

## Guidelines for Unsolicited Proposals

Thank you for your interest in working with USAID. For more information on the current USAID programs in Serbia, please visit our website: <http://serbia.usaid.gov>.

### Important:

USAID does accept unsolicited proposals. However, please note that USAID generally undertakes direct assistance programs to benefit developing countries through competitive grants and cooperative agreements. This ensures that all activities are concentrated on pre-defined objectives to maximize impact, and that they are consistent and in accordance with the current USAID/Serbia [Country Development Cooperation Strategy](#) (CDCS). Thus, only exceptional unsolicited proposals that align with the current strategy are considered for funding on a noncompetitive basis. (Unsolicited Proposals can be submitted to: USAID/ Serbia, Program Strategy and Coordination Office, Bulevar kneza Aleksandra Karadjordjevica 92, 11000 Beograd.)

When submitting an unsolicited proposal concept paper, please make sure that it contains the following (not to exceed 5 pages):

#### (a) Cover Page/Introduction:

1. Name and address of organization;
2. Type of organization (e.g., non-profit, university, etc.);
3. Contact point (phone and e-mail);
4. Names of other organizations (federal and non-federal as well as any other USAID offices) to whom you are/have submitted the application and/or are funding the proposed activity; and
5. Signature of authorized representative of the applicant, authorized to contractually obligate the applicant.

#### (b) Technical Information:

1. Concise title and objective of proposed activity;
2. Discussion of the objectives, the method of approach, the amount of effort to be employed, the anticipated results, and how the work will help accomplish USAID's mission as elaborated in USAID/Serbia's CDCS and USAID's Strategies for Sustainable Development; and
3. Type of support the applicant requests from USAID (e.g., funds, facilities, equipment, materials, or personnel resources).

#### (c) Supporting Information:

1. Proposed estimated cost;
2. Brief cost breakdown (e.g., salaries, travel, etc.)
3. Proposed duration of activity;
4. Any proposed "cost-sharing or matching"(see 22CFR 226.23 and ADS 303.5.10); and
5. Brief description of applicant's previous work and experience, both functionally and geographically.