**2025 Small Grants Competition Application Template**

**U.S. Embassy Freetown**

**Name of Applicant/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Quality and Feasibility of the Program Idea** **(30 Points)**

* **Executive Summary:** Short three to four sentence narrative that summarizes the proposed project and goals and the period of performance.
* **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is necessary.
* **Project Goals and Objectives:** The “goals” describe what the program is intended to achieve overall.  The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable and should address the problem stated above.
* **Project Activities**: A description of specific program activities and how they will help achieve the objectives.
* **Proposed Project Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
* **U.S. Connection:** What link does this program have to U.S. resources, expertise, curriculum, values, or culture? Which U**.**S. priority does it meet?

**Organizational Capacity and Record on Previous Grants (20 points)**

* **Introduction to the Organization or Individual applying**: A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the State Department and/or U.S. government agencies.
* **Key Personnel:**Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
* **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees if any.

**Monitoring and evaluation plan (10 Points)**

* **Project Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the timeframe of the grant, how will the grantee monitor the activities to ensure they are happening in a timely manner, and how will they evaluate the program overall to make sure it met the goals of the grant?

**Project Sustainability (15 Points)**

* **Future Funding or Sustainability** Applicant’s plan for how the program will continue beyond the grant period, or how the participants will be enabled to continue the activities independently.

**Budget (10 Points)**

Submit a budget using the attached Excel template. Include a narrative in the application itself explaining how you will use this budget. For example: “We will use $1000 to purchase 3 licenses for XXX software which is the essential software for this project as it has XXX capabilities.” Use the categories below for funding:

**Personnel and Fringe Benefits:** Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

**Travel:** Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

**Equipment:** Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least $10,000 per unit.

**Supplies:** List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than $10,000 per unit, then put it in the budget under Equipment.

**Contractual:** Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

**Other Direct Costs:** Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

**Indirect Costs:**  These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 15% of Modified Total Direct Costs as defined in 2 CFR 200.1.