

2015 “Alumni Small Grants Program” U.S. EMBASSY ANKARA, TURKEY



GRANT APPLICATION GUIDELINES

Introduction

The U.S Mission in Turkey announces the Alumni Small Grants Program, a program designed to support innovative, small-scale, projects developed and implemented by Alumni. Focus areas for FY-2015 are women’s empowerment, Rights of Workers, Migrants, and/or Refugees, freedom of expression, and Promoting Entrepreneurship and Innovation.

Application Procedure and Eligibility

- The U.S. Mission in Turkey invites registered Alumni to submit proposals. If you are applying with or on behalf of an NGO, you can apply for up to **\$5,000**. If you are applying as an individual representing a group of alumni, you can apply for up to **\$2,000**.
- **Language:** Proposals to the U.S mission in Ankara must be ***submitted in English***
- The project duration should be a **minimum of 3 months and a maximum of 12 months**.

Deadlines and Key Dates:

Submission: Please email your proposal to usaturkeyalumni@state.gov by August 15, 2015.

Additional documents required for NGO applications;

- *Copy of the applicant organization’s registration status*
- *Most recent annual financial statement listing income sources (audit if available)*

Themes

For FY-2015, the Alumni Small Grants Program will focus on:

- I. Women's Empowerment []
- II. Rights of Workers, Migrants, and/or Refugees []
- III. Freedom of Expression []
- IV. Promoting Entrepreneurship and Innovation []
- V. Other

Assessment Criteria

- **Targeting:** The project's goal must be to improve and expand the opportunities, skills, world views and outcomes of the target audience
- **Innovation:** The U.S Mission in Turkey is particularly interested in projects which introduce a new approach, process, or technology in tackling one of the issues listed above.
- **Sustainability:** Demonstrates the organizational capacity, viability of partnerships, and the longer term financial viability of the project (i.e. the organization's capacity to continue the project beyond the initial funding period).
- **Results and Measurability:** Demonstrates a quantifiable, direct impact on the target group with clearly articulated mechanisms to measure the project's effectiveness in reaching them within the timeframe of implementation.
- **Cost Sharing:** Demonstrates cost sharing (funds or in kind contributions are acceptable) from the organizations involved in the proposal. Cost sharing is required and should be clearly indicated and adequately calculated in the budget.
- **Ownership and Community Involvement:** Acceptance and ownership from local implementing/beneficiary communities; creates synergies, emphasizes community contributions and utilizes the strengths and the resources of the respective communities.
- **Promoting Gender Equity:** Promotes the equal inclusion and active participation of women.

Promotion and Visibility Guidelines:

As this is a grant program funded by the U.S. Mission in Turkey, the grantees are **obligated** to put the Embassy logo on all promotional material and related documents that are visible to third parties.

Monitoring and Evaluation

All grants will be monitored and evaluated by the U.S. Embassy in Ankara. The alumni programs coordinator will be the main point of contact for all grantees.

Applicants whose grant proposals are accepted by the Alumni Small Grants Program Committee are required to submit an interim and final narrative and financial reports.

The Embassy will make grant payment in two installments. The first payment will cover 80 % of the grant and the remaining 20 % will be paid after the submission of the final report of the project.

Call for Proposals

Proposals will only be accepted as a Microsoft Word Document, in English, via e-mail to: usaturkeyalumni@state.gov

Ineligible Activities:

The Alumni Small Grants Program cannot fund: **General research programs** (ACADEMIC RESEARCH), **ongoing institutional core support** (such as EQUIPMENT, OFFICE SUPPLIES, RENT, MAINTENANCE COSTS, COMPUTERS/ IT EQUIPMENT, ENTERTAINMENT COSTS, INTERNATIONAL TRAVEL, UTILITIES, SCHOLARSHIPS, and FELLOWSHIPS).