

Grantee Name
Grantee Location
Proposal Project Title

Project Director: Name
Program Coordinator: Name

Proposal Summary

This is the elevator speech portion of the proposal. It should describe in 100 words or less what the program will do and why.

Introduction to Organization

A couple of paragraphs, no more than about 250 words on the grantee individual/organization, their overall objectives, and any prior work with the Mission or the Department of State.

Project Objectives

This section should include the following subsections, as appropriate:

Specific goals: this should include the specific goals of the project in terms of messages delivered to audiences, desired changes in behavior, etc.

Timeline: this can be basic if the grant is short term, but should include preparation, execution, and evaluation. For projects of longer duration, at least quarterly benchmarks should be included. Be sure to include the date the grantee should expect the first payment (30 days after the grant is signed), the date the report will be due (within 90 days of the end of the project), and the date the final payment should be made (30 days after the report is submitted). It is also helpful to note that the quicker they turn in their reports, the sooner the final payment will be processed.

Broader Engagement: ways to multiply the effect of the project or expand the audience

Evaluation criteria

This section should describe how to measure the success of the project. Ideally, this should not be a number of participants reached, but rather a change in attitude or behavior or a specific output product.

Budget

Costs should be summarized and totaled in the table, and itemized, if needed, either below or in an attached spreadsheet.

Budget Categories	USG funds	Cost Share
Personnel (costs for personnel who will work on the project, including grantee staff, honorarium, etc.)		
Fringe Benefits (calculated as a percentage of personnel costs)		
Travel (international or domestic transportation and per diem costs)		
Equipment (purchase or rental of durable goods, if purchased they should be able to be reused by the grantee organization)		
Supplies (expendable items that will not be used again after this project)		
Contractual (costs for contractual services that will be procured by the grantee, including interpretation)		
Construction (costs for capital improvements that will remain with the grantee)		
Other direct costs (to be paid/procured by the grantee)		

Indirect costs (other costs to be paid/procured through a third party)		
Total costs to USG (this is the amount of the grant)		
Total cost share (costs to be borne by the grantee)		