



Saudi-American Educational and Cultural Initiative Grants Program

PROPOSAL FORMAT

Please read the instructions carefully before filling out the proposal form.

- **Use the suggested format. Proposals submitted in any other formats will not be accepted.**
- **Proposals should be completed in English, or accompanied by an English translation.**
- **Supporting documents may be in Arabic.**
- **We recommend that you keep a copy of the completed form for your records.**
- **Please fill in the fields that are relevant to your project.**

Please send all proposals to RiyadhGrants@state.gov

1. GENERAL INFORMATION:

1.1. Primary Applicant Organization or Individual

Name of Organization (English)/ or Individual:

Address:

Website:

1.2. Organization Primary Contact/or Individual

Last Name: First Name:

Tel:

Mobile:

Fax:

E-mail:

1.3. Project Coordinator (if different)

Last Name: First Name:

Tel:

Mobile:

Fax:

E-mail:

2. BACKGROUND OF ORGANIZATION:

Give a brief description of your organization, when it started and its goals. If an individual, please give your resume.

2.1 Project Description

Give a *very brief* overall description of what your project will be, whom you will be helping, what the goals are.

2.2 Past Grants (U.S. Embassy)

List the grants you have received in the past from the U.S. Embassy starting with the most recent. For each grant, include the grant period, project title/ brief description and the amounts of money received in U.S. dollars.

Name of the project:

Name of the project:

2.3 Past Grants (Other)

List the grants you have received in the past from other sources starting with the most recent. For each grant, include grant period, project title/brief description and the amounts received in U.S. dollars.

3. PROJECT DESCRIPTION:

3.1. Project information

Project Name: Include a short descriptive name for the submitted project proposal such as *Women's Photography Workshop*.

Duration (days/months): Include how long the project will take, please be precise.

Start date (mm/yy): Include the anticipated start date.

End date (mm/yy): Include when it will be completed.

Venue: Where will it take place?

3.2. Executive summary:

This is the summary of the entire proposal and should include brief descriptions of key information from each section of the proposal. The Executive Summary should answer the following questions:

- Please state clearly what the project is about?
- Who is requesting the grant?
- Why are you requesting it?
- What partnerships or collaborative ideas do you want to establish?
- How long will the project last?
- What results do you expect to achieve?
- How will this program be sustainable?

Please keep the Summary to one page.

3.3. Project Justification

This is a very important aspect of the proposal and applicants should pay particular attention to it.

- What are the unique merits of the project?
- What new or underrepresented aspect of the U.S.-Saudi partnerships is the focus?
- Why is it innovative?

3.4. Project Goals and Objectives

In this section of the proposal, list the overall project goal and the specific objectives:

Goal

The project goal refers to the result or long-term collaboration the program is intended to create.

Tips for writing the goal:

- Refer to the major focus of the collaboration
- Refer to your focus population or location (who will benefit or what region will benefit)
- Use clear, simple terminology

Objectives

Objectives refer to the intermediate accomplishments and are more specific than goals and should be achievable and measurable within the scope of the project.

Well-written objectives identify:

- WHO will be reached
- WHAT will be achieved
- IN WHAT TIME PERIOD the it happen
- WHERE (in what location)
- WHY is it important to *Saudi Arabia and the U.S.?*

Objectives should be "SMART":

- **S**pecific to avoid differing interpretations
- **M**easurable to monitor and evaluate progress (preferably numerical)
- **A**ppropriate to the goals
- **R**ealistic achievable, yet challenging and meaningful
- **T**ime-bound – with a specific time for achieving them

3.5. Project Activities:

In this section of the proposal, provide more details about the specific activities that will be conducted. The activities should support the achievement of the objectives.

For each activity, discuss:

- How will it be done or carried out?
- Why did you choose these activities?
- Who will conduct the activity?
- Who are the participants?
- How many participants will be directly involved?
- How will you recruit or attract them? How can you maximize their participation in the activity?
- When will the activity occur? For how long?
- What materials will you need to conduct the activity?
- Whom will you collaborate with to carry out the activity? What will be the role of each organization?

3.6. Monitoring and Evaluation

Please describe your methodology for monitoring and evaluating the impact of the project.

3.7. Key Personnel

In this section of the proposal, describe:

- Who will work on the project?
- What responsibilities will they have?
- What qualifications do they have?
- What proportion of their time will be used in support of this project?

If volunteers will constitute a significant portion of the human resources needed for the completion of the activities, then this can be described as Key Personnel and their responsibilities and qualifications should be specified.

Also, please include the key personnel of your partner organization who will participate.

3.8. Project Partners

A key component to this grants program is the collaboration between a Saudi individual/or organization and a U.S. individual/or organization. Please attach a letter from your partner organization indicating you will be working together on the project. Please give a brief description about the partner organization and how they will help you achieve your goals.

4. BUDGET:

Please include a detailed budget. In order to be sure that the Embassy 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 section should reflect the staffing and resource requirements for the 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 they were determined. We should be able to look at the Budget and the accompanying Budget Narrative and see almost everything we need to know to make a decision about the project. The Budget relates directly to the Activities described in the proposal. Consider the following tips relating to the budget format and costs:

Format:

- Figures can be rounded to the nearest single unit of currency.
- Budget should be presented in U.S. dollars by American applicants or in SAR by Saudi applicants.

Standard Categories:

- Personnel
- Fringe Benefits
- Travel: *Please note that the Fly America Act requires that anyone whose air travel is financed by U.S. government funds to utilize the economy class services or a U.S. flag carrier.*
- Supplies
- Contractual
- Other Direct Costs
- Indirect costs

Budget items with limitations:

Salaries: Salaries may be paid only to persons directly involved in the project. Staff costs should reflect salaries by monthly rate and the proportion of their time to be spent on the project. For example: Project Coordinator (100%)@\$100/month x 3 months = \$300

Total salary levels (including other sources) should be reasonable and no higher than other local salaries for similar work.

Please note the U.S. government does not provide any funding for food or beverages in its grants. You may want to

consider such expenses as part of your cost-share.

Category	Description/details	Requested
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Other Direct Costs		
Indirect Costs		
Total Requested:		
Contributions		
Project Total		

Note: You may be asked to submit a detailed budget in a spreadsheet format

4.2. Budget Narrative

Use this to explain clearly what funding you need for accomplishing the project and how you will use the money.

4.3. Miscellaneous

Use this section to add any additional information about the project.

5. Certification

By signing this application, I certify that the statements contained in this form are true, complete and accurate to the best of my knowledge.

I am aware that any false statements or claims may disqualify my organization from receiving this and any future awards.

I agree

By marking the checkbox below, I certify that I have read and understood the instructions provided with this form before filling out this document.

I agree

Signature of Authorized Representative: *Replace this text with the name. No need to print and sign by hand.*

Date Signed: