|  |  |
| --- | --- |
|  | U.S. Embassy Grants Program**SUGGESTED APPLICATION FORMAT** |
|
|  |

**1. GENERAL INFORMATION:**

|  |
| --- |
| **1.1. Applicant Organization** |

a. Organization (English):

b. Organization (Original):

c. Address: d. City/Town: e. District:

f. Website: g. Social Media Page:

|  |
| --- |
| **1.2. Organization leader** |

a. Last Name: b. First Name:

c. Tel: d. Mob: f. E-mail:

**2. BACKGROUND OF ORGANIZATION:**

|  |
| --- |
| **2.1. Description** |

|  |
| --- |
| **2.2. Key Personnel** |

*Please list titles and provide short bios.*

|  |
| --- |
| **2.3. Past Grants (U.S. Government)** |

*Have you ever received a previous grant from the U.S. Embassy? USAID, Public Affairs, or another US Government entity? If yes, list:*

Project name:

Project amount:

Period of performance:

Results achieved on this program to date:

|  |
| --- |
| **2.4. Past Grants (Other)** |

*Have you ever received funding from any other donor organization? If yes, list:*

Project name:

Project amount:

Period of performance:

Results achieved on this program to date:

**3. PROPOSED PROJECT DESCRIPTION:**

**3.1. Proposed Project Information**

a. Project Name:

b. Duration (months):

c. Start date (mm/dd/yyyy):

d. End date (mm/dd/yyyy):

**3.2. Proposed Project Summary / Narrative:**

**3.3. Project Justification:**

*What evidence, experience or other information supports your problem statement? Why is this a priority?*

|  |
| --- |
| **3.4. Project Goal and Objectives** |

*What does success look like on this program?*

*Short-term Outcomes:* What specific change(s) do you expect to occur during the grant as a direct result of program activities?

*Long-term Outcomes:* What specific change(s) do you expect to occur after the program ends that are a direct result of program activities?

|  |
| --- |
| **3.5. Target Audience**  |

*- Describe the target participants in this program. Be as specific as possible. Possible participant characteristics may include: gender, age-range, education level, geographic location, occupation, socio-economic level, level of education, interests, etc.*

*- Explain the criteria you will use to choose participants.*

|  |
| --- |
| **3.6. Project Activities** |

|  |
| --- |
|  **Proposed Project Activities:** Provide a detailed work plan that clearly identifies each step you will take to plan and implement this project. Please include an activities calendar divided by months/weeks and responsible people as in the example below.  |
| **Implementation Activities** | **Time period** | **Personnel/Responsible Organization** | **Resources required, if any** |
| Planning Activities (meetings, obtaining venues, equipment and/or staff) |  |  | *(for example: staff time, and funding for office space)* |
| Major Project activities |  |  |  |
| Follow-on activities  |  |  |  |

|  |
| --- |
| **3.10. Sustainability** |

*How would the project sustain itself beyond the duration of the grant?*

**4. BUDGET:**

|  |
| --- |
| **4.1. Budget Summary** |

|  |  |  |
| --- | --- | --- |
| **Category** | **Description/details** | **Requested** |
| Personnel |  | **$0.00** |
| Fringe Benefits |  | **$0.00** |
| Travel |  | **$0.00** |
| Equipment |  | **$0.00** |
| Supplies |  | **$0.00** |
| Contractual |  | **$0.00** |
| Other Direct Costs |  | **$0.00** |
| Indirect Costs |  | **$0.00** |
| **Total Requested:** |  | **$0.00** |
| Contributions |  | 0 |
| **Project Total** |  | **$0.00** |

**Note:**

* Please submit a detailed budget in a spreadsheet format.
* Prepare the project budget in USD.
* Put in the description/details on the budget summary the number of hours of work per week that each person will spend on this project.
* Cocktail parties, receptions, and entertainment costs are not allowed. Coffee breaks for conferences and seminars must be justified and are limited to a maximum of 10% of the total award amount.

|  |
| --- |
| **4.2 Budget narrative** |