



U.S. CONSULATE CHENNAI 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. Tax Code		
h. Other			
1.2 Organization Leader			
a. Last Name:		b. First Name:	
c. Tel:	d. Cell:	E. E-mail	d. Fax
2. BACKGROUND OF ORGANIZATION			
2.1 Description			
•			
2.2 Past Grants (U.S. Embassy, Department of State)			
•			
2.3 Past Grants (Other)			
•			
3. PROJECT DESCRIPTION			
3.1 Project Information			
a. Project Name:			
b. Duration (months):	c. Start Date (mm/dd/yy):	d. End Date (mm/dd/yy):	
3.2 Project Justification			
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3.3 Project Goal and Objectives			
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3.4 Project Activities			
•			
3.5 Monitoring and Evaluation			
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3.6 Key Personnel			

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3.7 Project Partners

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3.8 Strengths and Innovation

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3.9 Sustainability

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4. BUDGET

4.1 Budget Summary

Category	Description/Details	Requested (US \$)
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Other Direct Costs		
Indirect Costs		
Total Requested		
Contributions from other partners (including in-kind support)		
Project Total		

Note: You may be asked to submit a detailed budget in a spreadsheet format

4.2 Budget Narrative

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4.3 Miscellaneous

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