

**APPLICATION FORM
DEMOCRACY GRANTS PROGRAM**

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

**Tel.: (044) 521 5044
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PLEASE FILL OUT, SAVE AND SEND TO KyivDemGrants@state.gov
Ukrainian version can be found at <http://ukrainian.ukraine.usembassy.gov/uk/democracy.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) _____

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

Available human resources

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

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

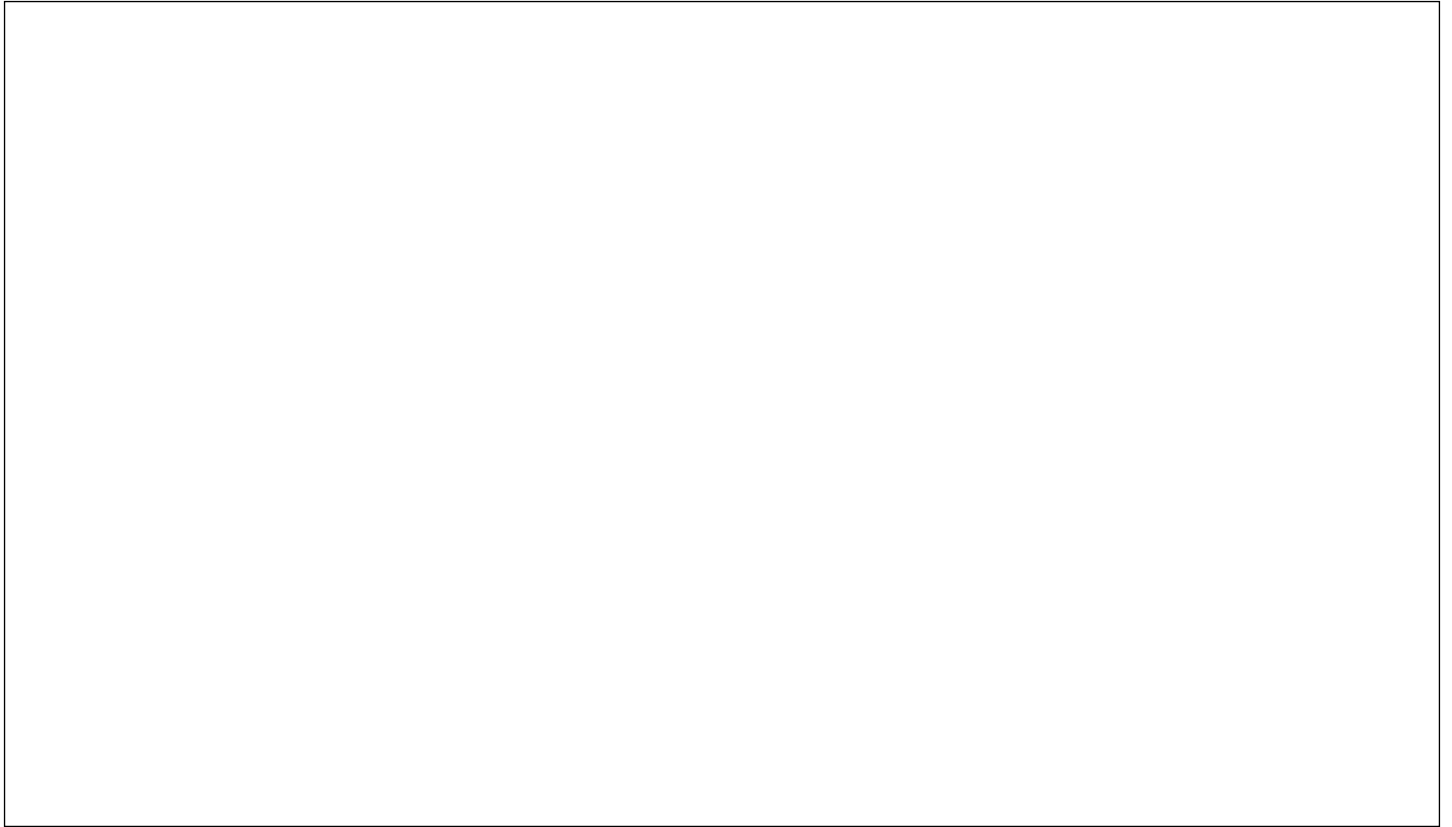
a) PROJECT JUSTIFICATION / PROBLEM STATEMENT- why is this needed for Ukraine and the particular region; describe target audience by age groups, occupation, number of program participants, etc.:

b) PROJECT EVENTS AND ACTIVITIES - list major project activities/events:

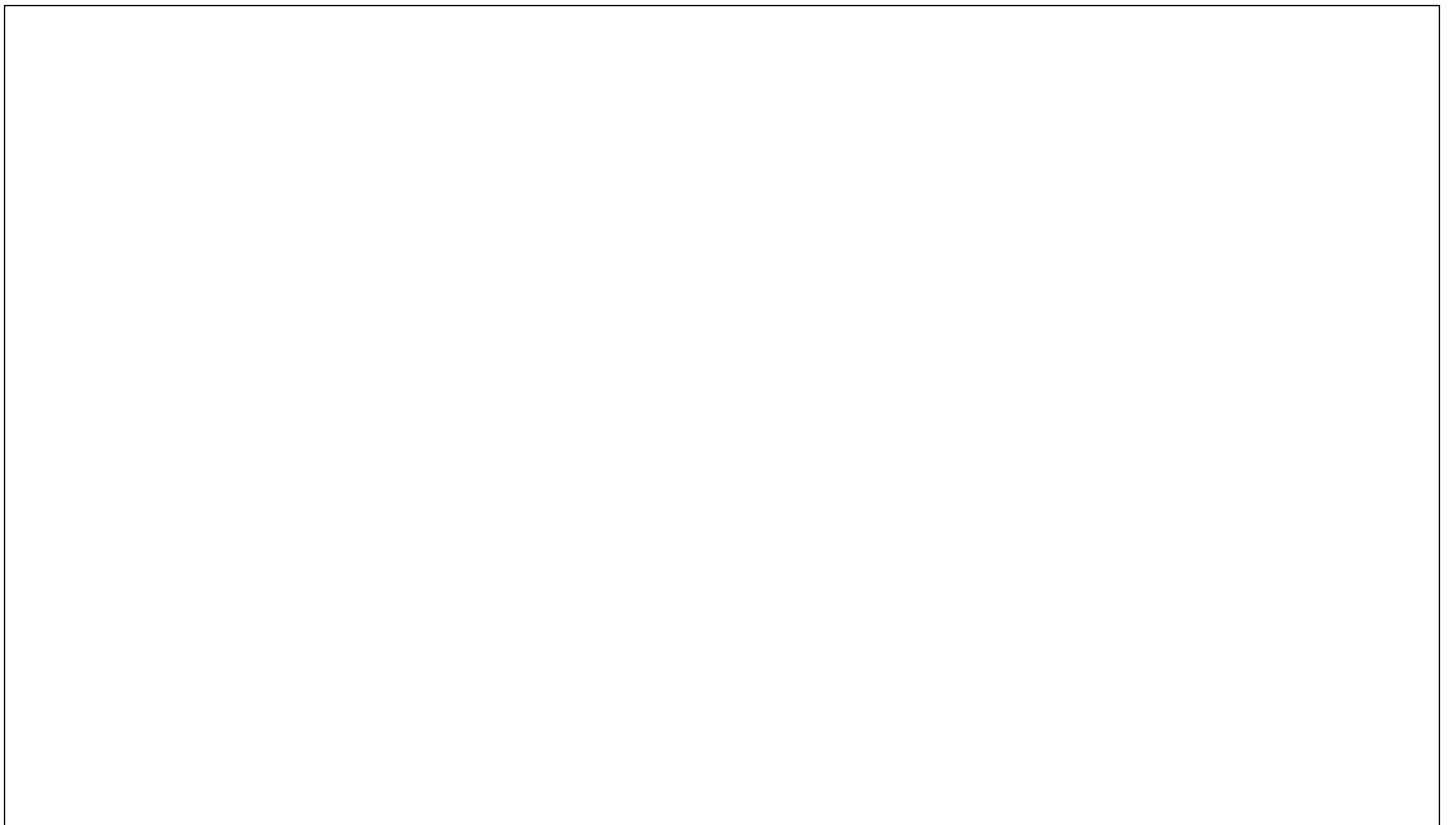
- Number of project events by types (seminars, training sessions, round tables, debates, etc.)
- Number of people participating in each type of events
- Total number of people who will take part in project events

c) PURPOSE AND GOALS - describe project goals and how they will be achieved:

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



e) PROJECT RESULTS & SUSTAINABILITY - short-term and long-term results; continued activities after the project ends; how NGO is planning to share experience with other groups:



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

b) ITEMIZED COST BREAKDOWN (continued)

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

