

## **Guidelines for Preparation and Submission of Applications**

All applications should be submitted through the online portal:

[AgriFood Business Investment Support - FAO West Bank and Gaza Strip](#)

Applications must be submitted **no later than 16 November 2024 at 23:30 hrs. Jerusalem Time.**

Each applicant may submit only one application, whether applying individually or as part of a jointly submitting group. For group submissions, the application will be considered as one, with the total support limited to **USD 15,000**.

If more than one application is submitted by the same applicant, whether individually or as a jointly submitting group, all the applications associated with the applicant will be rejected.

Applicants who received a grant under Call I under the project in reference cannot benefit from Call II.

This call for applications is restricted for youth from the five universities that have completed the training package (70 training hours).

### **Submission through FAO's online portal:**

- Applicants should register on the online portal and create their unique account.
- To register, applicants will be required to upload their profile information.
- Upon submission of their registration request, the applicants will receive unique identification credentials in order to access their personal file on the platform.
- In order to file a grant application, all applicants should log into their personal file on the platform.
- Applications should be prepared/drafted directly on the online portal and all necessary supporting documentation should be uploaded electronically.
- To be considered submitted, an application should contain all requested information and supporting documents.
- Once submitted, an application cannot be recalled or amended in any way by the applicant. However, FAO may request clarifications in case of incomplete or unclear information. Applications that do not include all the items and supporting documents required on the application platform may be rejected.
- After submission, the applicant will receive an official confirmation receipt via email from the system with the unique serial number of their application.

### **Guidance for completing the application form**

- Applications should be completed and submitted in Arabic or English through the online portal.
- Applications that are submitted by other means, or do not include all the items and supporting documents required will be rejected.
- Additional unnecessary attachments to the application will not be considered.
- All eligible applicants may request technical advice and guidance for developing their application from FAO the following email account only: [afbinfo@fao.org](mailto:afbinfo@fao.org). However, responsibility for

compliance with the scope of the call, eligibility and selection criteria, and the quality of the application remains with the applicant.

- To streamline the submission process, applicants are encouraged to print out the application form in advance, prepare their responses, and then transfer them to the online version.
- Before submitting, ensure that all entered information is accurate and precise.
- Before submitting, make sure to attach all required documents as indicated in the application form.
- Once the application is submitted, no edits, deletions, or changes can be made. However, you can save the form and return to complete it later; there is no need to complete it in one session.
- It is recommended that applicants submit their forms as early as possible, avoiding last-minute submissions to prevent any technical issues that might hinder the submission process.
- Applicants should be concise, clear and direct in their responses and are encouraged to include all relevant data and details that support their application.

### **Grievance Mechanism**

FAO staff operates according to the principles of humanity, impartiality and respect. You have the right to assistance and the right to report any inappropriate behaviour, exploitation, or abuse. You can reach us through the following safe and confidential reporting channels:

E-mail: [info-WBGS@FAO.org](mailto:info-WBGS@FAO.org), fax: 02-5400027 or landline: 02-5339414. All complaints are kept confidential.

In the case of fraud or misconduct, please send the following information, with your full name and details, to the FAO Office of the Inspector General by contacting the confidential hotline (+ 39) 06 570 52333, fax (+39) 06 570 55550 or E-mail [Investigations-hotline@fao.org](mailto:Investigations-hotline@fao.org):

What happened? Describe the events with as much relevant detail as possible.

When did it happen? Dates, time, how many times, etc.

Where did it happen?

Who do you think was involved?

Who was implicated?

Who else might have been involved?

Your full name and contact details.