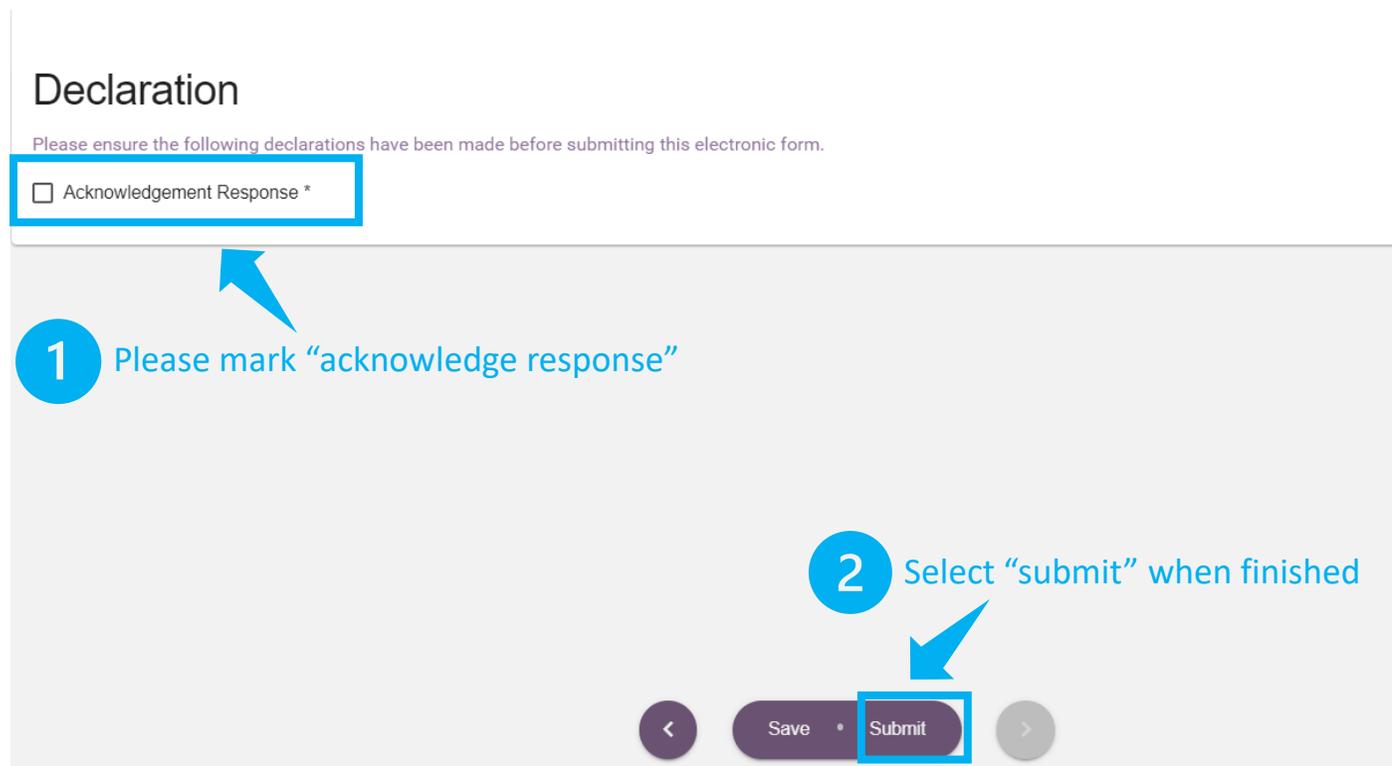
Please ensure the following declarations have been made before submitting this electronic form.

Acknowledgement Response *

1 Please mark “acknowledge response”

2 Select “submit” when finished

< Save Submit >

A screenshot of a mobile application interface for a 'Declaration' form. The form title is 'Declaration' and it includes a sub-instruction: 'Please ensure the following declarations have been made before submitting this electronic form.' Below this is a checkbox labeled 'Acknowledgement Response *'. A blue circle with the number '1' and an arrow points to this checkbox with the text 'Please mark “acknowledge response”'. At the bottom of the screen, there are three buttons: a back arrow, a 'Save' button, and a 'Submit' button. A blue circle with the number '2' and an arrow points to the 'Submit' button with the text 'Select “submit” when finished'. The 'Submit' button is also highlighted with a blue rectangular box.



Full Application

About this Opportunity:

This section will provide the scope and details of the funding opportunity. Please take the time to carefully review this section and refer the RFA for specific requirements around eligibility.

About this Opportunity

The following information describes the scope and details of the opportunity. Please read this section carefully and refer to the RFA for specific requirements to complete this application.

RFA #

Potter/01222345

REF

Innovations in Education

Opportunity Scope

Provide high levels of innovation in Education to meet the needs of industry the next 20-50 years.

Region

Europe

Country

Albania

Multi-Country/Multi-Region Details

Organization Information

This section will focus on contact information and standard eligibility criteria. All the fields in this section are **MANDATORY**. Please take the time to ensure that your organization meet all the standard eligibility criteria before starting the application.

Application Contact

Provide the name of the person who should be contacted in your organization in relation to this application.

Application Contact*

Add contact

Organization's Legal Representative

Organization's Legal Representative*

Add contact

Standard Eligibility Criteria

Please confirm that the applicant organization meets the following eligibility criteria for this opportunity.

- Legally registered as per the laws of cooperating country *
- Not be a part of a government or government structures, except as allowable under Eligibility Criteria *
- Not appear on any list of debarred or suspended entities, or on any terrorist watch list, or other published list of ineligible recipients *
- Not affiliated with any political party nor engaged in partisan activities *
- For awards over \$25,000 must have or be able to obtain a Unique Entity Identifier (UEI) Number *

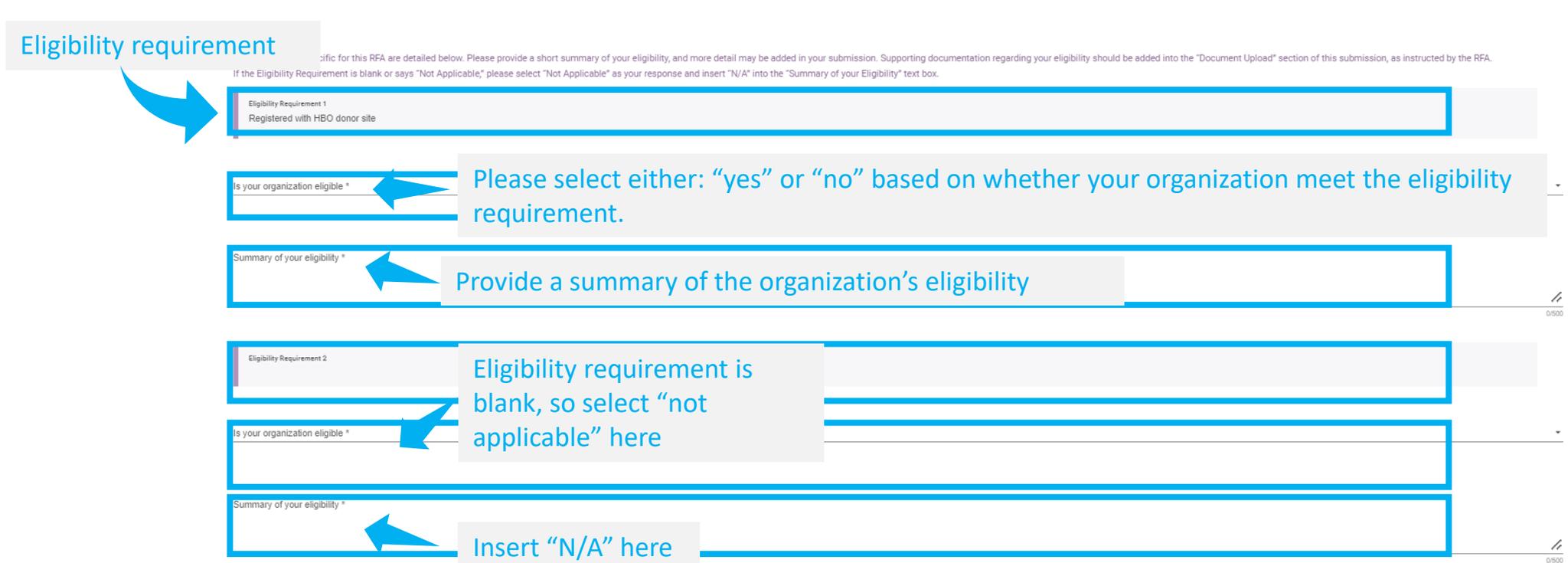
Please check that the UEI number provided for your organization is correct. You can update this in your Account Details in the drop down menu under your organization's name on your homepage. Successful applicants must maintain current information in sam.gov. If your organization does not currently possess a UEI number please visit <http://sam.gov> to initiate UEI number registration.

Your Organization's UEI Number

Eligibility

Please provide a short summary of your eligibility, and more detail may be added in your submission. Supporting documentation regarding your eligibility should be added into the “Document Upload” section of this submission, as instructed by the RFA.

If the Eligibility Requirement is blank or says, “Not Applicable,” please select “Not Applicable” as your response and insert “N/A” into the “Summary of your Eligibility” text box.



Eligibility requirement

Specific for this RFA are detailed below. Please provide a short summary of your eligibility, and more detail may be added in your submission. Supporting documentation regarding your eligibility should be added into the “Document Upload” section of this submission, as instructed by the RFA.
If the Eligibility Requirement is blank or says “Not Applicable,” please select “Not Applicable” as your response and insert “N/A” into the “Summary of your Eligibility” text box.

Eligibility Requirement 1
Registered with HBO donor site

Is your organization eligible * **Please select either: “yes” or “no” based on whether your organization meet the eligibility requirement.**

Summary of your eligibility * **Provide a summary of the organization’s eligibility**

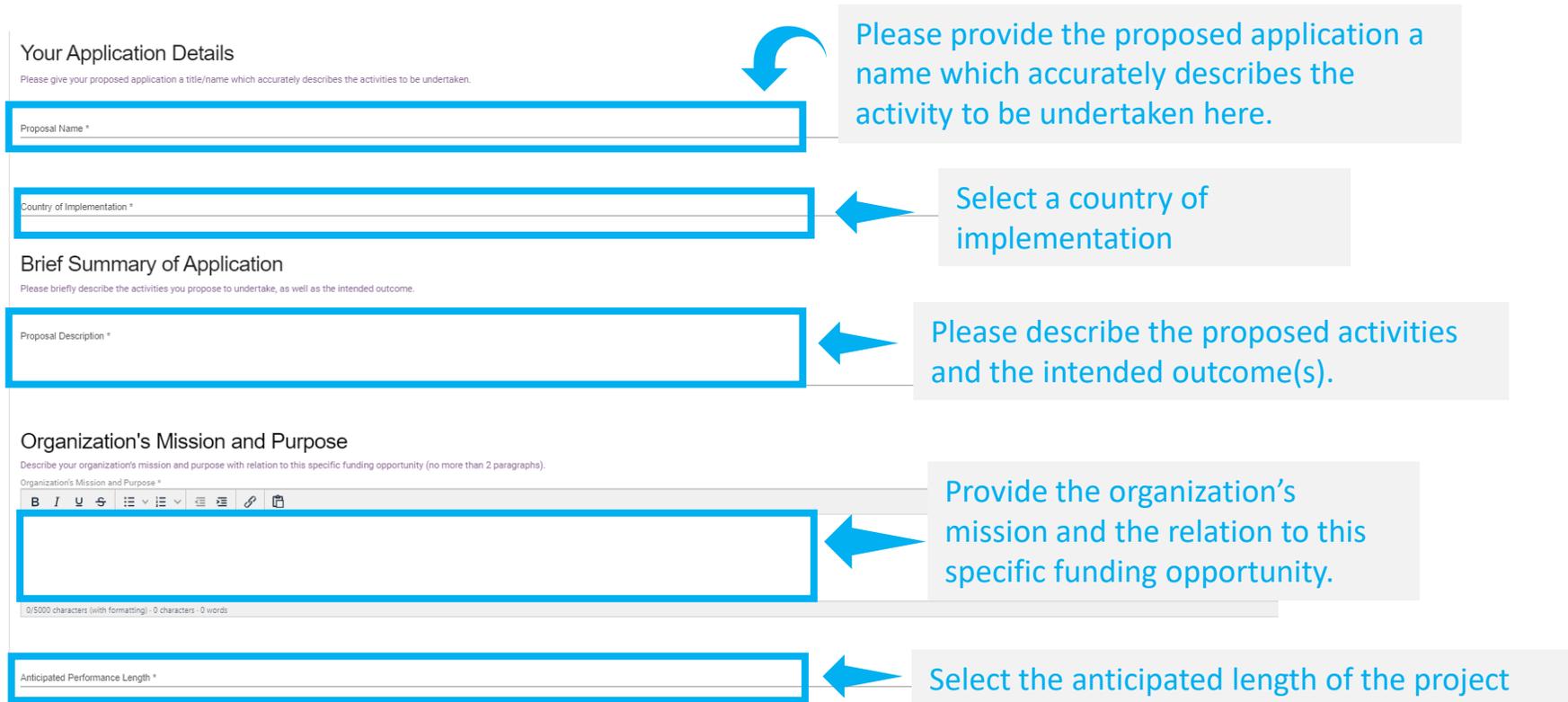
Eligibility Requirement 2

Is your organization eligible * **Eligibility requirement is blank, so select “not applicable” here**

Summary of your eligibility * **Insert “N/A” here**

Application Details

In this section, applicants will be asked to provide an overview of the proposed activity , brief summary of the application, and information about the organization.



Your Application Details
Please give your proposed application a title/name which accurately describes the activities to be undertaken.

Proposal Name *

Country of Implementation *

Brief Summary of Application
Please briefly describe the activities you propose to undertake, as well as the intended outcome.

Proposal Description *

Organization's Mission and Purpose
Describe your organization's mission and purpose with relation to this specific funding opportunity (no more than 2 paragraphs).

Organization's Mission and Purpose *

Anticipated Performance Length *

Please provide the proposed application a name which accurately describes the activity to be undertaken here.

Select a country of implementation

Please describe the proposed activities and the intended outcome(s).

Provide the organization's mission and the relation to this specific funding opportunity.

Select the anticipated length of the project

Full Application Submission

In this section, applicants will be asked to upload all required documents (listed in the RFA). Please carefully read the RFA and submit all the mandatory documents here.

Note: document with special character and has file size larger than 50mb can't be uploaded.

Full Application Submission

Required documentation for this full application will be detailed in the RFA. Please refer back to the RFA to ensure all required documents are submitted here.

USAID Certifications

Please upload all relevant additional documents and a signed copy of the Certifications, Assurances, Representations, and Other Statements of the Recipient which can be downloaded here:
[Certification Template](#)

Document Upload

Please note that there is a 50MB limit per document and document titles with special characters (such as macrons or the "&" symbol) cannot be uploaded.
Please ensure documents uploaded are clearly titled to signify their purpose.

Name

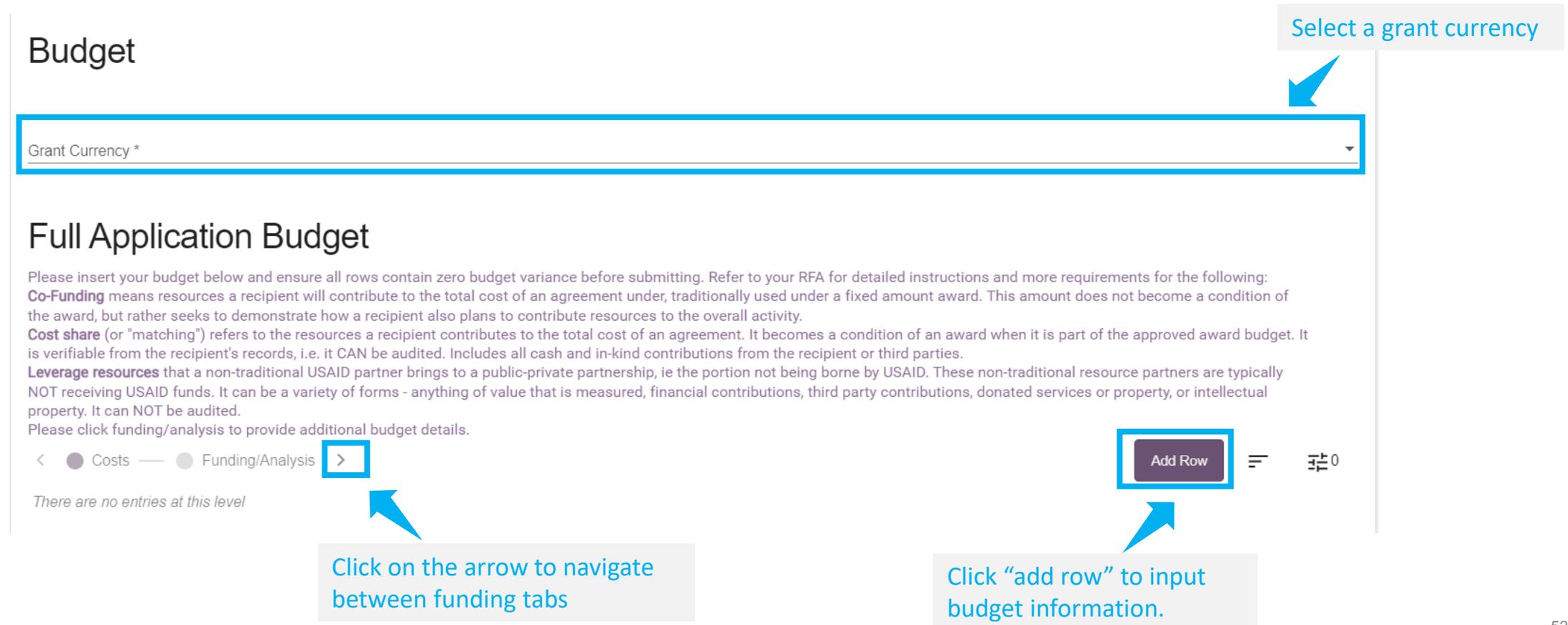
There are no documents

Upload

****The applicant can also upload the excel sheet of the budget in this section****

Proposed Concept Budget

Applicant will be asked to provide a high-level overview of the total funding budget required to implement the proposed activity, including any co-funding, cost-sharing, or leveraged funding (if applicable)



The screenshot shows a web interface for budget entry. At the top left is the heading "Budget". Below it is a dropdown menu labeled "Grant Currency *". A blue arrow points from a callout box "Select a grant currency" to this dropdown. Below the dropdown is the heading "Full Application Budget". Underneath is a paragraph of instructions and definitions for Co-Funding, Cost share, and Leverage resources. Below the text are two radio buttons: "Costs" (selected) and "Funding/Analysis". A blue arrow points from a callout box "Click on the arrow to navigate between funding tabs" to the right-pointing arrow next to "Funding/Analysis". To the right of the radio buttons is a table with a single row and two columns. The first column contains the text "There are no entries at this level". The second column contains a purple button labeled "Add Row". A blue arrow points from a callout box "Click 'add row' to input budget information." to this button. To the right of the "Add Row" button are three icons: a horizontal line, a vertical line, and a "0".

Milestones

Please carefully review the RFA about milestones. If the RFA require organization to propose milestones, please complete the milestone table below by clicking “add proposed payment milestones”

Proposed Milestones and Deliverables

If instructions in the RFA require organization to propose milestones, please complete the milestone table below. If the RFA has predefined milestones, please insert those milestones into the table below.

Refer back to your cost application and budget to ensure that the sum total of payment milestones aligns with the Cost Application and Budget.

If your proposed milestone table is more complex, please contact your Grants Manager to discuss.

Proposed Payment Milestones

Milestone	Details	Due Date	Amount
-----------	---------	----------	--------

There are no records

+ Add Proposed Payment Milestones



Click here to add milestones

References

Applicants will be asked to inset a **MINIMUM** of 3 references in this section.

References

Must provide a minimum of 3 references. However, more than 3 may be included.

First Name	Last Name	Position Title	Organization	Email	Phone	Relationship
<i>There are no records</i>						

[+ Add](#)

Click here to add a reference information

Declarations

Please mark “acknowledgement response” and select “submit” at the bottom when finished.

Declaration

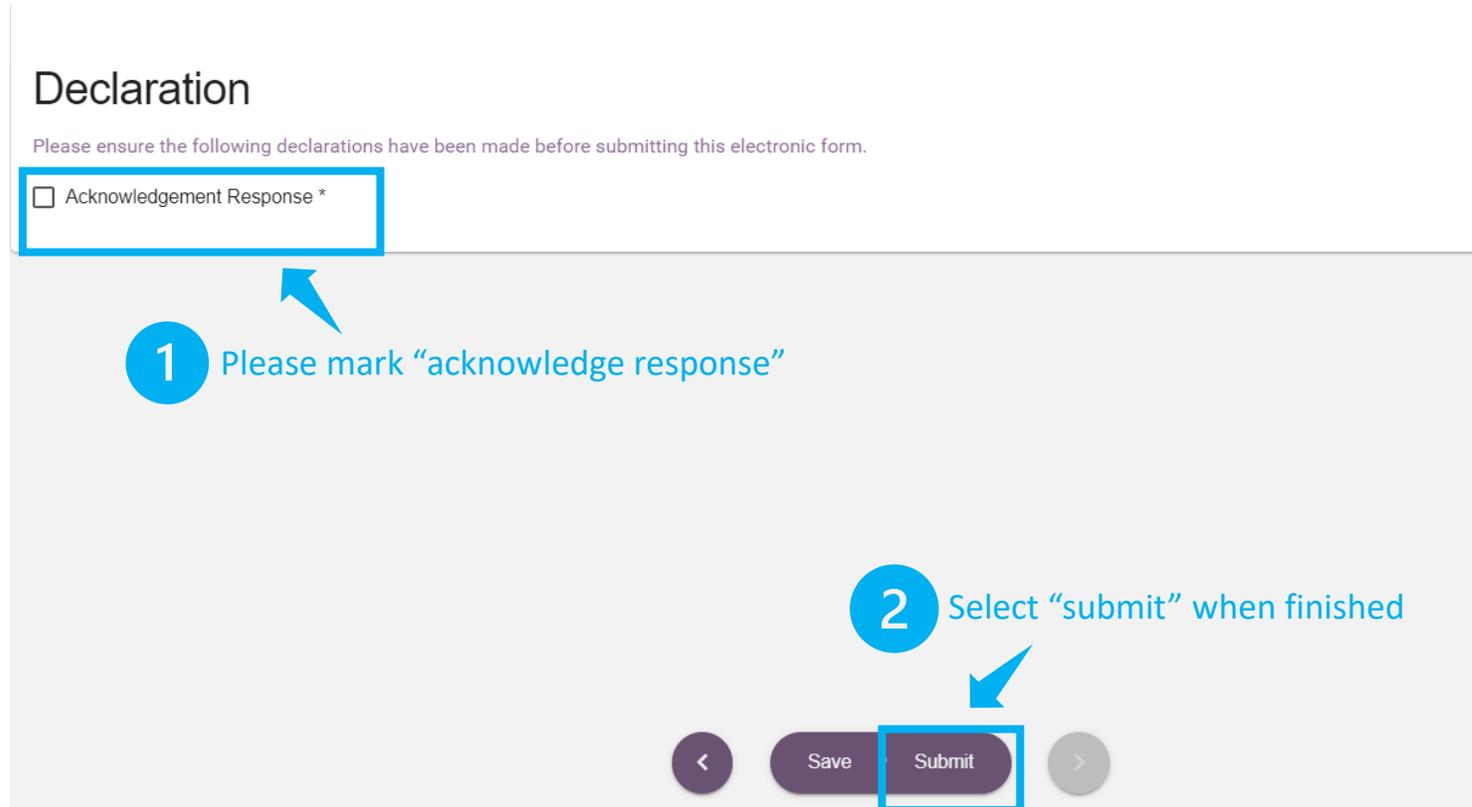
Please ensure the following declarations have been made before submitting this electronic form.

Acknowledgement Response *

1 Please mark “acknowledge response”

2 Select “submit” when finished

< Save Submit >

A screenshot of a mobile application interface for a 'Declaration' form. The form title is 'Declaration' and it includes a sub-instruction: 'Please ensure the following declarations have been made before submitting this electronic form.' Below this is a checkbox labeled 'Acknowledgement Response *'. A blue circle with the number '1' and an arrow points to this checkbox with the text 'Please mark “acknowledge response”'. At the bottom of the screen is a navigation bar with three buttons: a left arrow, 'Save', and 'Submit'. A blue circle with the number '2' and an arrow points to the 'Submit' button with the text 'Select “submit” when finished'. The 'Submit' button is highlighted with a blue box.

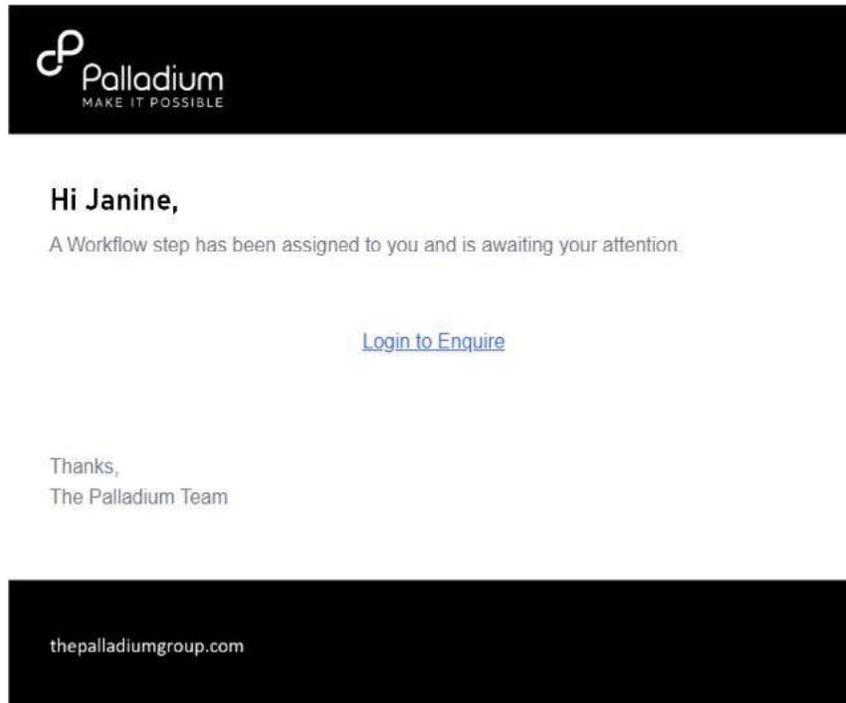


Workflow Request

09

Throughout the grant's life cycle, applicants will be asked to complete a variety of workflow tasks. Applicants (or later, Grantees) will be notified via email when there is a task awaiting their attention

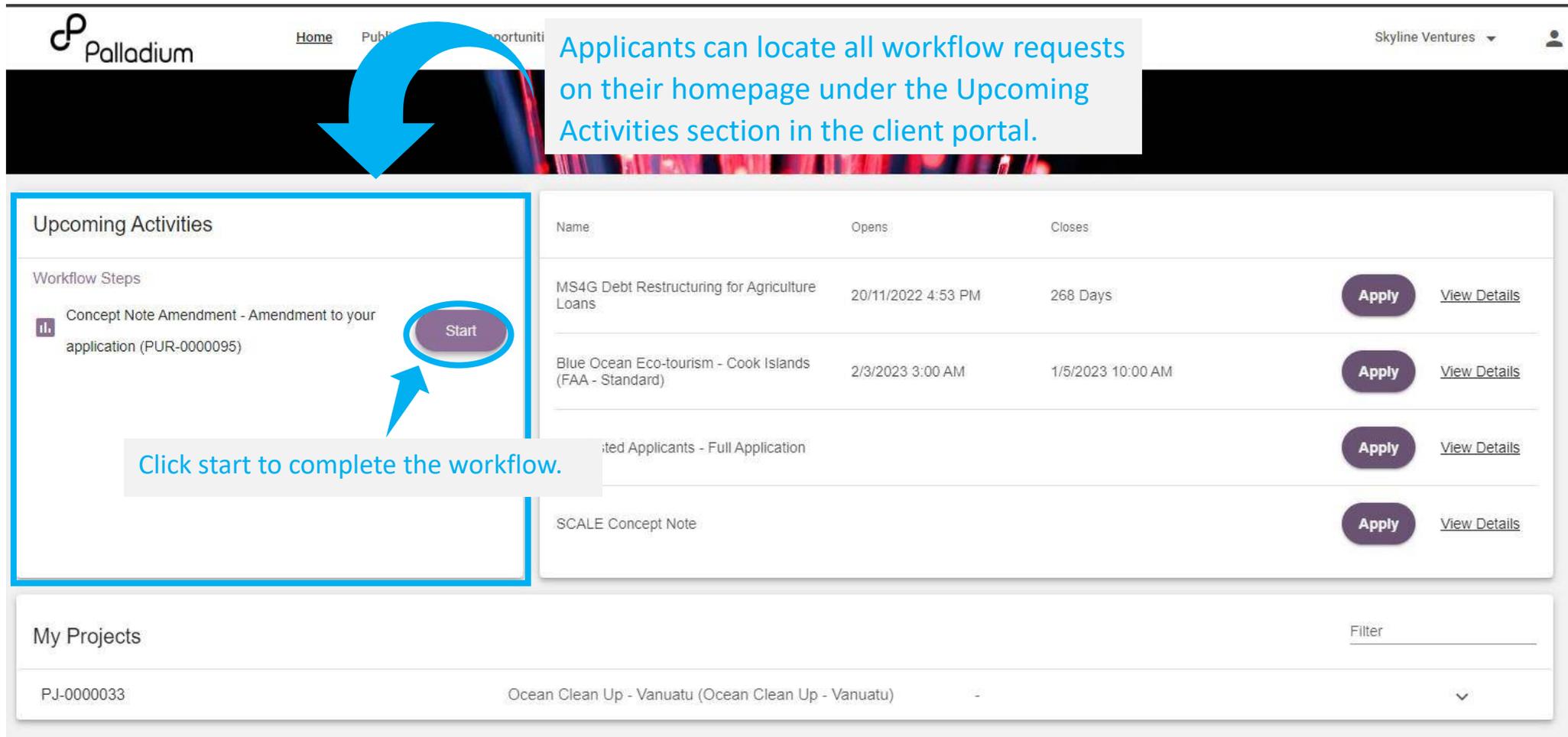
1 Applicant will receive email notification when there is a request from Palladium.



2 Applicant can login to the Client Portal to complete the request.



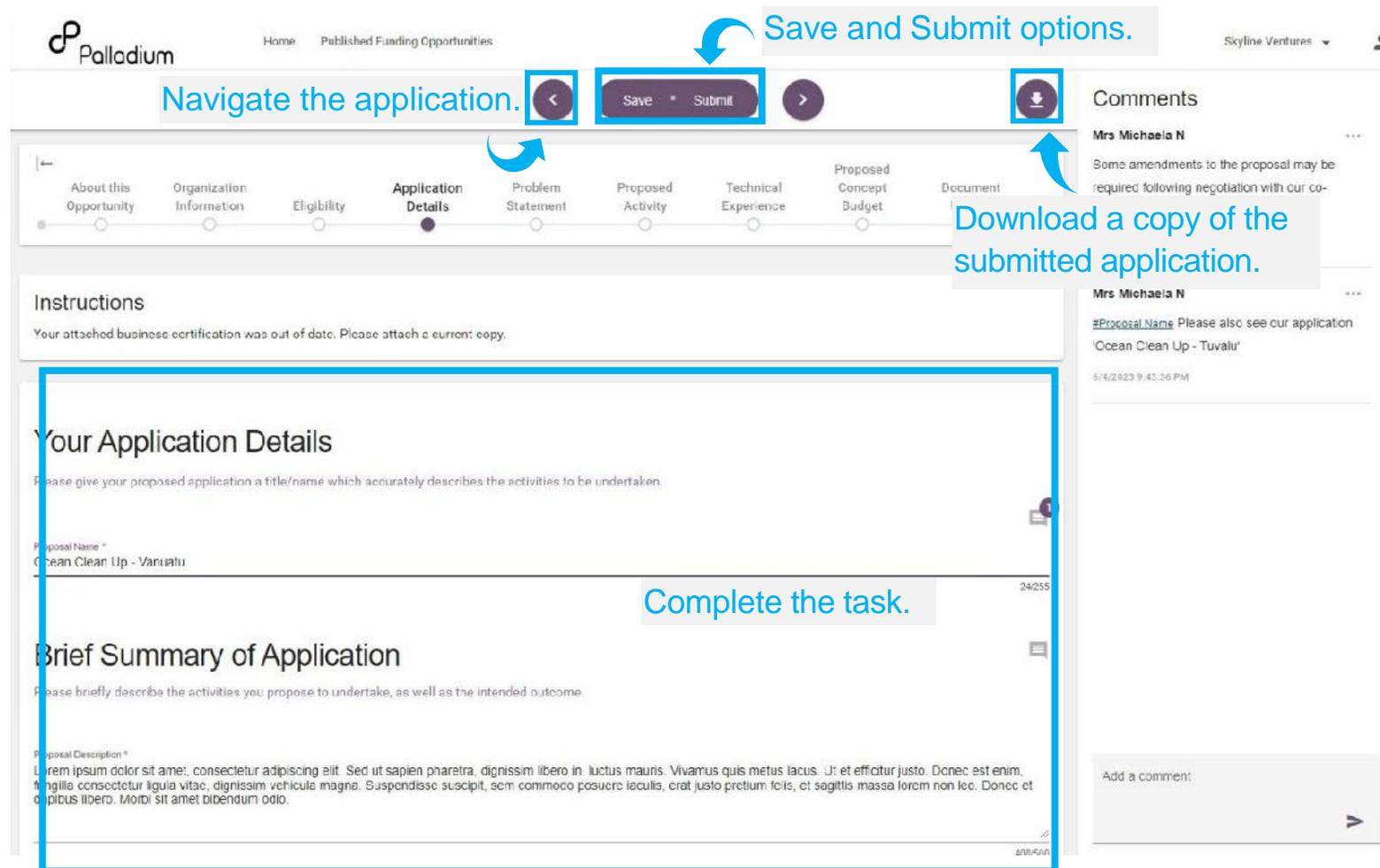
The requested workflow will be located on the left-hand side of the homepage in the client portal.



Applicants can locate all workflow requests on their homepage under the Upcoming Activities section in the client portal.

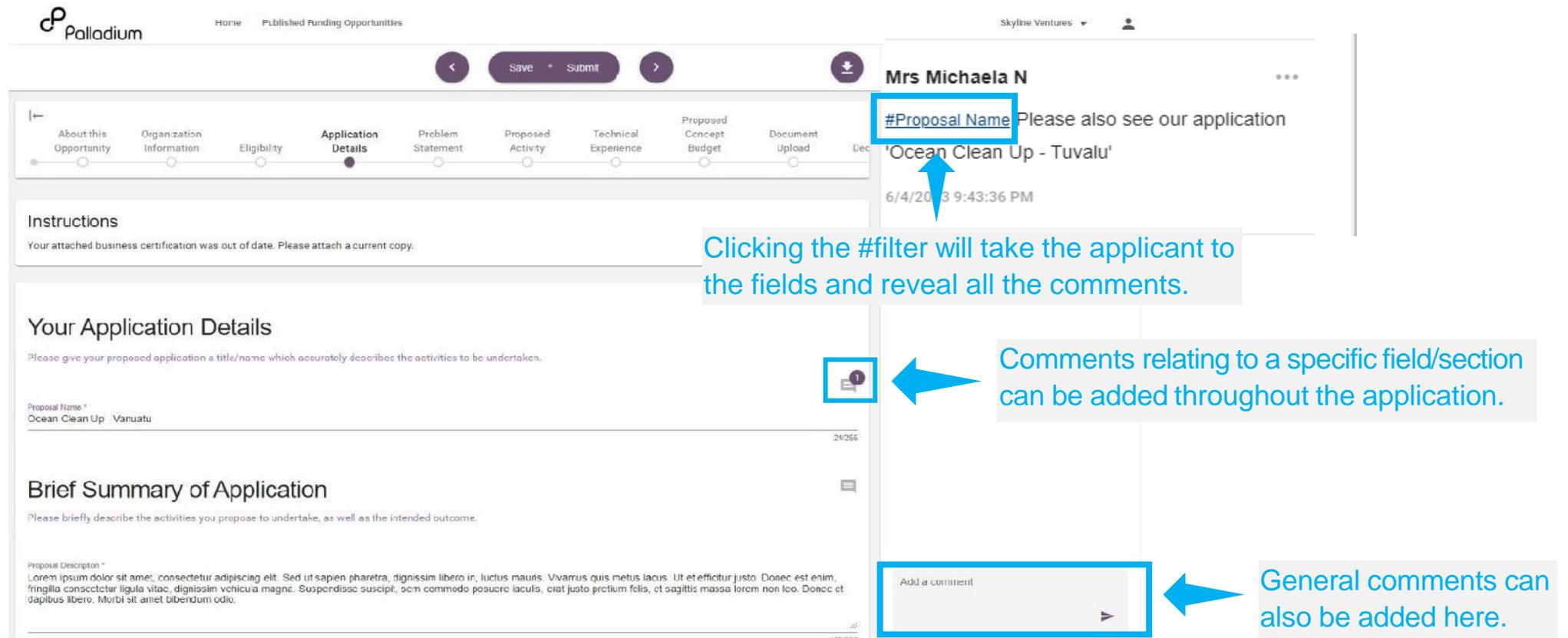
Name	Opens	Closes	Apply	View Details
MS4G Debt Restructuring for Agriculture Loans	20/11/2022 4:53 PM	268 Days	Apply	View Details
Blue Ocean Eco-tourism - Cook Islands (FAA - Standard)	2/3/2023 3:00 AM	1/5/2023 10:00 AM	Apply	View Details
...ted Applicants - Full Application			Apply	View Details
SCALE Concept Note			Apply	View Details

When starting a workflow, the applicant will be directed to the application form. Tasks will be completed in the same manner as the original application.



The screenshot shows the Palladium application form interface. At the top, there is a navigation bar with the Palladium logo, 'Home', 'Published Funding Opportunities', and 'Skyline Ventures'. Below this is a progress bar with steps: 'About this Opportunity', 'Organization Information', 'Eligibility', 'Application Details' (current step), 'Problem Statement', 'Proposed Activity', 'Technical Experience', 'Proposed Concept Budget', and 'Document'. A blue box highlights the 'Save' and 'Submit' buttons, with an annotation 'Save and Submit options.' and an arrow pointing to them. Another blue box highlights a download icon, with an annotation 'Download a copy of the submitted application.' and an arrow pointing to it. A third blue box highlights the left and right navigation arrows, with an annotation 'Navigate the application.' and an arrow pointing to them. The main content area is titled 'Your Application Details' and contains a text input field for 'Proposal Name' with the value 'Ocean Clean Up - Vanuatu'. Below this is a section titled 'Brief Summary of Application' with a text input field. A blue box highlights the entire main content area, with an annotation 'Complete the task.' and an arrow pointing to it. On the right side, there is a 'Comments' section with a comment from 'Mrs Michaela N' dated 5/4/2023 9:43:36 PM. At the bottom right, there is a 'Add a comment:' input field.

The workflow application will also include a comments pane where Palladium staff and the applicant can provide side-bar comments, such as writing additional instructions or clarifications of tasks.



The screenshot shows the Palladium application interface. At the top, there's a navigation bar with 'Home' and 'Published Funding Opportunities'. Below that, a progress bar indicates the current step is 'Application Details'. The main content area is divided into sections: 'Instructions' (with a note about business certification), 'Your Application Details' (with a text input for 'Proposal Name' containing 'Ocean Clean Up - Vanuatu'), and 'Brief Summary of Application' (with a text area for 'Proposal Description'). On the right side, a comments pane is visible, showing a comment from 'Mrs Michaela N' with a timestamp '6/4/2023 9:43:36 PM'. The comment text is 'Please also see our application #Ocean Clean Up - Tuvalu'. A blue box highlights the '#Ocean Clean Up - Tuvalu' text, with an arrow pointing to it from a text box that says 'Clicking the #filter will take the applicant to the fields and reveal all the comments.' Another blue box highlights a comment icon in the 'Your Application Details' section, with an arrow pointing to it from a text box that says 'Comments relating to a specific field/section can be added throughout the application.' A third blue box highlights a 'Add a comment' input field at the bottom of the comments pane, with an arrow pointing to it from a text box that says 'General comments can also be added here.'

THANK YOU