APPLICATION FORM
MEDIA DEVELOPMENT FUND

Public Affairs Section of the U.S. Embassy
4 Hlybochytska St., Kyiv 04050
Ukraine

Tel.: (044) 490 40 26
Fax: (044) 490 40 50

PLEASE FILL OUT, SAVE AND SEND TO KyivMDF@state.gov
Ukrainian version can be found at http://ukrainian.ukraine.usembassy.gov/uk/media.html

Attention!!! The boxes for typing are fixed. Might you need more space, please use attachments.

GRANT RECIPIENT

Name of Media Outlet/NGO _____

Media Outlet Head (name, position) _____

Legal address

Physical address

Mailing address

Project Manager (name, position) _____

Telephone, fax _____

Email _____

Website _____

Local Bank Account

Account number _____

Bank name _____

Bank address

MFO _____

EDRPOU _____

BACKGROUND ON NGO

Registration date _____

Primary goals

Previous grants

2-3 examples of the most successful activities

Equipment, office space

Professional expertise and resources media outlet/NGO already has

MEDIA/NGO PARTNER(S) if available in the project

PROJECT NAME AND BRIEF SUMMARY
no more than 2-3 sentences

REQUIRED ATTACHMENTS

Please include the following documents with your application form:

1) Copy of your Media Outlet/NGO registration certificate;

2) List of all previous grants including the date, amount, donor and project name;

3) Resumes of all the staff involved into the project implementation;

4) List of all printed editions, TV or radio stations that your organization owns; other then the one that applies for the grant.

Be aware not to send any of the documents in WinRAR archive file format. In case you need to archive your files, please use WinZIP file format.

PROJECT DATES *(MM-DD-YYYY)* from _____ to _____

PROJECT DESCRIPTION

a) PROJECT JUSTIFICATION / PROBLEM STATEMENT- why is this needed for Ukraine and the particular region; describe target audience by age groups, occupation, number of program participants, etc.:

b) PURPOSE AND GOALS - describe project goals and how they will be achieved; list program activities/events:

c) RESOURCES NEEDED FOR THE PROJECT– explain what resources (e.g. people, equipment, books, periodicals) are needed and why:

d) PROJECT RESULTS & SUSTAINABILITY - short-term and long-term results; continued activities after the project ends; how the project is going to raise the professional level of the media outlet's staff:

e) MONTHLY WORK PLAN

Month	Description of planned activities	Person Responsible

BUDGET

a) AMOUNT REQUESTED (in USD)

this field is automatically calculated using data from the table below

BUDGET INSTRUCTIONS

Budget should contain detailed descriptions of all categories. Budget items should be concrete and linked to the narrative. Bank information including the name, address, account number, MFO code and EDRPOU code must be included (see page 1). Budget should be presented in U.S. dollars, rounded to the nearest dollar.

Please feel free to change names of subcategories, type over all existing text and renumber the entries as necessary. Fields are fixed-length, so please continue typing in the cells below if you need more space. Only numbers can be entered in the three right columns that display amount.

b) ITEMIZED COST BREAKDOWN

No	Budget Item	Detailed Description	Requested Amount	Your Contribution	Contribution, other sources
1	**Salaries (taxes included)**	The amounts should include taxes			
1.1	Position, name	$ per month * number of months			
1.2	Position, name	$ per hour / per event * number of events			
	Subtotal				

2	**Equipment**				
2.1	Item description	Price in $ * number			
	Subtotal				

b) ITEMIZED COST BREAKDOWN (continued)

No	Budget Item	Detailed Description	Requested Amount	Your Contribution	Contribution, other sources
3	**Administrative costs**				
3.1	Office supplies	Amount in $ * number of months			
3.2	Internet				
3.3	Bank fees				
	Subtotal				

4	**Publishing**				
4.1	Name of the publication	Cost in $ per copy * number of copies			
	Subtotal				

5	**Travel expenses**				
5.1	Travel description	Ticket, $ * num. of people * num. of trips			
5.2	Hotel	Price in $ * days * num. of people			
5.3	Per diem	Amount in $ * num. of days * num. of people			
	Subtotal				

b) ITEMIZED COST BREAKDOWN (continued)

No	Budget Item	Detailed Description	Requested Amount	Your Contribution	Contribution, other sources
6	**Project events (specify)**				
6.1	Room rental	$ per hour(or day) * num. of hours(days)			
6.2	Handouts	Amount in $ * num. of copies			
	Subtotal				

	Total				

NOTES

• Budgets should contain an estimated amount for bank fees;
• Funding should not duplicate on-going activities but could supplement such initiatives;
• The Media Development Fund may encourage applicants to seek funding from other donors and to offer some type of **cost sharing**;
• Funds should not be used for **food expenses**. However, if coffee breaks or working lunches for seminar/conference participants are an integral part of the overall project, and funding is not available from other sources, these costs may be covered but should be limited to a maximum of 10 per cent of the total award amount. Meals should not include alcoholic beverages;
• **Salaries** in reasonable amounts can be paid to project's key personnel for the portion of their time devoted to the work in this project. Its levels should be no higher than other local salaries (where appropriate), and should include all taxes. The **total amount of salaries requested should not exceed 30 per cent of the overall budget**;
• **Entertainment costs** (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours) are not allowable expenses;
• **Transportation costs** should not include airplane tickets and "luxury" train compartments ("SV");
• The use of "**miscellaneous expenses**" or any similar term as a budget item is unacceptable.

PROCEDURAL INFORMATION

Grants Office of the Public Affairs Section (PAS) serves as a clearinghouse for the receipt and processing of proposals. Media Development Fund personnel are responsible for pre-screening of all incoming proposals prior to their submission to the Embassy Grants Commission. The Embassy Grants Commission serves as the primary decision making body for the award of the Media Development Fund Grants. Members of the Commission are: the Ambassador, the Deputy Chief of Mission, the principal Political Officer, the chief Economic Officer, the USAID representatives, the representatives of Peace Corps, and representatives of other relevant sections of the US Embassy. Those proposals approved by a majority of the Committee members will be forwarded to the State Department for a final review. The final review and approval process focuses on project eligibility and sustainability.
After the award is made, the PAS office assumes responsibility for management of the grants. PAS requires that grant funds are expended appropriately and accounted for in submitted reports. On average, it will take 3-4 months for the proposal to be reviewed, approved and eventually funded.

IF YOU HAVE NOT RECEIVED A CONFIRMATION OF RECEIPT OF YOUR APPLICATION FORM WITHIN 5 WORK DAYS, PLEASE CALL THE GRANTS OFFICER OF THE US EMBASSY ON 490-4339 OR 490-4055 TO INQUIRE ABOUT THE STATUS OF YOUR APPLICATION.