

Guidelines 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 that include: 1) advancing free and fair elections, 2) increasing capacity for advocacy, 3) building democratic capacity and 4) augmenting networks.

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 objectives and a good work plan;
- Broad participation in the community;
- A realistic budget that includes cost-sharing;
- 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 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:

(In 4-6 sentences, explain why this project is important. What is the core problem? What is the positive outcome you want to see?)

Describe the main and specific objectives of this project.

List approximately 3 objectives that you hope to achieve. At least one should be something that can be measured later on, and one should also be a goal/ideal that is more difficult to measure.)

Detailed Project Description:

(In this section, describe how your organization will conduct this project. What exactly does your project involve? What type of intervention do you propose? What resources does your organization have? Resources are more than just money, and include things like talents/skills of your organization's members, previous experience, and access to information. Have you consulted with the local community, and are you sure they want this project?)

What are the project's desired outcomes? How will these outcomes be measured?

Envisioning the Success of the Project:

(How will you know if you have achieved your objectives? What are the lasting impacts you envision this project having? Will there be a change in attitudes, knowledge or behavior in the target community? Can the project continue on its own after the grant ends?)

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?)

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:

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

Amount requested:

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
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.)

Small Grants Application Budget Summary

Budget Categories	Amount in Kyats
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.

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.

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.