APPLICATION FORM
ALUMNI GRANTS PROGRAM

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

Tel.: (044) 490 40 97
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PLEASE FILL OUT, SAVE AND SEND TO KyivAlumniGrants@state.gov
Ukrainian version can be found at http://ukrainian.ukraine.usembassy.gov/uk/alumni.html

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1. GRANT RECIPIENT

1a. *This section is filled out only if you represent an organization*

Name of NGO _____

Head of NGO (name, position) _____

Legal address

Physical address

Mailing address

Project Manager (name, position) _____

Telephone, fax _____

Email _____

Website _____

1b. Local Bank Account

Account number _____

Bank name _____

Bank address

MFO _____

EDRPOU _____

1c. Information on your organization

Foundation date _____

Primary goals

Previous grants

2-3 examples of most successful activities

Equipment, office space

Professional expertise and resources that your organization already has

1. GRANT RECIPIENT

1b. *This section is filled out only if you are an individual*

Last name _____

First name _____

Home address

Home address

Telephone _____

Email _____

Work address (students, please indicate your university address)

Organization/Institution _____

Department/Faculty _____

Position _____

Work address

Telephone, fax _____

Email _____

2. NAME OF USG-FUNDED PROGRAM _____

PROGRAM YEARS _____

PROGRAM ADMINISTRATOR Select from the list or type in

3. **PARTNER(S)** if available _____

4. PROGECT NAME AND BRIEF SUMMARY

no more than 2-3 sentences

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

6. 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 :

e) PUBLIC OUTREACH/MEDIA STRATEGY - explain how NGO is planning to publicize the project and share experience with other groups (media events; Internet; other communication strategies):

f) MONTHLY WORK PLAN – fill all entries, applicable to your project

Month	Description of planned activities	Person Responsible

7. 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	**Compensation**	The amounts should include taxes			
1.1	Position, name	$ per month * number of months			
		(% of work time in the project)			
		Please type over this text			
		and continue in the next cells as needed			
	Subtotal				

2	**Equipment rental**				
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 costs**				
4.1	Name of the publication	Cost in $ per copy * number of copies			
	Subtotal				

5	**Travel expenses**				
5.1	Travel expenses	Ticket, $ * num. of people * num. of trips			
5.2	Lodging expenses	Price in $ * days * num. of people			
	Subtotal				

b) ITEMIZED COST BREAKDOWN (continued)

No	Budget Item	Detailed Description	Requested Amount	Your Contribution	Contribution, other sources
6	**Public events**				
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 Alumni Grants Commission may encourage applicants to seek funding from other donors and to offer some type of **cost sharing** (volunteer time, space, equipment etc.)
• 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% of the total award amount. Meals should not include alcoholic beverages.
• **Salaries** are discouraged because alumni activities are usually in addition to regular employment. Whenever necessary, **compensation** in reasonable amounts can be paid to project's key personnel for the portion of their time devoted to the work in this project. Compensation levels should be no higher than other local salaries (where appropriate), and should include all taxes.
• **Entertainment costs** (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours) are not allowable expenses.
• **Transportation costs** within Ukraine should not include airplane tickets and "luxury" train compartments ("SV") or "luxury" buses.
• The use of "**miscellaneous expenses**" or any similar term as a budget item is unacceptable.

PROCEDURAL INFORMATION
Public Affairs Section (PAS) serves as a clearinghouse for the receipt and processing of proposals. Alumni Grants personnel are responsible for pre-screening of all incoming proposals prior to their submission to the Alumni Grants Committee.
The Alumni Grants Committee serves as the primary decision making body for the award of Alumni Grants. Those proposals approved by a majority of the Committee members will be forwarded to Washington 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.

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