

NGO SMALL GRANTS PROGRAM

Public Affairs Section
U.S. Embassy (Ljubljana, Slovenia)

APPLICATION FORM

*The Application **Must Be Submitted in English**
Please print*

Name of the project:

Name of the organization (in English):

Name of the organization (in original language):

Address:

Phone and fax numbers; e-mail address:

Represented by (name, title):

Organizational DUNS Number: _____

Name and contact information of person to be contacted on matters involving this application:

Background of the representatives (please state the representatives' title and background and attach 1 page CVs of the people who will be engaged in the project):

Background on the organization (When was the organization founded, what are its principle activities, significant achievements, etc.? Please attach a copy of the registration papers):

Any previous U.S. Government funding:

(Please provide us with any and all types and amounts of funding your organization have received for projects or grants).

Project dates:

(When will the project be carried out, if it is funded? Be realistic about dates. Remember that, even if approved, funds may not be available for as long as two or three months from the time the application is submitted. (For example, if the applicant submits the proposal in September, but states that the project must begin in September, the Embassy may reject the proposal as unrealistic on this basis alone).

Amount requested (in US\$):

Project description:

(What does the applicant propose to do? The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do and why. The more specific, detailed, and clear the program description, the better).

Project purpose (what goals will be achieved and how the results will be determined/measured):

Project Justification:

(Please describe the need or problems the project will solve and the target groups: This is a very important aspect of the proposal and applicants should pay particular attention to it. What is the importance of the project? Why should it be funded? Who will be affected by this project? What difference does it make for your country? Applicants may also attach letters of endorsement attesting to the seriousness of the proposal).

Project Sustainability:

(Describe the expected long-term effects of the project. If the project is intended to continue after the funding from the Embassy ends, the proposal must also contain a very thorough explanation how the organization will fund the activity in the future. If a convincing explanation is not included, this will disqualify the project from consideration for a support).

Detailed description of the project activities:

Detailed budget (use extra sheets if necessary):

(In order to be sure that the Commission understands why there is a need for funding, the applicant should prepare a line-by-line list of expenses that will be generated by this project. The budget should be prepared in a logical manner and offer enough detail that a reviewer will be able to understand exactly what the figures mean and how that figure was determined.

ALL PROJECT EXPENSES MUST BE CALCULATED IN USD. ALL PROJECT EXPENSES SHOULD BE CALCULATED IN ADVANCE AND BE REALISTIC. THE EMBASSY WILL NOT AUTHORIZE ANY FUNDS IF THERE IS ANY QUESTION ABOUT THE BUDGET.

The budget narrative should follow the actual budget presentation itself and describe in some detail the costs presented in the budget. In other words, the narrative explains, line by line, what the numbers mean and how they were determined. (For example, "Travel: \$3,000." Explanation: Two-day conference in (location) for 30 participants with a 2X\$50 travel allowance to each participant for room, board and transportation costs.)

If the proposal seeks funding to purchase a service or equipment, the application must include three pro-forma estimates from the service or equipment vendor. Simply listing "Computer and printer: \$4,000" is not sufficient. The Embassy will want to know what kind of computer, what kind of printer and how much three different vendors will charge for this equipment).

Other sources of support for this project:

(Please describe the in-kind contribution of your organization - it can be voluntary work, use of premises, vehicles, classroom supplies, equipment or payment of a program event from your own funds (e.g. rental of a hall, printing of announcements, meals, travel, etc.). Please state which other organizations you have applied to for funding with the same project, and the status of those applications).

Other organizations you applied to with the same project and status of your application:

(Please describe the possibilities for co-funding of the project by other organizations: please state which other organizations you have applied to for funding with the same project, and the status of those applications)

City, date Signature of Applicant

BUDGET GUIDELINES

Program expenses should cover all costs for the project activities. They may include all honoraria to specialists or associates; travel/per diem/lodging expenses for trips; and all expenses for seminars or conferences (speaker's fee, preparation of materials and room rental).

Salaries should be paid only to the people who will spend a majority of their time on the project and have signed contracts. The salary should be calculated on the total number of hours worked for the duration of the project. Salary levels should be reasonable and no higher than other local salaries, and should include all local taxes.

Equipment means computer, copying machine, printer or other technical devices necessary for the fulfillment of the project (for example, the purchase of a computer for organizing a conference is not a justified expense). Remember that renting equipment for a specific project activity is often preferable to the Commission than outright purchase.

Administrative expenses include communication expenses (phone, fax, e-mail, postage); bank taxes; copying and print services; office materials (paper, toner, envelopes, etc).

Bank charges should be pre-calculated and included in the budget. Please note that any interest earned on the grant sum must be returned to the U.S. Government.

The use of "miscellaneous expenses" as a budget item is unacceptable.

Cocktail parties and meals not integral to a program event are not acceptable grant expenses. An effort should be made to secure funding from other sources for food costs.

Entertainment costs (amusement, diversion, social activities, ceremonials, alcoholic beverages, cocktail parties) are not allowable expenses.

PLEASE NOTE THAT THE BUDGET ITEMS CANNOT BE CHANGED DURING
THE FULFILLMENT OF THE PROJECT.