

PROGRAM CYCLE GUIDANCE

ADS 201 Additional Help

PROJECT APPROVAL MEMORANDUM TEMPLATE

Explanatory Note: This memorandum is used to approve a project and the associated activities required to accomplish the Project Purpose. Missions may customize this memorandum to fit their particular needs.

PROJECT APPROVAL MEMORANDUM

TO *[Mission Director's name]*, Mission Director

THROUGH *[Name, Title]*

FROM *[Name, Title]*

DATE *mm/dd/yyyy*

SUBJECT Request for Approval of the Project *[Project Name]* and Associated Activities

Project Purpose and Associated Activities

Pursuant to the Foreign Assistance Act of 1961, as amended, I hereby approve the *[title of project]* Project involving an estimated USAID budget not to exceed *[total life-of-project funding]*. This Project will expire *[length of time usually expressed in years]* from the date of approval.

The purpose of the project is to *[briefly insert the project purpose from the PAD.]* This memorandum approves the Project as described in the attached Project Appraisal Document, and approves the set of activities required to accomplish the Project Purpose as follows:

Activity	Total Estimated Cost (Existing Activities)/Estimated Budget (New Activities)	Activity End Date (if Existing) or Estimated End Date (if New)
<i>I. Existing Activities</i>		

Activity	Total Estimated Cost (Existing Activities)/Estimated Budget (New Activities)	Activity End Date (if Existing) or Estimated End Date (if New)
2. New Activities		

Additional Instructions

Describe the conduct of subsequent activity design processes, such as questions to be answered or factors to be taken into consideration.

This memo may also provide additional guidance on processes, clearances, modifications and/or documentation for supportive activities required by Mission management. For example, for new activities described in the table above, specify here what further actions are anticipated e.g. specify which activities are approved by this memorandum to proceed to procurement. For activities yet to be designed, specify any further approval process.

Approval of the Use of Partner Government Systems (AUPGS) (attach annex) [If applicable]

I hereby approve the use of the Government of [country] partner country systems to implement specific components of the Project based on the detailed financial risk assessment and mitigating measures defined in the PAD and mutually agreed by the Government of [country]. The respective Agreement will further specify the terms and conditions under which USAID funds will be provided to, and expended by, the Government of [country].

Waivers [such as Source and Nationality for the whole country if applicable, or approved or expected waivers for individual activities, if applicable]

[Mission Director's name], Mission Director

USAID/XXXX

Attachments:

[Title of Project] Project Appraisal Document and Annexes

Clearances *[Specify per Mission's Delegation of Authority Mission Order]*

Deputy Mission Director

Supervisory Program Officer

Controller

**Contracting / Agreement
Officer**

Regional Legal Advisor

Technical office(s)
