

Application Guidelines:

- Name of the organization:** Specify the officially registered name of the organization.
- Representative of the organization:** Specify the name and the title of the Project Coordinator, or person who is authorized to sign official documents, if different from the Project Coordinator.
- Address:** Include street, number, post code and town.
- Phone/Fax number:** Include the phone/fax numbers of your organization.
- Beneficiaries (number, age):** Include the number of project beneficiaries and their age.
- Duration of the project:** Unless the project is time sensitive, it is recommended that project period should be specified in number of months (i.e. “eleven months after the grant is signed).
- Total funds requested/cost share in USD** State the project amount requested of the American Embassy and the amount you managed to provide from other sources. When submitting your application please provide evidence that you have secured the co-funding you have noted in your application and budget sheet, if you can. If you do not have this written confirmation of funding from other sources, please be aware that if your project is accepted for funding with a co-sharing component, the American Embassy will not sign the grant until you provide written confirmation that additional funds will be at your disposal before the project implementation start date.
- Project locations:** Include locations where the project will be implemented (city, canton, entity.)
- Brief project summary:** Briefly explain what the project is about and the major activities planned for achieving the project’s objectives. Please don’t use more than 1000 characters.

Background of the organization:	Briefly explain the mission of the organization, any past and current programs implemented, as well as its technical and management capacity.
Detailed description of the project:	Explain in details all activities you are planning to realize during project implementation.
Project goals and objectives:	Explain the goals/objectives this project needs to achieve.
Project justification:	Explain why this project is important, what issues/problems solving addresses, and how the project contributes to reaching the goals specified in the project proposal.
Project outreach and sustainability:	Explain the potential of the project to reach-out diverse audience, future prospects of the project, and how it will be sustainable after the project is completed.
Detailed budget:	Present the budget in the form of a spreadsheet, in USD amounts. In case of cost sharing, clearly separate the costs which will be funded by U.S. Embassy from those which will be funded by the applicant or other donors.