



U.S. EMBASSY KABUL

CDROLLE “ACCESS TO JUSTICE” GRANTS PROGRAM

Suggested Application Format

Title of Project:	
Applicant:	
Address:	
City:	Zip:
Country:	
Telephone(s):	
Fax:	
Email(s):	
Primary Point of Contact:	Amount of Award Requested:
Name: Title: Phone:	\$ _____ USD
Partner Organization (if any):	Referring Officer: (if any)
Name: Phone:	Name: Location: Phone:
Period of Project: ___ Months Preferred start date: ___/___/___	IROL Priorities Supported:

ACKNOWLEDGEMENT & PUBLICITY AGREEMENT		
<p>I affirm that the information provided in this application is true and correct and that intentional misrepresentation on this suggested application format is grounds for denial of a grant. I understand that a false statement or willful misrepresentation in this document is a violation of law that is punishable by a fine of \$250,000, imprisonment of as long as 5 years, or both (18 U.S.C. 1001). I further affirm that my organization is qualified to receive an award under applicable laws and regulations. My organization understands that submission of a grant application in no way guarantees awarding of a grant, and we will accept the final decision of the U.S. Embassy CDROLLE Local Grants Committee. We further understand that funds awarded under the CDROLLE Grants program are provided through the U.S. Embassy by the people of the United States of America and agree to allow appropriate publicity of this fact, unless waived.</p>		
Accept: <input type="checkbox"/> Yes. <i>A signed original must follow this electronic format if a grant is awarded.</i>		
Signature	Name & Title	Date

10. Additional information you would like us to know(i.e. sustainability of the project)

11. Please provide a complete, line-by-line budget, using the example below as a guide. (The details provided in italics here are only examples)

Budget Categories	Detailed Description	Amount
1. Personnel		
<i>1.1 Position, Name</i>	<i>Salary in \$ per month x number of months x % of work time in the project</i>	
<i>1.2 Position, Name</i>	<i>Fees in \$ per hour x number of hours per events x number of events</i>	
...	...	
2. Fringe Benefits		
<i>2.1 Position, Name</i>	<i>Salary in \$ per month x number of months x % of work time in the project x % of fringe benefits</i>	
<i>2.2 Position, Name</i>	<i>Fees in \$ per hour x number of hours per events x number of events x % of fringe benefits</i>	
...		
3. Travel		
<i>3.1 Airfare</i>	<i>Ticket price in \$ per person per trip x number of people x number of trips</i>	
<i>3.2 Visa</i>	<i>Number of persons</i>	
...		
4. Equipment		
<i>4.1 Equipment Item</i>	<i>Price in \$ per unit x number of units</i>	
<i>4.2 Furniture Item</i>	<i>Price in \$ per unit x number of units</i>	
...		
5. Supplies		
<i>5.1 Supplies Item</i>	<i>Price in \$ per unit x number of units needed per month x number of months</i>	
<i>5.2</i>		
...		
6. Contractual		
<i>6.1 Sub-Award</i>	<i>Amount per sub-award in \$ x number of sub-awards</i>	
<i>6.2 Consultation</i>	<i>Fees in \$ per day x number of days</i>	
...		
7. Construction		
<i>7.1 Material</i>		
8. Other Direct and Indirect Costs		
<i>8.1 Conference room rental</i>	<i>Amount in \$ per hour x number of hours per day x number of days</i>	
<i>8.2 Bank Fees</i>	<i>Amount in \$ per month x number of months</i>	
...		
11. Total Project Costs (lines 1-8)		
12. Cost-Sharing	Line 11 x % of contribution of the organization or other sources.	

- Budget should be presented in U.S. dollars, rounded to the nearest dollar.
- Funding should not duplicate on-going activities.
- Applicants are encouraged to seek funding from other donors and to offer some type of **cost sharing** (volunteer time, space, equipment etc.)
- CDROLLE funds should not be used for **food or entertainment expenses**. However, if coffee breaks or working lunches for seminar/conference participants are an integral part of the overall project, and funding is not available from other sources, these costs may be covered but should be limited to a maximum of 15% of the total award amount. Meals may not include charges for alcoholic beverages.
- Services/Consultants – Professional services should not exceed local rates or \$500/day, whichever is lower.
- Compensation in reasonable amounts can be paid to project's key personnel for the portion of their time devoted to the work in this project. Compensation levels should be no higher than other local salaries (where appropriate), and should include all taxes.
- If requested, for **equipment** and/or **services** over \$2,500, three pro-forma estimates from the service or equipment vendor should be attached. Purchase of equipment should be well justified. Equipment should not exceed 20% of the total grant request.
- **Entertainment costs** (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours) are not allowable expenses.
- Anticipated travel costs (local and international) should be itemized.
- **Travel costs** should not be for First or Business Class airfare and must be in compliance with US Government Travel Regulations.
- The use of "**miscellaneous expenses**" or any similar term as a budget item is unacceptable.

End of Application — Thank you.