



Embassy of the United States of America

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JUSTICE SECTOR REFORM PROGRAM (APPLICATION FORM)

The U.S. Embassy Justice Sector Reform Program will accept grant applications that include all of the information listed below, according to the same format. Proposals should be completed in English, or be accompanied by an English translation. Supporting documents may be in Tajik or Russian.

A. Recipients are required to complete an APPLICATION FOR FEDERAL ASSISTANCE – SF-424, 424A, and 424B

Please fill out the followings fields of the SF-424 and use the specific information for the below fields:

1. Type of Submission: Application
2. Type of Application: New
- 5b. Federal Award Identifier: Please leave blank
- 8a. Please enter name of applicant (organization)
- 8b. Please enter the organization's EIN or TIN number (*NOTE: Place N/A here if not applicable*)
- 8c. Please enter the organization's DUNS number (*NOTE: All Domestic and Foreign organizations applying for Federal Assistance Awards **must** have a DUNS number. Please go to the Duns and Bradstreet website to register and receive a DUNS number at <http://www.dnb.com>*)
- 8d. Please enter the organization's address
- 8f. Please enter the name, telephone number and e-mail address of the primary contact person for this proposal
9. Please select type of applicant from pull down list
11. The CFDA number is **19.703**
12. Please enter the Funding Opportunity Number and Title (*Enter the following: **2012-2013 Justice Sector Reform Program***)
15. Please enter descriptive title of project
- 16a. Please enter congressional district of applicant organization: Please leave blank
- 16b. Please enter N/A or zeros
17. Please enter the approximate start and end dates of the proposed activities
18. Please enter the amount requested from the USG under "Federal," any cost-share under "Applicant," fill in the total, and otherwise use zeros.
19. Please enter "c"
20. Complete as indicated

B. Please fill in the required fields of the SF-424A with information from your proposed budget.

C. Please fill in the required fields of the SF-424B:

Page 2 - Complete applicant organization and title of authorized official sections.

B. Information on the Organization Requesting the Grant

1. Project title
2. Organization name
3. Address, telephone number, fax number, and e-mail address of organization
4. Legal status, date of registration, and a copy of certification of registration
5. Resumes of project managers and organization's primary personnel
6. Project duration
7. Amount requested
8. Brief history of organization:
 - When the organization was founded;
 - What are the principal activities;
 - How is the organization funded

C. Project Description and Justification

1. Problem Statement
2. Goal Statement
3. Objectives
4. Work Plan (please describe steps you are planning to take to achieve project goals):
 - Actions;
 - Timeframe;
 - Who is responsible.
5. Project Evaluation: *Importance of the project (you may attach support letters), why it should be funded, what difference it will make for Tajikistan, what are expected long-term effects of the project? How will your organization measure the impact of this project?*
6. Project sustainability: *How the organization is planning to continue the project after the completion of the grant support? Or what plan does the organization have to make the project effects long-lasting?*

1. Budget

The budget narrative should follow the actual budget presentation and describe in some detail the costs presented in the budget. If the proposal seeks funding to purchase a service or equipment that costs more than 2,500 USD per unit, the application must include three pro-forma estimates from the service or equipment vendor. The use of miscellaneous expenditure as a budget item is unacceptable. Cocktail parties, receptions, and entertainment are not allowable expenses. Meals for events must be justified and not more than one meal a day is allowable. The total amount allocated for meals should not exceed 10% of the total requested sum. In comparing similar projects, the Commission will give priority to applications that request lower budgets.

Please provide budget information in Excel according to the following format:

No	Budget Item	Unit cost	Number of units	Duration	NGO contribution	Other donors contribution	Amount requested	Project Total

- 2. Identify other funding organizations you have applied to or will apply to regarding this project.**
- 3. Does your organization have previous experience managing grant funds? If yes, please elaborate.**
- 4. What impact will this project make on achievement of the long-term goals of your organization?**

Proposed projects that meet the basic criteria outlined above will be considered at a meeting of the Development Assistance Working Group (usually held every six weeks). If your preliminary application meets the criteria of the project review committee and is under further consideration, you will be invited for an interview and may be asked to submit additional information. If you receive funding for the project, you will be required to submit detailed program and financial reports upon project completion.

Thank you for your participation.