



U.S. EMBASSY HAVANA GRANTS PROGRAM SUGGESTED APPLICATION FORMAT

Date: _____

1. GENERAL INFORMATION:

1.1. Applicant Organization

a. Organization (English): _____

b. Organization (Original Language): _____

c. Address: _____

d. City/Town: _____

e. State: _____

f. Country: _____

g. Website: _____

1.2. Organization leader

a. Last Name: _____

b. First Name: _____

c. Tel: _____

d. Mob: _____

e. E-mail: _____

2. BACKGROUND OF ORGANIZATION:

2.1. Description

2.2. Past Grants Received (U.S. Embassy or Government)

2.3. Past Grants Received (Non USG)

3. PROJECT DESCRIPTION:

3.1. Project information

a. Project Title: _____

b. Duration (months): _____

c. Start date (mm/dd/yyyy): _____

d. End date (mm/dd/yyyy): _____

3.2. Executive Summary

3.3. Project Goal and Objectives (Explain the Connection to the Embassy's Priority Areas)

3.4. Target Audience

3.5. Project Activities

3.6. Performance Monitoring and Evaluation Plan

3.7. Key Personnel

3.8. Project Partners

3.9. Proposed Timeline

3.10. Sustainability and Long Term Impact

4. BUDGET:

4.1. Budget Summary

| Category | Description/details | Requested |
|------------------------|---------------------|-----------|
| Personnel | | |
| Fringe Benefits | | |
| Travel | | |
| Equipment | | |
| Supplies | | |
| Contractual | | |
| Other Direct Costs | | |
| Indirect Costs | | |
| Total Requested | | |
| Contributions | | |
| Project Total | | |

Note: You may be asked to submit a detailed budget in a spreadsheet format

4.2 Budget Narrative

4.3 Miscellaneous