

**APPLICATION FORM
BLOGGERS NETWORK GRANT PROGRAM**

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

**Tel.: (044) 521 5740
Fax: (044) 521 5575**

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

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

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Areas of expertise

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PREVIOUS US GOVERNMENT FUNDING (U.S. EMBASSY OR USAID)

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

Year received

Amount (any currency)

Program name

Project purpose

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Project goals

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Project results

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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

Please be specific and provide as much quantitative information as you can. For instance, please include number of project participants, program/course/seminar duration, number/size of reports produced, 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.:

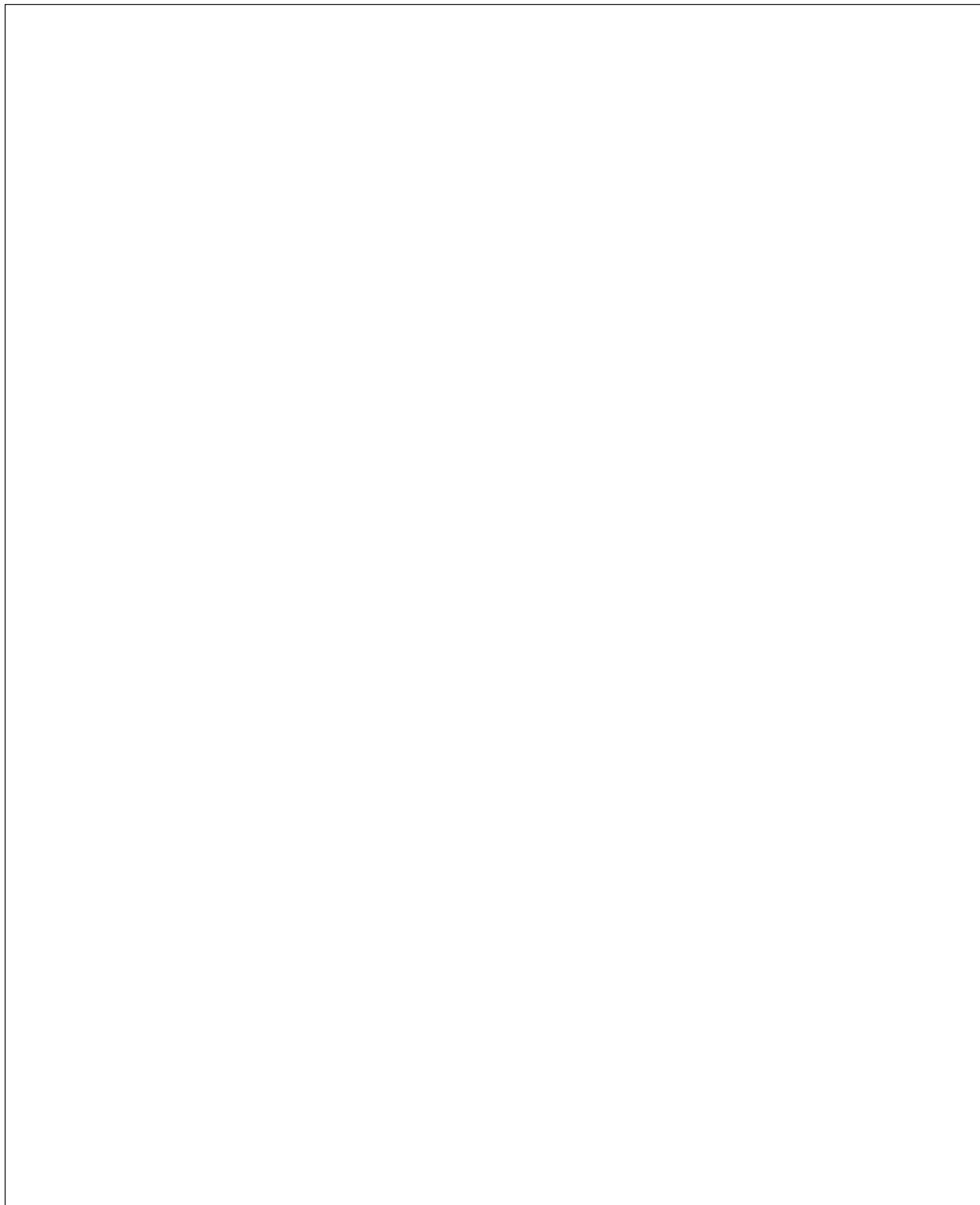
Please be specific and provide as much quantitative information as you can. For instance, please include number of project participants, program/course/seminar duration, number/size of reports produced, estimated audience, etc.

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:

Please be specific and provide as much quantitative information as you can. For instance, please include number of project participants, program/course/seminar duration, number/size of reports produced, estimated audience, etc.

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



Please be specific and provide as much quantitative information as you can. For instance, please include number of project participants, program/course/seminar duration, number/size of reports produced, estimated audience, etc.

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 template 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

b) ITEMIZED COST BREAKDOWN (continued)

No	Budget Item	Detailed Description	Requested Amount	Your Contribution	Contribution, other sources

