



2014 Ambassador's HIV Prevention Program

Proposal Format

Applying entities have flexibility in the formatting of their proposal submission. This proposal format serves as a guideline for applying entities.

The maximum for any single proposal is 10,000 USD. However, an organization may make more than one proposal.

Organization Background

1. Name of organization, club or individual requesting funds
2. Name of the organization's Contact Person
3. Mailing address (street, city/town, parish, zone)
4. Email
5. Phone/Fax
6. What is the legal status and nature or type of the applying organization?
7. When was the applying organization established and how many members does it have?
8. What are the names, addresses and positions of the individuals who will receive funds and be accountable for their use?

Project Information

9. Proposed project title
10. Description, justification or summary of the proposed project
11. What are the project's goals and objectives? These must be clearly stated, time bound and measurable
12. What are the timelines and planned activities for this project? (When will the activities begin and when will they end? (Projects should not exceed a 9-month timeframe)
13. How will the community be involved?



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14. Who (target population and geographic area) and how many people will benefit from this project?
15. In what way will they benefit?
16. What will be the final outcome or result of this project?
17. What is your Budget?
18. What is the amount requested from the Ambassadors' HIV Prevention Program funds in Country? (Requests can range from US \$2,500.00 to US \$10,000.00)
19. What is your project budget? Please be as specific as possible with regard to your anticipated costs to be financed in COUNTRY dollars. (See chart below as an example.)
20. How will the applying organization handle funding for recurrent or follow-up costs (i.e., cost after the activity is completed)?
21. What other organizations or institutions have been contacted for assistance and what is the status of these requests? (These may include requests for funds or for in-kind support, such as meeting space, printers, volunteer time, etc.)
22. If awarded a grant, would you like to participate in specialized training or networking with other awardees? What topics would be helpful to you?

Progress Reports

Grantees will be required to submit progress reports at the mid - term and at the end of the project, which should be generated from project activities. Reports should highlight actual outcome and/or change of a particular project on its intended target audience; indicators of achievement, breakdown of project expenditures, strengths and weaknesses of the project.



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Annex 1: Project Cost Breakdown

	US Embassy Portion	Organisation's Contribution		Community Contribution		Total Cost
		Cash	In-kind	Cash	In-kind	
Labour						
Equipment						
Materials/ Supplies						
Venue rental						
Travel Expenses						
Materials transport						
Other						
Total Budget						

NOTE: If a contribution is in kind (e.g., labour) please put a monetary value on it. The applying organization contribution (which may include donations from other sources) should be approximately 25% of the total cost of the activity.