



Grant Application to the U.S. Embassy in Reykjavik

Application date:

- 1) Name of the organization in English and in Icelandic
- 2) Address, phone and fax numbers, e-mail address, Internet website address
- 3) Names and titles of the project author, manager(s), the organization's director/president (please attach resumes), and other people who will be engaged in the project

Background on the organization

- A. When was your organization formed? What are your organization's main goals? What is your organization's legal status?
- B. Who primarily benefits from your organization's activities?
- C. How many full-time, part-time and volunteer staff members do you have?
- D. Briefly describe your organization's present activities and/or programs
- E. Please list any previous U.S. Government funding (amount, year of grant, and name of the grant-giving institution, such as USAID).

Project Description and Justification

1. Title of the project
2. Project dates
3. Briefly describe the project activities that will be undertaken
4. What short and long-term goals will the project achieve? What will be the sustained impact of this project, and will it be continued after the grant's expiration?
5. Project justification. Why is this project necessary now? What problem(s) will the project address and who will benefit? Who are the beneficiaries of the project and how they will be selected (number of people, participants' background)? Why should the US government support this project?

6. Timeline of project activities
7. Other sources of support for this project (including the applicant organization)
8. Other organizations you applied to with the same project and status of your application
9. Amount requested (in USD)

Project Budget

Please follow the following pattern when preparing your budget:

Item	Unit	Number of Units	Unit cost	Sub-total	Financial sources		
					Embassy	Your share	Other sponsors

PLEASE NOTE: Grant requests must be submitted at least two months prior to project dates unless specific arrangements have been made with the Embassy Public Affairs Section. Earlier submission of grant requests increases the likelihood that funds will still be available for new requests and not already obligated. If an application is approved, we will need bank account and kennitala information for deposit of the funds. In addition, upon completion of the grantee's activities, a full report will be required to close our records. Any failure to provide the closing report will result in loss of privileges for future grants.