APPLICATION FORM
BLOGGERS NETWORK GRANT PROGRAM

Public Affairs Section of the U.S. Embassy
4 Igor Sikorsky Street, Kyiv 04112
Ukraine

Tel.: (044) 521 5000
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PLEASE FILL OUT, SAVE AND SEND TO KyivBlogGrant@state.gov
Ukrainian version can be found at http://ukrainian.ukraine.usembassy.gov/uk/bloggrant.html

Attention!!! The fields in this document are fixed length. Might you need more space, please include attachments.

GRANT RECIPIENT

Name of NGO _____

Head of NGO (name, position) _____

Address _____

Project Manager (name, position) _____

Telephone, fax _____

Email _____

NGO Website _____

Local Bank Account

Account number _____

Bank name _____

Bank address _____

MFO _____

EDRPOU _____

BACKGROUND OF THE NGO

Registration date _____

Primary goals

Areas of expertise

PREVIOUS US GOVERNMENT FUNDING (US EMBASSY OR USAID)

If you have been a recipient of US government grants more than once, please include information on other grants in the attachments.

Year received _____

Amount (any currency) _____

Program name _____

Project purpose

Project goals

Project results

PREVIOUS GRANTS (OTHER DONORS)

If you have been a recipient of grants from other donors more than once, please include information on other grants in the attachments.

Year received _____

Amount (any currency) _____

Name of the donor _____

Project purpose

Project goals

Project results

Major accomplishments and success stories	
Office space and equipment	
Available human resources (full-time and part-time staff members and volunteers)	

REQUIRED ATTACHMENTS

Please include the following documents with your application form:

1) Copy of the NGO registration certificate;
2) Copy of the certificate showing non-profit status of the NGO;
3) Resumes of all the staff involved with the project implementation;
4) Letters of Support if the project is receiving additional funding from other sources or from partners of the project;

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

CO-FUNDING FOR THE PROPOSED PROJECT, if available

Amount (any currency) _____

Name of the donor _____

NGO PARTNER(S), if available

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

PROJECT NAME _____

PROJECT DESCRIPTION

In all fields of this section, please be specific and provide as many quantitative information as you can. For instance, please include number of project participants, program/course/seminar duration, estimated audience, etc.

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:

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

d) PROJECT EVENTS AND ACTIVITIES - provide detailed information on project activities/events

e) PROJECT RESULTS - short-term and long-term results:

f) PROJECT SUSTAINABILITY - continued activities after the project ends; how NGO is planning to share experience with other groups:

g) HOW WILL THE PROJECT STRENGTHEN DEMOCRATIC VALUES AND/OR INSTITUTIONS IN YOUR CITY, REGION OR COUNTRY - please explain:

h) 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 Public Affairs Section of the U.S. Embassy in Kyiv 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 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

The receipt and processing of proposals is handled by the Public Affairs Section (PAS) of the U.S. Embassy in Kyiv. PAS will pre-screen all incoming proposals before submission to the Grant Awarding Committee. The Grant Awarding Committee serves as the primary decision making body for the award of the Bloggers Network Grant. Members of the Commission are: the Counselor for Public Affairs, the Press Attache, and the Deputy Press Attache. 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 2-3 months for the proposal to be reviewed, approved and funded.

IF YOU HAVE NOT RECEIVED A CONFIRMATION OF RECEIPT OF YOUR APPLICATION FORM WITHIN 5 WORK DAYS, PLEASE SEND AN EMAIL TO KyivBlogGrant@state.gov TO INQUIRE ABOUT THE STATUS OF YOUR APPLICATION.