



DEMOCRACY COMMISSION SMALL GRANTS PROGRAM

Embassy of the United States of America

Baku, Azerbaijan

SUGGESTED APPLICATION FORM

Please follow the guidelines as you complete the application. The application must be submitted in English. ***Applications that do not meet minimum requirements set forth in this document will not be considered.*** The Application Form can be obtained on the website of U.S. Embassy Baku or by sending a request to BakuDemCom@state.gov.

I. GENERAL INFORMATION

Project Title (in English):	
Organization Name (in English):	
Organization Name (in Azeri, using the Latin Alphabet):	
Project Coordinator Name & Position (in English):	
Address (in English):	
Address (in Azeri, using the Latin Alphabet):	
Office Telephone:	
Mobile:	
E-mail:	
Proposed Duration of Project:	Months
Requested Funds:	\$ (USD)

II. PROJECT GOAL

While you might briefly explain the underlying problem, the main focus of this section is the project goal. What is it that the project will accomplish? The project goal must be **specific, detailed, clear** and **achievable** within the project timeframe. Include who will benefit from the project and how. **Please limit this section maximum to 300 words.**

III. PROJECT ACTIVITIES

Please give a step-by-step account of all activities that will take place during the project implementation. Be **specific, detailed** and **clear**. **Please limit this section to maximum 500 words.**

Note: Funding for any kind of publications is limited and only publications with high quality content will be accepted. You may do some research on publications already available that can be reproduced and used when implementing your project. If you still want to produce your own materials for distribution, **you have to submit the full content of the publication along with your application.**

IV. INDICATORS

How you will measure your project’s results? What are the indicators demonstrating the achievements?
For example, number of conducted trainings, number of broadcasted radio programs or produced articles etc. Please limit this section to maximum 200 words.

V. PROJECT SUSTAINABILITY

Explain how the project is going to continue **and/or** how achieved results will be sustained after the grant is finished. **Please limit this section to maximum 200 words.**

VI. EXCEL BUDGET

ALL BUDGETS MUST BE SUBMITTED IN A SEPARATE MICROSOFT EXCEL DOCUMENT

All expenses must be calculated in advance and be realistic. Although maximum grant amount is \$24,000 Democracy Commission usually selects for funding projects with much smaller budgets. The preference will be given to the project proposals offering at least ten percent of cost-sharing (e.g. through in-kind contributions of office space, labor).

Please prepare a detailed breakdown of expenses and complement it with some budget narrative. Each line must be sufficiently detailed as to enable a reviewer to understand how a number was determined. The budget narrative puts the numbers into context.

- **Programming expenses** cover all costs for the programmatic activities. (E.g. In the case of a conference or training, this may include room rental, travel/per diem/lodging expenses, honoraria for specialists, costs for educational materials etc). **Note: Per diem/food expenses together can never exceed 10% of the total grant;**
- **Salaries** should be paid only to the people who are or will be in a contractual relationship and who will spend a majority of their time on the project. The salary should reflect the percentage of their time to be spent on the project. Salary levels must be in line with local salaries for a comparable activity;
- **Equipment** includes computers, copying machines, printers or other technical devices. If the proposal seeks funding to purchase equipment, the application must specify equipment. E.g. One Pentium IV 2.26 GHz RAM 256 DDL266 CD-ROM 52xASUS. Ideally, the proposal should include estimates from three different vendors. **Any equipment requested must be necessary for the fulfillment of the project;**

- **Administrative expenses** can include communication expenses (E.g., phone, fax, e-mail, postage), copying and print services and office materials (E.g., paper, toner, envelopes);
- **Entertainment costs** (E.g., alcoholic beverages, cocktail parties) are not allowable expenses. A budget line item for “miscellaneous expenses,” “unforeseen items,” or “etc.” is not permissible.

VII. BACKGROUND OF APPLICANT ORGANIZATION

An organization or association does not need to be registered to be eligible for a Democracy Commission grant. However, if your organization is registered, please indicate the date of registration and attach a copy of the official registration papers.

Explain when and why the organization was founded, its mission and goals, its principle activities and achievements, its funding, its registration status and its staffing pattern. Please note that you are required to attach to the given application CV, resume or personal history, no longer than a page, of each of the staff members who will be carrying out the proposed project. **Please limit this section of your application to 600 words.**

VIII. PREVIOUS/OTHER FUNDING

Has your organization ever applied for a Democracy Commission Grant? (Yes/No) _____

Has your organization ever received a Democracy Commission Grant? (Yes/No) _____

If yes, please list grant title(s), amount(s), date(s) of each grant.

Has your organization ever received other international funding? (Yes/No) _____

If yes, please list grant title(s), amount(s), date(s) of each grant your organization has received within the last five years.

Is your organization currently applying for other international funding? (Yes/No) _____

If so, please give grant title, amount, dates and donor organization(s):

IX. SUBMISSION

All proposals must be submitted by email. No hardcopies, please!

- Send your email to: BakuDemCom@state.gov
- Subject line of the email: Your organization's Name – Democracy Commission Proposal
- Body of the email: No text necessary. Just put for following information:
- The name of your organization,
 - The name of the project coordinator and
 - The project coordinator's telephone number/cell phone number
 - And most importantly, don't forget the attachments!

Upon submission of an application you will receive an automatic confirmation letter.

Attachments of the email:

- The application form (Please name your application form with the English version of your organization's name - go to "save as," put under "file name" the name of your organization in English and press "save") Please omit from the organizations name words that identify the type of organizations such as "Public Union".
- **The budget as a separate Microsoft Excel Document** (Please name your budget excel document with the English version of your organization's name - go to "save as," put under "file name" the name of your organization in English and press "save")
- Official registration papers of the applicant organization (if applicable, please name the document "registration papers")
- CVs, resumes or personal histories, no longer than a page, of each staff member who will be carrying out the proposed project (please name each document "CV of name")
- A work plan that details activities on a week-by-week basis (please name the document "work plan")
- An agenda for any training, seminars, meetings that you plan to hold (please name the document "agenda")
- A specific distribution list for any publications (if applicable, please name the document "publication distribution list")
- The full content of the publication, if you seek funding for it.

XI. NAME/SIGNATURE

I certify that the information provided by me in this application is, to the best of my knowledge, complete and accurate. I understand that any misrepresentation may be result in the cancellation of an awarded grant.

City, date

Full Name of Applicant
(If your project is selected you will need to provide a signature)