



Summer Work and Travel (SWT) ALUMNI SMALL GRANTS PROGRAM U.S. EMBASSY ANKARA, TURKEY

APPLICATION FORM

Introduction:

The Proposal Form is divided into five sections: Eligibility Information, Project Contact Info, Project Profile, Project Details and Project Costs. All questions marked with an asterisk (*) indicate that the information is *mandatory* and must be provided for the proposal to be approved. Please note that a number of questions have word count limits which will be strictly enforced.

Please e-mail your completed proposal to pasistanbul@state.gov between **August 1 and September 30, 2016**. Proposals will be accepted as a Microsoft Word Document, in English, via e-mail.

1. ELIGIBILITY INFORMATION

FOR NGOS, COMMUNITY GROUPS, ETC. otherwise skip to part 2	
*Is the applicant organization a registered, non-governmental organization?	Yes
	No
* Is the applicant representing a group?	Yes
	No
*Have you ever received a grant from the U.S. Mission? If yes, please state the grant no: _____	Yes
	No
*Please indicate in which USG program you have participated in; Name of the program or university: Dates attended: Duration of the program or degree/certificate earned:	



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2. PROJECT CONTACT INFORMATION

*Organization, Individual, or Group Name:	
* Name of primary contact person (Last, First):	
* Age of primary contact person:	
Affiliation with / Position at Organization:	
*Email Address:	
Organization Website (if applicable):	
*Telephone:	
*Mobile Phone:	
*Address:	
*City/Town/Village:	
Postal Code:	
*Year & Month Organization Established (if applicable):	
*If you are an NGO, please describe your Organization or Group (e.g. number of members, age structure), and its Mission (word limit 50):	



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3. PROJECT PROFILE

* Title of Project Proposal:	
I.	
Project Summary (limit 250 words) In one paragraph please briefly answer four main questions: What is the project, How will it be implemented, Why is it important, and what will be the Results ?	
*Proposed Project Start and End Date:	Start Date: .../.../... End Date: .../.../...
*Place of Implementation:	
* Total amount needed to Implement the Project (in dollars):	
*Project Duration (in number of months):	



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4. PROJECT DETAILS

***Question 1. What is/are the specific problem(s) that you are trying to solve? Please describe/ explain the significance of the issue you are addressing?
(limit 100 words)**

***Question 2. What is your project idea and how does it address the problem(s) described in Question # 1? (100 words)**

***Question 3. How will you implement your idea? Describe your activities (250 words)**



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***Question 4. How are the project activities (described above) going to be monitored to verify that the implementation of the project is proceeding as planned? (150 words)**

Question 5. What are the expected measurable outcomes? How will you evaluate whether your project has achieved its goals? (150 words)

***Question 6. How will you sustain your achievement when the project is completed? How does the project utilize the capacity and strengths of the implementing/beneficiary communities? Which groups are involved and how? Were any other parties involved in the project design? (200 words)**

****Question 7. Do you anticipate any challenges and how will you overcome them? (200 words)***

****Question 8. Does your project target disadvantaged groups or deprived areas of your region? Will it improve the situation or address the needs of society in general? (150 words)***



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PROJECT COSTS

Instructions:

- a) UNITS ARE IN \$s.
- b) Applicable taxes, if any, should be included as part of your budget.
- c) "Service Fees" only include possible consultant staff costs hired specifically for the project. Recurrent staff costs are not eligible.
- d) "Materials and Equipment", "Training", and "Travel" refer to any expenses in these categories needed to achieve *project* objectives.
- e) "Evaluation/ Information Dissemination" should include the costs of assessing the impact of the project and sharing that information with the development community.
- f) "General Administration/ Overhead" should not exceed 15% of Total Project Expenses.
- g) "Other" expenses must be explained.
- h) "Cost Sharing" refers to contributions other than the SWT Alumni Small Grants Program. It includes in kind contributions such as volunteers time, donated venues, admin support, etc. "Counterpart contributions" by the involved organizations are encouraged and funds or in-kind, such as staff time, space etc, should be mentioned in the estimated value of contribution.
- i) Total Grant Funding requested from the SWT Alumni Small Grants Program is to be calculated by subtracting "Other Donor Funding" and Counterpart Contributions" from the "Total Project Expenses". Your requested amount cannot exceed the maximum award amount of \$5,000 for registered NGOs and \$2,000 for alumni groups or individuals.
- j) "Estimated Project Revenues" refers to any income-generated by the end of the project period.
- k) Every purchase and/or incurred expense must be validated with receipts.

ITEMS	EXPENSES			COST SHARING	TOTAL REQUESTED AMOUNT FOR FUNDING
	NUMBER OF UNITS	UNIT COST	TOTAL COST		
1. Personnel					
2. Materials and Supplies					
3. Training (if any)					
4. Travel (if any)					
5. Contractual Costs (External Evaluation, Service Fees and Others)					
6. Direct Costs (General Administration and Other)					
TOTAL COST SHARING					
TOTAL EXPENSES					
Estimated Project Revenues, if applicable					

Comments:

Please mention the name of other funding institutions along with the total project budget if you are applying to develop an existing project.