U.S. Embassy Vilnius
Telephone: +370 5 266 54 70
Fax: +370 5 266 53 10
E-Mail: WebEmailVilnius@state.gov
Web: http://vilnius.usembassy.gov
FB: www.facebook.com/vilnius.usembassy

Public Affairs Grant Request Format

1. DATE OF APPLICATION:

2. NAME OF THE REQUESTING ORGANIZATION OR INDIVIDUAL:

3. TITLE OF THE PROJECT:

4. DATES OF THE PROJECT:

FROM: **TO:**

5. REQUESTED CONTRIBUTION OF THE U.S. EMBASSY (IN USD):

6. POSTAL ADDRESS:

7. CHIEF EXECUTIVE'S NAME (SIGNATORY) (FOR ORGANIZATIONS ONLY):

8. CHIEF EXECUTIVE'S POSITION (FOR ORGANIZATIONS ONLY):

9. CONTACT'S NAME & POSITION (IF DIFFERENT):

10. TELEPHONE NUMBER:

11. E-MAIL:

12. WWW:

13. SHORT DESCRIPTION OF THE ORGANIZATION:

14. HAS YOUR ORGANIZATION RECEIVED U.S. GOVERNMENT FUNDING BEFORE? IF YES, PLEASE PROVIDE YEAR, AMOUNT AND TITLE OF THE PROJECT FOR WHICH FUNDING WAS RECEIVED:

15. FOR AN INDIVIDUAL APPLICANT SSN OR PERSONAL NUMBER:

16. FOR AN ORGANIZATION APPLICANT DUNS NUMBER:

DUNS number can be obtained free of charge at http://www.dnb.com/get-a-duns-number.html
or by contacting Baltfakta at +370 5 2335797 (Lithuanian organizations only).

17. FOR AN ORGANIZATION APPLICANT:*

*** If you have already received U.S. Government funding before or**

*** If your one-time Grant Award to be made is $25,000 or more you also need to:**

A) NCAGE NUMBER:

Lithuanian organizations must:

1) Fill an NCAGE form at https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx
2) Write an official NCAGE request letter on an official organization letterhead stating that they would like to get it in order to request a grant from the U.S. Government and send it to Mrs. Aristida Margeriene (Aristida.Margeriene@mil.lt). The code will be issued within 1-2 days. Any questions, please contact Mrs. A. Margeriene by email Aristida.Margeriene@mil.lt or phone +370 5 2785252.

Other foreign organizations apply at https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx

B) REGISTER/UPDATE REGISTRATION YEARLY IN SAM http://www.sam.gov

DATES OF CURRENT VALID SAM REGISTRATION:

FROM: **TO:**

- Guide for International Entity Registration
- Any problems, please fill in an online help form https://fsd.gov/fsd-gov/login.do
  or phone the helpline +1 334-206-7828

18. BANK ACCOUNT DATA

This information is necessary to transfer funds.

NAME OF THE ACCOUNT HOLDER:

COMPANY CODE:

BANK NAME:

POSTAL ADDRESS OF THE BANK:

ACCOUNT NUMBER:

ROUTING NUMBER (ONLY IF THE BANK IS BASED OUTSIDE LITHUANIA):

PROJECT DESCRIPTION

The following fields are designed to collect the information about your project that would allow us to make a decision about funding your project. Please provide short, precise, and informative answers.

19. PROPOSED PROJECT DURATION:

Please provide a date range in Month/Year format, with exact dates if possible.

20. PREFERRED FUNDING DATE:

Please provide the latest possible date by which you can receive funding.

21. PROJECT SITES:

Please list cities where project activities will be held.

22. PROJECT OBJECTIVES (MAX. 300 WORDS)

Please formulate clearly what objectives this project is designed to achieve. Include a statement about how these objectives relate to the long-term mission of your organization.

23. RELATION TO U.S. FOREIGN POLICY GOALS:

24. AMERICAN ELEMENT:

(e.g. speaker, performer or trainer coming from the U.S., event in the U.S., etc.)

25. PROJECT JUSTIFICATION (MAX. 300 WORDS):

Please provide a statement of need that explains what problem your project seeks to solve. Support your statement with specific facts or figures about the region or the audience you plan to target.

26. DESCRIPTION OF PROJECT ACTIVITIES (MAX. 500 WORDS):

Please provide a clear list of project activities in chronological sequence. Use active verbs. Feel free to use a numbered list. If you have more than one project location, identify clearly where each activity will take place.

27. PROJECT TARGET GROUPS:

Please identify the audiences for this project. In addition to the primary audience immediately affected by the project, identify secondary audiences, e.g. volunteers who will help you execute the project, or audiences you plan to reach through the media.

28. PROJECT SUSTAINABILITY (MAX. 200 WORDS):

Please explain how the project will continue to be funded/have an impact after the end of this proposed funding period.

29. DETAILED TOTAL BUDGET IN US$ AND IN EUR:

(AN ITEMIZED BUDGET COULD BE ATTACHED)

Please indicate budget items to be covered by the U.S. Government. Also indicate any funding received or requested from other sources.

30. OTHER ORGANIZATIONS YOU APPLIED TO WITH THE SAME PROJECT AND STATUS OF YOUR PROPOSAL:

ATTACH SEPARATELY:

- The Curriculum Vitae of the project manager and any invited speaker or performer;
- Media plan (a plan to promote and publicize the program or event).