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THE U.S. EMBASSY IN DUSHANBE REQUESTS PROJECT PROPOSALS FOR THE DRUG DEMAND REDUCTION PROGRAM SMALL GRANTS PROGRAM

APPLICATION FORM

Applications must include all the information listed below. Proposals will not be considered until all information is received in the required format. Proposals must be in English. Supporting documents may be in Tajik or Russian. A project proposal should be no longer than 6 pages.

A. 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 principal(s) **attached separately**
6. Project duration
7. Amount requested
8. Brief history of organization:
 - When the organization was founded;
 - What are the principal activities;
 - How the organization is funded;

B. Project Description and Justification

1. Problem Statement (not more than a page)
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 Justification: *importance of the project (you may attach support letters), what difference it will make for Tajikistan, what are the expected long-term effects of the project?*
6. Project sustainability: *how the organization is planning to continue the project after the completion of grant support?*

C. Budget

The budget spreadsheet should clearly describe all the project costs —we encourage applicants to include explanatory details within the spreadsheet. If the proposal seeks funding to purchase a service or equipment that costs more than 5,000 USD per unit, the application must include three pro-forma estimates from the service or equipment vendors. The use of miscellaneous expenditure as a budget item is unacceptable. Cocktail parties, receptions and entertainment are not allowable expenses. Meals for a conference must be justified and not more than one meal per day is allowable. The total amount allocated for **meals and per diem should not exceed 10%** of the total requested sum.

Salaries, overhead, equipment, and other administrative expenses are allowable only as they relate to specific project activities. Salary or honoraria should be listed according to rate of pay and percentage of time spent on program-related activities. **Administrative costs should not exceed 25% of the total budget.** The amount of a grant must not be more than **20,000** U.S. dollars.

Please provide budget information in a spreadsheet according to the following format:

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

D. Identify other funding organizations you have applied to or will apply to regarding this project.

E. Does your organization have previous experience managing grant funds? If yes, please elaborate.

F. What impact will this project make toward achieving 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 approximately one month after the call for application’s deadline). Organizations whose projects are not selected will receive a notice no later than one month after the Development Assistance Working Group’s meeting. If your preliminary application meets the criteria and is under further consideration, you may be asked to submit additional information. Final technical review and approval of grants is carried out by State Department staff in Washington, D.C. within forty five days from the project’s consideration by the Development Assistance Working Group in Dushanbe. If you receive funding from the project, you will be required to submit detailed program and financial reports throughout the course of the project and upon its completion.

Thank you for your participation!