

**Democracy Commission  
of U. S. Embassy in the Kyrgyz Republic  
Small Grants Program**

The Embassy of the United States of America in Kyrgyzstan is pleased to announce the 2015 Spring Round of the Democracy Commission Small Grants Program. This program seeks to support the development of Kyrgyzstan's democratic institutions and civil society by awarding competitive small project grants. The grants may not exceed \$50,000 and are open to Kyrgyz nonprofit, nongovernmental organizations (NGOs) and associations, nonprofit civil society organizations (CSOs), and independent local media organizations.

The following are basic parameters for soliciting and awarding grants:

**What Types of Projects are Funded?**

- The Democracy Commission ("DC") will consider proposals for projects that advance democracy in the Kyrgyz Republic. Grants should support initiatives such as promotion of civil society; free flow of information (including support for independent media); transparency in government; public education and advocacy; association building; rule of law and legal reform; conflict resolution; human rights; civic education; environment; market economy; anti-trafficking and anti-corruption awareness campaigns and training; and ethnic, minority, gender, and women's equality.
- The DC will only consider non-commercial proposals from non-governmental organizations, academic or research institutions, nonprofit civil society organizations, independent local media organizations, and other nonprofit entities. State bodies are encouraged to work with NGOs to submit applications. .
- The name of the recipient organizations and description of their activities may be made public by the U.S. Embassy.

**Projects NOT funded by the Democracy Commission include:**

- The DC will not consider proposals relating to partisan political activity (however, public education, election monitoring and other non-partisan election activities may be supported); conferences and individual trips abroad; charitable activity and humanitarian aid; fundraising campaigns; commercial projects; arts and culture projects; scientific research; those that duplicate existing projects.
- The DC does not accept proposals from individuals or groups of people. Third-country organizations are ineligible for grants under this program. However, third-country organizations may partner with qualified Kyrgyz organizations to apply.
- Projects proposals should not provide long-term infrastructure needs that are not sustainable once grant funds are depleted.
- Programming that includes engaging local religious communities and leadership must have a secular purpose. Funds cannot support religious instruction or activities which advance or inhibit religion (including one religion over another, or one interpretation of a religion over another).
- Current DC grant recipients are ineligible to apply for funding. Subsequent applications will not be considered until any open grants are completed and evaluated.



### **Evaluation Criteria:**

The Democracy Commission will use the following general criteria to evaluate all submitted grant proposals:

- The project proposal demonstrates that the organization or the individual has sufficient expertise, skills, and human resources to implement the project;
- The organization or individual demonstrates that has a clear understanding of the underlying issue that the project is aiming to address and is able to articulate it without using excessive generalizations;
- The organization or individual has identified appropriate beneficiaries or target groups in a way that maximizes project outputs and outcomes and the project has a clear focus and manageable scope;
- The project idea and approach is innovative yet proposed project activities are concrete and detailed and supported by reasonable work plan;
- The project's budget is well organized, detailed, and reasonable. Entertainment and alcoholic beverage expenses are not included in the budget. The budget demonstrates that the organization or individual has devoted time to plan for and assess actual expenses associated with the project instead of providing rough estimates;
- The organization or individual has clearly articulated how it will assess and measure its own performance throughout the project implementation phase using concrete quantitative and qualitative assessment tools;
- The project proposal describes clearly the approach that will be used to ensure maximum sustainability of the project's results after its completion.

U.S. Embassy Bishkek has formed a Review Committee consisting of representatives from different U.S. government agencies and community members to review submitted proposals. The Committee meets regularly to review qualified applications. Once the application process is over, it may take up to **four months** for the Committee to complete its review process. The DC reserves the right to reject applications for any reason. Please understand that there will be many more proposals than grants can be awarded. Unfortunately, many qualified proposals will not be able to be awarded.

Project proposals are accepted from October 1 through November 30 and from March 1 through April 30 each year, if not announced differently.

Project proposals must be submitted in English (Kyrgyz and or Russian optional) and submitted via e-mail to: [bishkekprojectproposals@state.gov](mailto:bishkekprojectproposals@state.gov) with the subject line "**For the Democracy Commission**".

### **Questions?**

Please contact the Democracy Commission Grants Team at the U. S. Embassy in Bishkek: Democracy Commission Small Grants Program, +996 (312) 5512241 ext. 4432 or 4604, fax: 55 12 60, E-mail: [AltybaevaAK@state.gov](mailto:AltybaevaAK@state.gov)

DEMOCRACY COMMISSION OF U. S. EMBASSY IN THE KYRGYZ REPUBLIC  
SMALL GRANTS APPLICATION FORM

**Please fill out the application form giving short and clear answers to all questions. Incomplete applications will be disqualified. Do not submit additional supplemental material (i.e., letters of support or recommendation, previous publications, etc.); these materials will not be considered by the Review Committee.**

DUNS number (if you have one)	
Name of organization	
Head of organization	
Director of project (name and title, please attach background and CV of the people who will be engaged in the project)	
Street address:	
Tel/Fax/E-mail/Web site:	
Status of organization (date, place and registration number, please enclose a copy of the registration paper)	
Brief summary of the project (no more than 2-3 sentences, should reflect goal, targeted audience, geographic region)	
Project period (usually up to one year)	
Amount requested (maximum \$50,000)	
Have you or do you plan to submit this proposal to other organizations? If so, which organizations (address; telephone number, POC)?	
List of grants received in three past years (title of project, name of donor)	
Have you profiled/ scheduled for diagnostic/ completed the CSO diagnostic (CSO strengthening project by East-West Management Institute)?	

**Commitment of the Project Director:**

I, \_\_\_\_\_ hereby guarantee that received grant from the U.S. Embassy Democracy Commission will be used in accordance with the objectives of the project. All information relating to the budget, expenses, receipts and other additional sources of funding will be provided on request of Democracy Commission.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**To complete your application, submit a narrative providing information about the following:**

**1. EXECUTIVE SUMMARY PARAGRAPH: WORD LIMIT: 1000 characters maximum**

- Please summarize project context, objectives, target audience, and activities.

**2. BACKGROUND OF ORGANIZATION: WORD LIMIT: 500 characters maximum**

- Brief description of your organization’s purpose and history.

**3. PROJECT DESCRIPTION/PURPOSE: WORD LIMIT: 2500 characters maximum**

- If there are potential risks for the project implementation, please identify the risks and possible solutions in this section.

**4. PROJECT ACTIVITIES MATRIX: WORD LIMIT: 4000 characters maximum**

- State the goal and specific objectives you hope to achieve through the proposed activities. In most cases, one or two objectives are sufficient. Objectives should be reasonably measurable, and therefore capable of being evaluated. Project objectives should be limited in scope and time, and identify specifically what will be achieved with the funds requested for your project. Also, be sure to distinguish objectives from activities. For example, “to hold a workshop” is a proposed activity, not an objective. **Please describe objectives and planned activities of your project utilizing the table below.**

<b>Goals and objectives</b> Long term desired program effects, e.g. economic self-sufficiency, violence prevention.	<b>Activities:</b> The method used to accomplish program goals, e.g., counseling, training, actions, etc.	<b>Performance metrics</b> Units produced by a program, e.g. number and type of clients served, number of policies developed, number of events planned.	<b>Outcome</b> Short term and immediate indicators of progress toward a goal, e.g., collaborative partnerships, improved access to information, increased awareness, etc.

**5. MONITORING AND EVALUATION PLAN OF PROJECT: WORD LIMIT: 1000 characters maximum**

- Brief description of the M&E plan that outlines the key evaluation questions and the evaluation audience, what kind of information you need to collect and people responsible for different tasks. The plan should be able to be picked up by anyone involved in the project at anytime and be clear as to what is happening in terms of monitoring and evaluation.

**6. FINANCING AND EXPENSES (please submit budget in Excel template)**

DC grants may cover all or a portion of proposed activities.

The budget should be calculated in U.S. dollars (total should be rounded to the nearest dollar). All expenses should be clearly linked to the project activities outlined in the project description. Budgets should show cost sharing by the organization (including in-kind contributions) and third-party contributors.

**Allowable Costs:**

- The DC may fund publishing of booklets, short informational publications, manuals, and public informational campaign materials. All publishing materials should be clearly linked to the project activity,

should describe the intended audience, provide a clear understanding of the material's content, how materials will be distributed, and specify who is responsible for the distribution of the materials. The DC reserves the right to review and approve all publications funded by the DC;

- Salaries (including income tax and social deductions), equipment, and other administrative expenses are allowable only as they relate to specific project activities. Salary or honoraria should be listed according to rate of pay and percentage of time spent on program-related activities. While salary expenses are permissible for indigenous personnel, payment of honoraria and other expenses for foreign experts will be reviewed on a case-by-case basis. The DC strongly urges applicants to consider utilizing local and regional experts.
- Equipment bought with DC grant money can only be procured locally. Any request for computer equipment must include the procurement of original, not pirated, software.
- Any equipment, which is procured by a DC grant, is loaned to the NGO and remains the property of the U.S. Embassy for a minimum of three years. This is to ensure that equipment will not be used for personal matters and that equipment will be returned to the U.S. Embassy should the NGO cease its activities. At the end of project or three years, the DC will review the work of the NGO to determine whether 1) the loan will be extended, 2) the equipment will be given permanently to the NGO, or 3) the equipment will be returned to the U.S. Embassy.
- Coffee breaks and work lunches only will be considered on case by case bases, should be clearly justified and limited to a maximum of 10% of the total award amount.
- Lodging costs should be indicated separately from meal costs related to the project activities.

**Prohibited Expenses:**

- DC grants may not cover ongoing salaries, professional fees, or on-going operational expenses (furniture, utilities, communication expenses, office rental, car and building purchase, etc);
- Grants may not be used for the production or procurement of English-language materials. The DC will not fund the publishing of academic theses.
- Democracy Commission funds should not be used to pay for travel to the U.S. or for travel grants. Projects involving regional travel will be considered on a case-by-case basis, and must have a clear justification outlining why the travel is integral to the project.
- Democracy Commission funds should not be used to provide direct social services to populations.
- In general Democracy Commission funds should not be used for food expenses. Alcohol and entertainment costs are not allowable expenses.

**Please submit the budget in Excel sheet**

No.	Budget item description	Level of effort	Number of units	Unit of measure	Cost per unit	Organization input	Other organization input	Amount requested	Total amount	Explanation
<b>1. Personnel</b>										
1.1.	Project Manager/Coordinator	0%	0	months	0	0	0	0	0	Please indicate full monthly salary, pro rate amount based on % of time to be devoted to the project, organization input (if any)
1.2.	Project Assistant	0%	0	months	0	0	0	0	0	Please indicate full monthly salary, pro rate amount based on % of time to be devoted to the project, organization input (if any)
1.3.	Accountant	0%	0	months	0	0	0	0	0	Please indicate full monthly salary, pro rate amount based on % of time to be devoted to the project, organization input (if any)
1.4.	Social Fund deductions (17,25%)				0.00	0.00	0.00	0.00	0.00	Current rate of SSC is 17,25% and is calculated automatically
<b>Total:</b>						<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>2. Equipment</b>										
2.1.			0		0	0	0	0	0	
2.2.			0		0	0	0	0	0	
2.3.			0		0	0	0	0	0	
<b>Total:</b>						<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

<b>3.</b>	<b>Direct Project expenses</b>									
<b>3.1.</b>	<b>Project activity 1:</b>									
3.1.1.	Rental of premises		0	day	0	0	0	0	0	
3.1.2.	Fee to contracted staff (trainer, consultant, etc.)		0	day	0	0	0	0	0	Note: Contractor will have to provide copy of his/her patent.
3.1.3.	Travel expenses for trainers		0	time	0	0	0	0	0	Ground transportation/Air tickets and transportation to/from airport
3.1.4.	Travel expenses for participants		0	time	0	0	0	0	0	Please provide breakdown, for example: 2 participants from Naryn - 2 * \$XX; 2 participants from Osh/Batken/Jalal-Abad (air tickets, transportation to/from airports) 2*\$XX; 4 participants from Naryn * \$XX, etc.
3.1.5.	Accommodation for participants and trainers		0	night	0	0	0	0	0	Please provide breakdown: XX participants * \$X * X nights
3.1.6.	Meals and Incidental expenses (M&IE) for participants and trainers		0	day	0	0	0	0	0	Please provide breakdown: XX participants * \$X * X days
3.1.7.	Hand-outs (stationery and materials) for participants		0	set	0	0	0	0	0	Hand-outs (copying materials) and Stationery (pens, notebooks, folders, etc): XX sets * \$X
3.1.8.	Coffee-break		0	time	0	0	0	0	0	Please provide breakdown: XX persons * \$X * 2 times * X days
<b>Subtotal:</b>					<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>3.2.</b>	<b>Project activity 2:</b>									
3.2.1.				unit	0	0	0	0	0	
3.2.				unit	0	0	0	0	0	

2.										
3.2.										
3.				unit	0	0	0	0	0	
<b>Subtotal:</b>					<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>3.3. Project activity 3:</b>										
3.3.										
1.			0	unit	0	0	0	0	0	
3.3.										
2.			0	month	0	0	0	0	0	
<b>Subtotal:</b>					<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total:</b>					<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
4.	<b>Indirect Project expenses. Attention: Other indirect project expenses will be considered on a case by case basis</b>									
4.1.	Telecommunication (Phone, Internet only)		0	month	50	0	0	0	0	Maximum amount allowed for Internet/telephone is 50\$ per month
4.2.	Bank fee	1%				0.00	0.00	0.00	0.00	
<b>Total:</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Grand Total</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	