



2014 “ALUMNI SMALL GRANTS PROGRAM” U.S. EMBASSY ANKARA, TURKEY

APPLICATION FORM

Introduction:

The Proposal Form is divided into the following five sections: Eligibility Information, Project Contact Info, Project Profile, Project Details and Project Costs. All questions marked with an asterisk (*) indicate that the information is *mandatory* and must be provided for the proposal to be approved. Please note that a number of questions have word count limits which will be strictly enforced.

Please e-mail your completed proposal to DurE@state.gov in light of the deadlines mentioned in the **Guidelines**. Proposals will only be accepted as a Microsoft Word Document, in English, via e-mail.

1. ELIGIBILITY INFORMATION

FOR NGOS, COMMUNITY GROUPS AND ETC.	
*Is the applicant organization a registered, non-governmental organization that works with civil society who is an alumnus/alumna of US government program?	Yes No
* Is the applicant an alumnus/alumna of US government representing a group?	Yes No
*Have you ever received a grant from the U.S. Mission grant program for this project idea? If yes, please name grant program: _____	Yes No
*Are you a USEP (U.S. Exchange Programs) Alumni Association member?	Yes No
*Please indicate in which USG program you have participated in; Name of the program: Date of the program: Duration of the program:	



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2. PROJECT CONTACT INFORMATION

*Organization or Group Name:	
*Type (Please Select): Registered Non-Governmental Organization	
* Name of primary contact person (Last, First):	
* Age of primary contact person:	
Affiliation with / Position at Organization:	
*Email Address:	
Organization Website:	
*Telephone:	
*Mobile Phone:	
Fax:	
*Address:	
*City/Town/Village:	
Postal Code:	
*Year & Month Organization Established (if applicable):	
*Briefly Describe your Organization or Group (e.g. number of members, age structure), and its Mission (word limit 50):	



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4. PROJECT DETAILS

***Question 1. Objective: What is/are the specific problem(s) that you are trying to solve and describe/ explain the significance of the problem? (limit 100 words)**

***Question 2. Idea: What is your project idea and how does it address the problem(s) described in Question # 1? (100 words)**

***Question 3. Innovation: How is your idea truly innovative or unique? Describe the extent to which it uses a novel concept, approach, technology. (150 words)**

***Question 4. Implementation: How will you implement your idea? Describe in detail the activities that you will undertake providing a timeline for all activities. (250 words)**

***Question 5. Monitoring: How are the project activities (described above) going to be monitored to verify that the implementation of the project is proceeding as planned? (150 words)**



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Question 6. Evaluation: What are the expected measurable outcomes? How will you evaluate whether your project has achieved its impact? (150 words)

***Question 7. Sustainability and Partnerships: How will you sustain your achievement when the project is completed? How does the project utilize the capacity and strengths of the implementing/beneficiary communities? Which groups are involved and how? Which parties were involved in the project design? (200 words)**

***Question 8. Challenges: Do you anticipate any challenges and how you will overcome them? (200 words)**

***Question 9. Promoting Gender Equity and Targeting social inclusion: Does your project target gender specific issues, or deprived areas of your region? How does the project aim to improve the situation and address the needs of the society in general? (150 words)**



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PROJECT COSTS

Instructions:

- a) UNITS ARE IN \$s.
- b) Applicable taxes, if any, should be included as part of your budget.
- c) “Service Fees” only include possible consultant staff costs hired specifically for the project. Recurrent staff costs are not eligible.
- d) "Materials and Equipment", "Training", and "Travel" refer to any expenses in these categories needed to achieve *project* objectives.
- e) “Evaluation/ Information Dissemination” should include the costs of assessing the impact of the project and sharing that information with the development community.
- f) "General Administration/ Overhead" should not exceed 15% of Total Project Expenses.
- g) "Other" expenses must be explained.
- h) "Cost Sharing" refers to contributions other than the Alumni Small Grants Program. It includes in kind contributions such as volunteers time, donated venues, admin support and etc. “Counterpart contributions” by the involved organizations are encouraged and funds or in-kind, such as staff time, space etc, should be mentioned in the estimated value of contribution.
- i) Total Grant Funding requested from the Alumni Small Grants Program is to be calculated by subtracting "Other Donor Funding" and Counterpart Contributions” from the "Total Project Expenses". Your requested amount can not exceed the maximum award amount of \$5,000 for registered NGOs and \$2,000 for alumni groups.
- j) "Estimated Project Revenues" refers to any income-generated by the end of the project period.
- k) Every purchase and/or incurred expense must be validated with the proof of receipts.

ITEMS	EXPENSES			COST SHARING	TOTAL REQUESTED AMOUNT FOR FUNDING
	NUMBER OF UNITS	UNIT COST	TOTAL COST		
1. Personnel					
2. Materials and Supplies					
3. Training (if any)					
4. Travel (if any)					
5. Contractual Costs (External Evaluation, Service Fees and Others)					
6. Direct Costs (General Administration and Other)					
TOTAL COST SHARING					
TOTAL EXPENSES					
Estimated Project Revenues, if applicable					

Comments:

Please mention the name of other funding institutions along with the total project budget if you are applying to develop an existing project.