

U.S. Embassy Stockholm

Grant Request

Please complete this narrative description form as well as the attached budget form.

1. Name of Institution/Organization:

2. Title of the Project:*

3. Target Audience:

Description of Audience

Expected Number of Individuals Reached*

*Please list the numbers of individuals reached by categories such as: attendees, implementers, print readers, broadcast viewers, etc.

PROJECT DETAILS:

Please enter all necessary information regarding the proposed project below. In this part please give as many details as possible.

1. Description:

Please provide a narrative outline of your project. Describe the project, what it will accomplish, and how it will achieve these goals. If appropriate, describe the people who will benefit and how.

2. Project Timeline:

Please state when the event or activity will take place and when funding would be needed. Also list here the major action steps you will take in order to carry out this project with an approximate date of completion for each step to provide a picture of the project timeline.

3. Project Partners:

Please give the name and key function of all partner institutions.

4. Project Outcomes:

What outcomes do you expect in terms of both short-term results and long-term outcomes and processes that may be set in motion by the project?

5. Payment Details (for transfer of funds should grant be approved)			
Bank Name	Account Number	Clearing or Routing Number	Bank Address
Account Name			

Grant requests should be submitted to: Grants Coordinator Richard La Roche, preferably via e-mail to lrocherx@state.gov.

Submissions by post may be sent to:

ATTN: Richard La Roche
 Public Affairs Section
 Embassy of the United States of America
 Dag Hammarskjölds Väg 31
 115 89 Stockholm