



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

The Democracy Commission at the Embassy of the United States of America was established to support initiatives that contribute to more open and competitive political and economic systems and the democratization process in the Kyrgyz Republic. The Democracy Commission provides funding for non-governmental and non-commercial projects that:

- encourage pluralism of views;
- strengthen dialog among community members and leaders;
- help people better understand democracy (e.g. the judicial system, the legal system, local laws, citizens' rights, the role of government);
- seek a multiplier effect with other similar projects.

The Commission supports these projects in all cities and regions of the country. Given the limited funding available, the primary questions asked by the Commission in reviewing a grant application are:

- is the project worth achieving considering the number of people who will benefit?
- is the project cost-effective?
- how will the success of the project be measured/evaluated once the grant period has ended?

All grant applications should answer these specific questions.

## DEMOCRACY COMMISSION GUIDELINES

1. The Democracy Commission (DC) will consider proposals for projects that advance democracy in 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, and women's equality.
2. The DC will not consider proposals, which are confined to the following fields: culture, drug use or drug trafficking, poverty alleviation, medicine or biology, health, or physical sciences (physics, chemistry, geology, etc.).
3. Grants will not be used for the production or procurement of English-language materials. The DC will not fund the publishing of academic theses. The DC may fund publishing of booklets, short informational publications, manuals, and public informational campaign materials. The DC will not usually fund the publication of full-scale books.
4. The DC will only consider non-commercial proposals from groups of people, non-governmental organizations, and other companies. The DC will also consider proposals from academic or research institutions. Governmental representatives or offices are encouraged to work with NGOs to submit applications.
5. Grants should focus on providing long-term sustainability and democratic institution building for local organizations. Grants should not provide for long-term infrastructure needs that are not sustainable once grant funds are depleted.
6. Applicant should describe the expected long-term impact of the project. If the project is intended to continue after the funding from the DC ends, the proposal must also contain a very thorough explanation how the organization will fund the activity in future. If a convincing explanation is not included, this will disqualify the project from consideration for Democracy Commission support.
7. Grants will not be used for partisan political activity. However, public education, get-out-the-vote, election monitoring and other non-partisan election activities may be supported.
8. Proposals which request funding for seminars, workshops, roundtables or conferences should describe the expected audience, content, and timeframe (agenda and program).
9. Proposals seeking grants for publication of materials 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. Democracy Commission will review any publications or publicity funded by the USG and alert the grantee if any are inconsistent with this policy.

10. Grants under the market economy theme may focus on developing business associations or public education on the workings of a market economy, but should not be used to replicate technical assistance or training programs normally conducted as part of business development initiatives.

11. Grants under the environment theme may focus on public education, but should not be used to replicate USAID and other international organizations' technical assistance programs.

12. Democracy Commission may consider projects aimed for promotion non-discrimination and tolerance for disadvantaged minorities, but not for promotion the particular agenda of a specific group, practice, or lifestyle over any other. Democracy Commission grants can not advocate for a specific lifestyle or the views of any specific organization. For example, if a religious minority were persecuted a grant can be provided to educate people on the Universal Declaration of Human Rights and how it supports religious freedom. However, a USG-funded project - including any graphics, publications, seminars, or other content - cannot advocate for any particular religion. Grants addressing minority rights should make clear the broader local context of the human rights situation, and the human rights abuses being perpetrated against the group.

13. DC grants may cover all or only part of a proposed activity.

14. DC grants will not cover on-going salaries, professional fees nor on-going operational expenses (furniture, utilities, communication expenses, office rental, car and building purchase etc). Salaries, overhead, 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.

15. 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.

16. Democracy Commission funds should not be used to provide direct social services to populations.

17. Democracy Commission funds should not be used for food expenses. When these costs cannot be supported otherwise they should be clearly justified and limited to a maximum of 10% of the total award amount. This includes expenses associated with individual per diems for grant-related activities. Alcohol and entertainment costs are not allowable expenses.

18. Proposals which request any equipment must include current price lists from at least three different local, authorized vendors with a rationale for the intended purchase.

19. 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.

20. Any equipment, which is procured by a DC grant, is loaned to the NGO and remains the property of the US 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 US Embassy should the NGO cease its activities. At the end of three years 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 US Embassy.

21. The grant recipient must turn in receipts for purchases and a report on its activities in a timely manner. Failure to turn in receipts and a report will preclude the grantee from receiving any future US Government assistance.

22. The name of the recipient organizations and description of their activities may be made public by the U. S. Embassy.

23. Generally, a second or subsequent application from a grantee will receive lower priority. A second or subsequent application will not be considered until the first project has been completed and evaluated.

24. Democracy Commission reserves the right to reject applications for any reason. Not all legitimate project proposals which meet our guidelines will be funded because of the limited funds available to the DC and the strong competition between applicants.

25. Proposals will be accepted and reviewed while funding is available.

26. Completed application forms must be submitted in English and Russian.

21. Project proposals can be submitted in person or sent to the Public Affairs Section of the U. S. Embassy in Kyrgyzstan at: 171 Prospect Mira, 720016 Bishkek, Kyrgyzstan  
Tel.: (312) 551 241 ext. 4576; fax: (3312) 551 260; E-mail: [RyskulovaAS@state.gov](mailto:RyskulovaAS@state.gov)

**PLEASE DO NOT SEND IN THE APPLICATION BEFORE YOU:**

- Read once again the Democracy Commission Guidelines that describes the Small Grant Program. Make sure you understand those guidelines and that your proposal fits the purposes it discusses.
- Carefully review the application to make sure it is complete.
- Ask someone who does not know anything about your project to read your proposal to determine if it is understandable. Remember that the members of the DC will not know anything about your proposal until they read it. If they cannot understand it simply by reading what you have written, it will not be approved.
- Ask someone with experience applying for grants to look at the application and provide advice on improving it.

- Make sure the application is neatly typed and easy to read **in English**. Perfect English is not required but the proposal must be understandable to an English speaker.

Applications, which do not include the required information or do not comply with the requirements of the Program guidelines, will not be considered.

22. For future information, please contact the Democracy Commission Assistant at the U. S. Embassy in Bishkek, 171 Prospect Mira, phone: 551 241 ext. 4576, fax: 551 260, E-mail: [RyskulovaAS@state.gov](mailto:RyskulovaAS@state.gov)

**DEMOCRACY COMMISSION  
SMALL GRANTS APPLICATION FORM**

Please fill out the application form in English and Russian, giving short, clear answers to all questions. Any application not filled out completely will not be considered.

Proposals can be submitted in person or sent to the Public Affairs Section of the U. S. Embassy in Kyrgyzstan at: 171 Prospect Mira, 720016 Bishkek, Kyrgyzstan  
Tel.: (312) 551 241 - 4576 (extension); fax: (3312) 551 260;  
E-mail: [RyskulovaAS@state.gov](mailto:RyskulovaAS@state.gov)

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)	
Address	
Tel/Fax/E-mail/Web site:	
Status of organization (date, place and registration number, please enclose a copy of the registration paper)	
Title of project and brief summary (no more than 2-3 sentences)	
Project length (can not exceed 1 year)	
Amount requested (maximum \$24,000)	
Have you or do you plan to submit this proposal to other organizations? If so, which organizations (address; telephone number)?	
List of grants received in three past years (title of project, name of donor)	

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

## **1. ORGANIZATION DESCRIPTION**

(no more than one page)

- Brief description of your organization's purpose, experience and future plans.
- Main results and achievements of your organization.
- Basic sources of funding.
- Brief description of past experience which your organization has had working with grants.

## **2. PROJECT DESCRIPTION AND JUSTIFICATION**

(no more than two pages)

- Problem statement/Justification: why is project necessary?
- Project description: what will project do? What will the Democracy Commission grant fund?
- Project plans: describe the main steps to be taken, list concrete actions, sequence and duration.
- Evaluation: describe expected positive results. How will effectiveness of the project be measured? What form of reporting will be submitted to all the Democracy Commission to measure the success of the project?

## **3. FINANCING AND EXPENSES**

(no more than two pages)

- DC grants may cover all or only part of the proposed activity
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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 US 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 US Embassy should the NGO cease its activities. At the end of three years 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 US Embassy.

- Please provide budget break-down listing all project-related expenses, indicating whether they will be covered by Democracy Funds or other financing:  
 In order to be sure that the DC understands why there is a need for money, the applicant should prepare a line-by-line list of expenses that will be generated by this project. The budget should be prepared in a logical manner and offer enough detail that a reviewer will be able to understand exactly what the figures mean and how that figure was determined. The budget should be calculated in U.S. dollars (total should be rounded to the nearest dollar) and must be clearly linked to project activities in the proposal narrative. Budgets should show cost sharing by the organization (including in-kind contribution) and third-party contributors.

Budget table sample:

No.	Budget item description	Organization input	Other organization input	Amount Requested	Total amount
1.					
2.					
3.					
	Total:				

- Justification/explanatory for each expenditure: the budget narrative should follow the actual budget presentation itself and describe in some details the costs presented in the budget. In other words, the narrative explains, line by line, what the numbers mean and how they were determined. For example:
  - Salary: Position, name: amount in \$ per month x % of work time in the project x number of months or Position, name: amount in \$ per hour/event x number of hours/events
  - Lodging: two day conference in (location) for 30 participants at \$20/person
  - Publication: price per 1 copy x number of copies
- The grant recipient must turn in receipts for purchases and a report on its activities in a timely manner. Failure to turn in receipts and a report will preclude the grantee from receiving any future US Government assistance