U.S. CONSULATE CHENNAI

Cooperative Agreement

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
•

3.3 Project Goal and Objectives
•

3.4 Project Activities
•

3.5 Monitoring and Evaluation
•

3.6 Key Personnel
•

3.7 Project Partners
•

3.8 Strengths and Innovation
•

3.9 Sustainability
•

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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