

HOSTING CHECKLIST: PREPARATION

- ❑ **SIGN UP FOR A CODE REPOSITORY.** A source code repository is a file archive and web hosting facility where large amounts of source code for software, but also for web pages are kept, either publicly or privately. They are often used by open-source projects and other multi-developer projects to handle various versions.

An online code repository is what will be used to collect submissions from Challenge participants. This allows judges to check the soundness of code and ensure there is a functioning app, not just a flashy video demonstration.

Access to the code repository can be shared with participants via the emails and usernames collected on the registration form.

- ❑ **SEEK SPONSORSHIP.** Sponsorships help maximize the budget, and more importantly, create valuable connections in the community. Sponsorship can come in many forms—from prizes to lunch to supplies or software to incubation funding. Major players will vary from community to community. A good place to start is by looking within the local IT community or companies working in the sector addressed by the challenge. It is important to approach potential sponsors with a clear idea of what is needed from them and what can be supplied in return. An example from Nablus can be found on the next page.

- ❑ **SOCIAL MEDIA SUPPORT.** Where possible, social media should be used to generate buzz, share information, supplement events, and connect participants. Plan to incorporate it into each phase of the process.

Examples from Nablus

SIGN UP FOR A CODE REPOSITORY

Github was used as the code repository for the pilot in Nablus. This comprehensive online guide will teach you how to:

- Create and use a repository
- Start and manage a new branch
- Make changes to a file and push them to GitHub as commits
- Open and merge a pull request

Find out about other government agencies at the national, state, and local level use GitHub to share and collaborate here.

HOSTING CHECKLIST: TECH JAM

The daylong workshop is organized around panel presentations for each of the problem statements. Attendees should include local sector experts, municipal officials, partner organizations, and participants. The goal is for Challenge participants to walk away with a better understanding of the problem statements and basic knowledge of the sector they fall under. The interactive nature of the workshops allows them to generate ideas and provides a chance to network with each other and community stakeholders.

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- IDENTIFY PANELISTS.** Each panel should consist of 3 to 4 people knowledgeable on the selected challenges, such as representatives from municipal departments and service providers (refer to the original stakeholder list here). Information should include an overview of the challenge, solutions the municipality has tried before, and available data and technology. Though optional, asking panelists to prepare PowerPoint presentations is highly recommended. Panels should run roughly one hour to 90 minutes, including time at the end for audience questions. Small gifts or tokens of appreciation for panelists is recommended.

- SET A DATE AND RESERVE A VENUE.** Be mindful of holidays or if targeting university students, exam schedules and semester breaks. Because it is a day-long event, providing snacks and lunch is recommended; for this a caterer should be hired. Venue options can include community centers, university lecture halls, hotel ballrooms, or one provided by a sponsor. Be mindful of the audio/visual and catering needs when reserving a venue.

Examples from Nablus

SET A DATE AND RESERVE A VENUE

The Tech Jam was held Wednesday, December 9, 2015 from 10 AM – 4 PM at An-Najah National University's Korean Center, which was provided free of charge due to the number of University students participating. Coffee and snack breaks were provided throughout the day as well as a full lunch.

HOSTING CHECKLIST: TECH JAM

- **PROMOTION.** Because the Tech Jam represents the formal launch of the Challenge, promotion should begin as far in advance as possible. Options for promotion include: paid or unpaid advertising via social media, creating an event page on Facebook, posting in relevant LinkedIn groups, in-person or virtual presentations at universities, newspaper ads, or emails to available listservs. Sending formal invitations to municipal representatives a high-level stakeholders is also recommended.
- **OPTIONAL: CREATE A MATERIALS PACKET.** Consider preparing a folder with the day's agenda and important contact information along with a notepad and pen for all participants.
- **RECORD.** Filming each panel to post online after the event will increase the number of people reached. It is helpful for both those who couldn't attend in person but want to participate and those who attended but want a refresher. If recording is not an option, sharing the PowerPoint presentations from each panel is also a good alternative.
- **COLLECT SIGN IN SHEETS.** Capturing names and email addresses of attendees is important for follow-up after the Tech Jam. Keeping in contact with interested parties by encouraging them to register and compete will increase participation rates.



HOSTING CHECKLIST: COMPETITION PERIOD

The competition period can range from one to three months, and encompasses the time participants spend working on their submissions between the Tech Jam and the submission date. Planning for the Showcase begins during this time.

- CROSSCHECK REGISTRATIONS.** It is important to make those who registered for and attended the Tech Jam also registered for the Challenge as a whole. Use the Google spreadsheets generated from the registration forms along with the paper sign-in sheets from the Tech Jam to make sure all individuals and teams are appropriately registered. Send email reminders in necessary.
- DEVELOP AN EMAIL NURTURING CAMPAIGN.** It is critical to keep participants interested and engaged during the competition period. Achieve this with an email campaign centered on updates, helpful information, and deadline reminders. The email list used for this is generated from Tech Jam and Challenge registrations.
- OPTIONAL: ORGANIZE A COFFEE MEET-UP.** Meet with participants midway through the competition period to address any questions/concerns as well as gauge the level of interest/quality of submissions. This can also be factored into the email nurturing campaign. Promotion options include: an email blast to all registrants and/or a paid or unpaid social media campaign.

Examples from Nablus

DEVELOP AN EMAIL NURTURING CAMPAIGN

The schedule for a potential email nurturing campaign for a three month competition period following the Tech Jam could look like this:

Immediately following the Tech Jam	Thank for you attending. Information on when panel recordings are available, sample data from the municipality, any voucher or login information needed.
Week Two	Notification of panel recordings being made available online.
Week Five	In-depth information about prize offerings to generate enthusiasm.
Week Seven	Invitation to a coffee meet-up
Week 9	Deadline reminder + list of resources
Week 11	Deadline + submission requirement reminder

HOSTING CHECKLIST: SHOWCASE

An event where all participants are invited to demonstrate their submission to a panel of judges to compete for cash prizes as well as network with other community stakeholders. This should occur within 2–4 weeks of the competition closing date. Depending on the number of participants, the Showcase could be presentation-based or exhibition style. Presentation-based is recommended when there is a smaller number of participants. Catering and a professional photographer are optional considerations.

- SET A DATE AND RESERVE A VENUE.** Extend invitations to participants, interested community members, municipal staff, and representatives from academic, IT, and other professional sectors. Returning to the original stakeholders list is helpful here. Be mindful of the audio/visual and catering needs when reserving a venue.
- JUDGE SELECTION.** Judges should be selected carefully and include a mix of representatives from the department within the municipality that will actually use the winning app and tech experts who can judge the soundness of the code. Representatives from partner or sponsoring institutions should be considered as well.

Examples from Nablus

SET A DATE AND RESERVE A VENUE

The Showcase was held Thursday, March 17 from 11 AM to 2PM at the Alqaser Hotel in Nablus. A professional photographer was on hand to capture presentations and the award ceremony. Coffee and snack were provided in the morning as well as a late lunch. Judges used lunch time to select the winners.

JUDGE SELECTION

NAME	TITLE	ORGANIZATION
Imad Massri	Manager of Water & Sanitation Department	Nablus Municipality/ Water & Sanitation Department
Mahmoud Bishawi	Head of Programming Section	Nablus Municipality/ Development & Programming Section
Zaher Bassiouni	Operations Manager	Leaders Organization
Salah Amleh	Country Director	BEEADEE project
George Khadder	Founder & CEO	Circle Out
Carlos Rishmawi	Developer	GSE Company

HOSTING CHECKLIST: SHOWCASE

- **WINNER SELECTION.** After the judges have seen demonstrations of each submission, they should be taken to an isolated room to deliberate. Having an agreed upon selection system is critical to avoid too much confrontation or dissent. An example of the scoring matrix used during the pilot project can be found at the end of this guide and are available for adapted use.

Examples from Nablus

WINNER SELECTION

A critical lesson emerged from the judge's selection during the Showcase. Though there was a scoring matrix and a clear winning score, the selection method had not been agreed upon by everyone. As a result, municipal officials on the judging panel felt that the winning app did not accurately reflect their wants or needs. As invaluable as the opinions of all other judges were, it was ultimately the municipal officials that needed to decide and take ownership of the winning app. The scoring matrix was therefore overridden, leading to an overlong, impassioned dissent.

HOSTING CHECKLIST: INCUBATION

First prize winners of the Challenge are given the option to complete a grant application for additional funding during a three month testing and implementation phase. The team will work closely with the municipality to further develop, test, and integrate their app into the municipality's infrastructure. If the first place team does not submit an acceptable grant application, the opportunity is offered to the second place team, and so forth.

- GRANT APPLICATION.** *An example of the grant application used during the pilot project can be found at the end of this guide and are available for adapted use.*



ANNEXES

IDENTIFY PANELISTS

NAME	TITLE	ORGANIZATION
Panel 1: Increasing the efficiency in water distribution		
Eng Hana Hashem	Head of GIS Section	Nablus Municipality/ Water & Sanitation Department
Eng Anas Barq	SCADA System Engineer	Nablus Municipality/ Water & Sanitation Department
Eng Feras Wadi	Water Loss Section	Nablus Municipality/ Water & Sanitation Department
Dr Ehab Hijazi	Civil Engineering, Water Management	An-Najah University
Eng Michael Younan	ESRI Representative	GSE Company
Dr Abdulfattah Mallah	Civil Engineering, Water Management	An-Najah University
Panel 2: Automating communication systems for water management concerns		
Eng Mahmoud Bishawi	Head of Programming Section	Nablus Municipality/ Development & Programming Section
Mohammad Hmeidi	CEO	Water Sector Regulatory Council
Naim Noubani	Municipalities Projects Manager	Municipal Development & Lending Fund
Eng Ibrahim Abu Baker	Engineer	Ministry of Technology & Information Technology
Panel 3: Incentivizing and encouraging on time payment for water services		
Eng Mahmoud Bishawi	Head of Programming Section	Nablus Municipality/ Development & Programming Section
Mohammad Hmeidi	CEO	Water Sector Regulatory Council
Sima Baarah	Assistant Director	Nablus Municipality/ Finance Department
Eng Ibrahim Abu Baker	Engineer	Ministry of Technology & Information Technology
Naim Noubani	Municipalities Projects Manager	Municipal Development & Lending Fund
ESRI Development Platform Presentation		
Michael Younan	CEO	GSE
Carlos Rishmawi	Developer	GSE

SPONSORSHIP FLYER



Sponsorship Opportunities

Housed under the USAID-funded, ICMA CityLinks program, the App2Action Challenge brings together software developers, designers, and subject-matter experts to develop phone- or web- based tools that help address water challenges in Nablus Municipality.

Sponsorship provides a tremendous opportunity to raise your organization’s visibility in the West Bank and among USAID Missions and local governments around the world. As one of the first of its kind, this event will produce a how-to guide for other local governments interested in hosting a smart app challenge of their own. As a sponsor of this event, your organization will be featured in this guide as an example of a successful public-private partnership. These public private partnerships will be promoted worldwide through USAID and ICMA social and print media.

Digital Level

\$5,000 - \$10,000

2 Available

- Judges Panel—A representative from your organization will be accorded one (1) seat on a multi-person judges panel to select the winning apps.
- Logo Placement—Your logo will appear alongside ICMA, USAID, and Esri wherever they are placed, including but not limited to banners, signs, brochures, flyers, websites, and video footage.
- Onstage recognition during the awards ceremony at the showcase event.
- Guaranteed exhibit booth space at the showcase event.
- Ad space—One (1) full page ad in the showcase event program
- Content of your choosing featured in a CityLinks blog post.
- Social Media Recognition

Analog Level

\$1,000 - \$4,999

4 Available

- Logo Placement—Your logo will appear alongside ICMA, USAID, and Esri in select, including but not limited to banners, signs, brochures, flyers, websites, and video footage.
- Onstage recognition during the awards ceremony at the showcase event.
- Guaranteed exhibit booth space at the showcase event.
- Ad space—One (1) half page ad in the showcase event program
- Social Media Recognition



CHALLENGE OFFICIAL RULES AND TERMS OF AGREEMENT

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App2Action Challenge Official Rules and Terms of Agreement

Sponsor: International City County Management Association (ICMA)

The Challenge: hereinafter referred to as “the Challenge”, is defined by the three statements posed by Nablus Municipality which are: (1) Increasing the efficiency in water distribution (2) Automating communication systems for water management concerns (3) Incentivizing and encouraging on time payment for water services.

Participation: You or your team (consisting of no more than four (4) individuals) hereinafter referred to as the “Applicant” must submit a video showcasing the software, web, or mobile solution application “App” that addresses the water challenges posed by Nablus Municipality that has been independently developed. The video should demonstrate how the App will:

- impact one or more of the key issues introduced by The Challenge
- utilize software and/or technologies
- be used

In addition to the video the source code for the application must be uploaded to the provided location on Github. Applicants should also provide a signed cover letter with their submission that includes:

- A statement that they accept the Rules and Terms of Agreement laid out herein
- an overview of the App and how it addresses the Challenge
- the technology used
- the applicant composition that includes the names and roles of the team members
- a brief action plan that proposes how the app could be developed and deployed at the Nablus municipality

Eligibility: This Contest is open to all developers who are residents of the West Bank.

How to Enter: All entries must be submitted by February 9, 2016. Entries are to be submitted to citylinks@icma.org. Entries must include, the signed cover letter, a link to the video on YouTube, and a confirmation that the code has been uploaded to the ICMA Github account. All Video entries must be shared publicly during the Contest Period for consideration.

Number of Entries: Applicant may enter the App2Action Challenge multiple times so long as each submission is a unique Video and is submitted separately. Applicants may not submit the same Video more than once during this Contest.

Contest Period: Video entries, cover letters, and source code may be submitted after November 15, 2015 and must be received no later than February 9, 2016 (“Contest Period”). Video entries received before or after these dates and times will not be considered. Video is considered received when it is received by citylinks@icma.org.

Judging: A panel of judges will be selected by ICMA and will determine winning applications based on the usability, creativity, and problem solving explained in the Video. In the event of a tie, ICMA staff will decide the final winner.

Prizes: One (1) Applicant will be given professional acknowledgment by having their name and company announced on the CityLinks Twitter, Facebook, and Instagram channels. The Applicant will also receive a cash prize and an opportunity to have their application developed and incubated for use at the Nablus Municipality. ICMA reserves the right to award runner up prizes based on the number and quality of entries.

Please note: Failure of a winner to claim the prize awarded may result in disqualification and selection of an alternate winner. Prizes are nontransferable, and no substitutions will be made.

Notification of Winners: Winner(s) will be announced in February 2016 at the App2Action showcase. Finalist Applicants will be contacted ahead of time and will be expected to be present at the event to win. If ICMA is unable to reach the winner by phone and/or e-mail within three (3) separate attempts, the corresponding prize will be awarded to an alternate winner. Should multiple Applicants using the same e-mail account enter the App2Action Challenge and a dispute thereafter arises regarding the identity of Applicant, the authorized account subscriber of said e-mail account at the time of entry will be considered the Applicant. "Authorized account subscriber" is defined as the natural person who is assigned an e-mail address by an Internet access provider, online service provider, or other organization that is responsible for assigning e-mail addresses or the domain associated with the submitted e-mail address.

Publicity: Except where prohibited, participation in this Contest constitutes consent for ICMA to use Applicant's name, likeness, voice, opinions, country of residence, and Video for promotional purposes in any media without payment or consideration. As a condition of prize acceptance, Contest winner agrees to allow ICMA to publish their name, their organization's name, and a description of the work on the CityLinks website as well as in all media of communication now known or later developed. Contest winner agree to execute an Affidavit of Eligibility and Waiver/Release of Liability and Publicity.

Statement of Originality and Redistribution Rights: This Contest is intended for the free exchange of samples, tools, or videos that address the water and sanitation challenges facing Nablus Municipality.

By submitting a Video, Applicant asserts that the Video and the App depicted on the Video is original and has been independently produced and grants ICMA and its agents the unconditional, irrevocable worldwide right to publish, redistribute, use, adapt, edit, and/or modify such Video in any way, in any and all media, without limitation and without consideration to Applicant, whether or not such Video is selected as a winning Video. Any Video that is not produced by Applicant or that violates patent, copyright, trademark, or trade secret laws is ineligible.

BY SUBMITTING A VIDEO, APPLICANT REPRESENTS AND WARRANTS THAT APPLICANT HAS ALL RIGHTS, TITLE, AND INTEREST NECESSARY TO GRANT ICMA THE WORLDWIDE, IRREVOCABLE, AND UNRESTRICTED RIGHT AND LICENSE TO ADAPT, PUBLISH, USE, EDIT, AND/OR MODIFY SUCH VIDEO IN

CHALLENGE OFFICIAL RULES AND TERMS OF AGREEMENT

PAGE 3

ANY WAY AND POST THE ORIGINAL VIDEO ON THE INTERNET OR USE THE ORIGINAL VIDEO IN ANY OTHER WAY, AND APPLICANT AGREES TO INDEMNIFY AND HOLD ICMA HARMLESS FROM ANY CLAIMS TO THE CONTRARY.

By submitting a Video, Applicant agrees that Applicant's submission is gratuitous and made without restriction and will not place ICMA under any obligation, and that ICMA is free to disclose the ideas contained in the Video on a non-confidential basis to anyone or otherwise use the ideas without any additional compensation to Applicant. Applicant acknowledges that, by acceptance of the submission, ICMA does not waive any rights to use similar or related ideas previously known to ICMA, developed by its employees, or obtained from sources other than Applicant.

Disclaimers: Applicant shall assume all responsibility for ensuring Applicant's entry is received by ICMA within the Contest Period. No liability or responsibility is assumed by ICMA resulting from Applicant's participation in or attempt to participate in this Contest or download any information in connection with participating in this Contest. No responsibility or liability is assumed by ICMA for technical problems or technical malfunctions that may affect the operation of this App2Action Challenge including, but not limited to, any of the following occurrences: hardware or software errors; faulty computer, telephone, cable, satellite, network, electronic, wireless, or Internet connectivity or other online communication problems; errors or limitations of any Internet service providers, servers, or hosts; garbled, jumbled, or faulty data transmissions; failure of any e-mail transmissions to be sent or received; lost, late, delayed, or intercepted e-mail transmissions; inaccessibility of the website, in whole or in part, for any reason; traffic congestion on the Internet or the website; unauthorized human or nonhuman intervention in the operation of this Contest including, without limitation, unauthorized tampering, hacking, theft, viruses, bugs, or worms; destruction of any aspect of this Contest; or loss, miscount, misdirection, inaccessibility, or unavailability of an account used in connection with this Contest. ICMA is not responsible for any typographical errors in the announcement of prizes or these official rules or any inaccurate or incorrect data contained on the website. Use of the website is at Applicant's own risk. ICMA is not responsible for any personal injury or property damage or losses of any kind that may be sustained to Applicant's or any other person's computer equipment resulting from participation in this Contest, use of the website, or the download of any information from the website.

By participating in this Contest, Applicant thereby releases and indemnifies ICMA from any and all claims, damages, or liabilities arising from or relating to such Applicant's participation in this Contest and agrees to resolve any dispute individually, without resort to any class action. By accepting a prize in this Contest, winner agrees that ICMA shall not be liable for any loss or injury resulting from participation in this Contest, acceptance or use of any prize, or any travel related thereto.

Applicant agrees to comply with all export laws, rules, and regulations applicable to the entry in this Contest and agrees not to submit any entry except in compliance with such laws, rules, and regulations.

ICMA RESERVES THE RIGHT TO DISCONTINUE THIS CONTEST WITHOUT PRIOR NOTICE OR TO NOT GRANT ANY PRIZES IF THE SUBMITTED ENTRIES DO NOT MEET THE CRITERIA SET FORTH HEREIN. ALL JUDGING IS FINAL AND IS NOT SUBJECT TO APPEAL. APPLICANT EXPRESSLY CLAIMS OWNERSHIP OF ANY

VIDEO SUBMITTED AND AGREES TO HOLD ICMA HARMLESS FOR ANY CLAIMS OF OWNERSHIP OR RIGHTS TO THE VIDEO BY THIRD PARTIES. APPLICANT AGREES TO DEFEND, INDEMNIFY, AND HOLD ICMA HARMLESS FROM AND AGAINST ANY LOSS, LIABILITY, COST, OR EXPENSE, INCLUDING REASONABLE ATTORNEYS' FEES, THAT MAY BE INCURRED BY ICMA AGAINST ANY CLAIMS, ACTIONS, OR DEMANDS BY A THIRD PARTY ALLEGING THAT THE VIDEO INFRINGES THE RIGHTS OF A LEGITIMATE PATENT, COPYRIGHT, TRADEMARK, OR TRADE SECRET. IN NO EVENT SHALL ICMA BE LIABLE TO APPLICANT FOR COSTS RELATED TO THE DEVELOPMENT OF THE ENTRY; COSTS OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOST PROFITS OR WINNINGS; LOST SALES OR BUSINESS EXPENDITURES, INVESTMENTS, OR COMMITMENTS IN CONNECTION WITH ANY BUSINESS; LOSS OF ANY GOODWILL; OR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF THIS CONTEST, HOWEVER CAUSED, ON ANY THEORY OF LIABILITY AND WHETHER OR NOT ICMA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. THESE LIMITATIONS SHALL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY.

Privacy Policy: ICMA's privacy policy will apply to this Contest and to all information that ICMA receives from Applicant's entry. By entering this Contest, Applicant gives express consent for the collection, reproduction, use, storage, and distribution of personal information as it relates to this App2Action Challenge.

Anti-Terrorism: By participating in this Challenge, Applicant certifies that it does not and will not promote or engage in violence or terrorism. Further, Applicant agrees that it shall at all times comply with all relevant laws prohibiting transactions with individuals and organizations associated with terrorism, including, without limitation, Executive Order 13224 and the Patriot Act. Without limitation, Applicant agrees that it will ensure that it is not on the "Specially Designated Nationals" list maintained by the United States Department of the Treasury, or on a terrorist list maintained by the United Nations or the European Union.

THIS CHALLENGE IS VOID WHERE PROHIBITED BY LAW.

GRANT PROPOSAL

PAGE 1



APPLICATION COVER PAGE

Names of Grantees:	
Contact Name: <i>(legal responsibility for signing grant)</i>	Telephone: Email: Website:
Project Title:	Total Requested Amount: \$10,000
Requested Grant Period: From :	
To: August 1, 2016	
Location: Nablus Municipality	District/Community: (If Relevant)

Signature: _____

Date: _____



APPLICATION SECTION 1: PROGRAM EXECUTIVE SUMMARY (one page limit)

This section should include brief description of your app and how you plan to execute it at Nablus Municipality. Please include goals, purpose, key activities and expected results.

APPLICATION SECTION 2: TEAM INFORMATION (1/2 page limit)

This section should include information about your team, their qualifications and roles, and how it will be organized.

Key staff

Identify key management positions and the individual who will fill each position.

Title	Name (or “vacant”)
1.	
2.	
3.	
4.	

APPLICATION SECTION 3: PROBLEM STATEMENT (1 page limit)

Provide a summary analysis of the water challenge that your app addresses and how it will contribute to a solution for the municipality.

APPLICATION SECTION 4: PROGRAM DESCRIPTION (1 pages limit)

This section focuses on what does the proposed project seek to achieve. The key factor in this section is to provide a description of the interrelationship between the goal of the project, activities to be carried out, inputs to be provided and results to be achieved. We provide below what we refer to when we speak of project goal, objective, activities and inputs.

Goal and Objectives: The goal of the project should be stated in broad terms. The goal represents achievements to which the project is intended to contribute in the long term as a result of achieving the project objectives. This is the level at which project beneficiaries are able to sustain the positive benefits without the project inputs.

GRANT PROPOSAL

PAGE 3



The objectives are specific to the proposed project and state what the project itself is expected to achieve. What do you expect to happen as a result of the project? What will change? E.g. increase the production and sale of high quality apples by small farmers.

Activities: Activities consist in the specific tasks to be carried out under the project to achieve the objectives. These are what project staff and target population are going to do. Activities have to be explained in the application in order to give ICMA a clear understanding of why they are needed, how they will be carried out, how they are inter-related and how the sum of activities will result in the project objectives.

Inputs: List the inputs required to carry out the project’s activities i.e. what resources the project is necessary for performing the project activities. Inputs can be in the form of personnel, equipment, supplies and funds.

APPLICATION SECTION 5: IMPLEMENTATION AND MANAGEMENT PLAN (2 page limit) Please complete the following action plan table. Below also include text that will explain who you will need to engage with, and how you will engage with them in order ensure that the app is usable and continues as part of municipal operations after the period of this grant.

Task	Deliverable	Expected Completion Date

APPLICATION SECTION 7: RESOURCE CONSIDERATIONS (1 page limit)

This section should include an outline of what is needed from ICMA and Nablus Municipality to execute the action plan outlined above. Please specify any additional training, coaching, or technical resources you will need and how you will attain them.



Agreed Upon Payment Schedule: Output / Milestones: This grant will be broken up into 3 payments, the total of which should not exceed \$10,000. Please propose milestones, dates of completion (between submission and August 15, 2016) and a value for each milestone.

#	Output / Milestone	Payment Value
1	Description: Estimated Date of Delivery:	
2	Description: Estimated Date of Delivery/Completion:	
3	Description: Estimated Date of Delivery/Completion:	
	Total Payments	

