

**Guideline for Submitting Applications to the
US Embassy Small Grants Program**

The Small Grants Program seeks to help the people of Myanmar by supporting local organizations that identify and respond to the needs of their communities. Emphasis will be placed on projects that focus on underdeveloped or conflict-affected areas and target minority populations, including ethnic groups and women, which seek to achieve one or more of the following objectives:

- 1) Advance democracy and civic engagement,
- 2) Promote rule of law and human rights,
- 3) Strengthen civil society capacity for advocacy and networking, and
- 4) Promote conflict resolution and peace building.

Charitable, income generation, humanitarian assistance, service delivery projects and infrastructure projects are outside the scope of this program. Projects that focused exclusively on capacity building are unlikely to be funded. Capacity building efforts should be part of a larger project that seeks to achieve wider outcomes. Average grant size is between \$10,000 and \$20,000.

A successful grant application will demonstrate the following:

- A clearly defined need that takes into account the input of local people,
- Focused goal, objectives, and actionable work plan,
- Broad participation from the community,
- A realistic budget that includes cost-sharing, and
- Outcomes that will remain even after the end of the project.

Applications are accepted at any time, but will be reviewed only four times a year, on the **15th of February, May, August and November**. A committee reviews all applications, and successful applicants will be notified approximately one month after the application deadline. Funding is usually available about one month after that. Please keep these dates in mind when planning your projects.

An application form is attached. Please answer each question as best as you can. We are happy to answer any questions about the application process, but we cannot offer advice about your specific proposal. We prefer to receive questions and completed applications by email at RangoonSGP@state.gov. However you may also mail completed applications to:

Small Grants Program
110 University Ave,
Kamayut Township, 11041
Rangoon, Burma

We look forward to receiving your application.

GRANT APPLICATION FORM

The application must be submitted in English. Please type or print neatly.

Name of the project:

Name of the organization *(in English)*:

Name of the organization *(in original language)*:

Address:

Phone and fax numbers; E-mail address

Represented by *(name, title; please attach CVs for the people who will be engaged in the project)*:

Project Budget *(Total amount requested, in US Dollars)*

Project Timeline:
(List start and finish dates and dates for each step)

Project Location:
(Where will the project be implemented? State the geographic location (for example, state/division, city, and township) as well as the physical location (for example, school, and meeting hall) where the activities will be held.

Project Summary/Statement of Purpose:

(In one sentence, please describe the goal of the project. Example: Organization X will promote civic engagement of youth through workshops on electoral politics and citizenship in Kachin State.)

Project Objectives:

(List up to 3 specific, measurable objectives of this project. What does your project seek to accomplish and what are the project's desired outcomes? What does success look like?)

Need/Problem Statement:

(Define the problem/issue your project aims to address. What is the need/existing problem, and why is your project important?)

Key Players:

(Who is your organization targeting? Be specific in describing the types of people or groups with whom your organization will work. How will working with these people/groups help you achieve your project objectives?)

Detailed Project Description/Program Design:

(Describe how your organization will conduct this project by providing a detailed and logistical set of activities, with a timeline. What type of intervention do you propose? How you will achieve the goal and objectives you articulated above?)

Monitoring and Evaluation:

(Describe how you will evaluate the impact of the project, including the project's sustainability. How will you assess your program's accomplishments? Include what records you will keep or data you will collect, and how you will use that data.)

Background on the organization:

(Describe when and why your organization was founded. List the key officers in your organization and their roles.)

Previous Grant Experience:

Partners:

(What partners, if any, are involved in the project? What is their role and relationship to your organization?)

Other Funding:

(Does the project have any other source/s of funding? If so, list each source by the name

of the funding organization and the amount of funding.)

Budget Summary:

(Miscellaneous spending is not allowed. Every item has to be categorized.)

Budget Category	Amount in Kyats	Amount in USD
1. Personnel		
2. Travel		
3. Equipment		
4. Supplies		
5. Contractual		
6. Construction		
7. Other Direct Costs		
8. Total Direct Costs		
9. Cost Sharing		
10. Total Amount Requested From US Embassy (subtract line 11 from line 10)		

Detailed Budget:

(Provide specific details for the budget summary. Include the name of the person who will prepare the financial report and program reports. List any other sources of funding for this project, including other sources of funding for your organization.)

Please complete your work plan indicated in the timeline below, setting out the project's major activities and highlighting the month(s) in which each activity will take place

Year 1:

Activity Cohort	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	Responsible Parties

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Year 2: (If Applicable)

Activity Cohort	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	Responsible Parties

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Budget Summary

Budget Categories	Amount in Kyats	Amount in USD
1. Personnel		
2. Travel		
3. Equipment		
4. Supplies		
5. Contractual		
6. Construction		
7. Other Direct Costs		
8. Total Costs (lines 1 - 7)		
9. Cost Sharing		
10. Total Amount Requested (subtract line 9 from line 8)		

Detailed Budget Narrative
Line Item 1 - Personnel

Name of Employee	Designation	Responsibilities	Calculation (Unit Rate x Time period)	Total Salary/ Honorarium

Budget Narrative:

Provide a more detailed explanation of the personnel that will be assigned to the project. (Examples: Honorariums for project director, assistants, support costs for these people.) The narrative should briefly describe the responsibilities of each position. Use additional pages if necessary. ATTACH A JOB DESCRIPTION (JD) FOR EACH POSITION THAT FUNDING IS REQUESTED.

Line Item 2 – Travel

Type of Travel	Purpose of Travel	Per diem/ Lodging Costs/Tickets/ Rental	Departure & Arrival Locations And Mileage	Calculation (Unit Rate x Time period)	Total

Budget Narrative:

Provide an explanation on the above type of travel category and show the departure & arrival locations. (Examples: bus fare, train fares, lodging, food while traveling.) Identify the personnel who will be using travel and the purpose of travel and frequency. Use additional pages if necessary.

Line Item 3 - Equipment

Equipment Description	Quantity	Unit Price	Justification	Total

Budget Narrative:

Provide an explanation of the equipment to be purchased. (Examples: Computers, sewing machines.) Explain how the equipment is necessary to the success of the project. Use additional pages if necessary.

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Line Item 4 - Supplies

Item Description	Quantity	Unit Price	Justification	Total

Budget Narrative:

Provide an explanation of the supplies to be purchased. (Examples: paper, pens, note books, handouts.) The narrative should serve as an explanation of the figures. Use additional pages if necessary.

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Line Item 5 - Contractual

Facilities / Service or Product	Contractor Name (if any)	Fee or Rate (Monthly / Lump Sum)	Calculation (Fee or Rate x Contract period or head count)	Justification	Total

Budget Narrative:

Provide an explanation of the category. (Examples: room/house rental, catering service, third party logistics, consultants.)
The narrative should serve as an explanation of the figures. Use additional pages if necessary.

Line Item 6 - Construction

Name of Task Work	Job Scope	Unit Rate /Lump Sum	Calculation (Rate x Quantity)	Justification	Total

Budget Narrative:

Provide an explanation of the task. (Examples: bridge, building construction, renovation.) Explain how the construction is necessary to the success of the project. The narrative should serve as an explanation of job scope, bill of quantities (BQ) and construction drawing. Use additional pages if necessary.

Line Item 7 – Other Direct Cost

Type of Cost / Item Description	Purpose	Unit Rate /Lump Sum	Calculation (Rate x Quantity)	Total

Budget Narrative:

Provide a thorough explanation of the costs. These are the costs related to Direct Costs that are needed to run the project. (Example: refreshment cost for participants, communication cost.) Explain how these costs are necessary to the success of the project. Use additional pages if necessary.

Line Item 9 – Cost Sharing

Name of another Donor	Type of Cost	Total
Cost Sharing		

Budget Narrative:

Provide an explanation of the funds that you or another donor has agreed to contribute to this project. Use additional pages if necessary.