



Embassy of the United States of America
Tashkent, Uzbekistan

Alumni Outreach Grants Application Form

1. Grant Applicant

Name:

Address (Please include postal code):

Telephone (Please include area code):

E-mail:

2. Background of Applicant

Information About the Applicant:

In this paragraph, please describe your academic and professional backgrounds as well as any significant achievements.

U.S. Government Exchange Program:

Please provide the program name, field of study, U.S. host institution and the year.

Grants Received:

Please provide information, including the amount, about all U.S. Government or other donor funding that you have received for any project. This also includes projects unrelated to the one for which you are seeking an Alumni Outreach Grant.

3. Project Description

Problem Statement:

Please define the problem that is the subject of your grant application. Include research findings, facts and statistics as necessary.

Goal Statement:

Please describe the purpose of the project. Include information about your work plan, that is, how you will achieve your goal. If your request is for a travel grant to participate in a conference, please provide the following: name of the conference, place where it will be held, dates of the event, and the title of your presentation. An invitation addressed to you by conference organizers and a copy of your presentation should be attached to this form.

Project Justification:

To the extent not covered in your responses to the above questions, please answer the following questions: What is the importance of the project? Why should it be funded? What difference will it make to your region or to Uzbekistan? Who will be affected by this project? What are the expected

long-term effects of the project?

Project Dates:

Please state the length of the project. Alumni Outreach Grants are given for up to twelve months. 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 being unrealistic on this basis.)

Amount Requested (In U.S. dollars): \$

4. Budget Breakdown (In U.S. dollars):

In order to be sure that the Embassy understands why there is a need for funding, you must prepare a line-by-line list of expenses that will be incurred 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 those figures were determined.

If the proposal seeks funds to purchase a service or equipment, the application should include pro-forma estimates from three the service or equipment vendors. The use of "miscellaneous expenses" as a budget item is unacceptable. Cocktail parties, receptions, and entertainment are not allowable expenses. Coffee breaks for conferences and seminars must be justified and not more than one per day is allowable. Although generally not allowed, requests for salaries or honoraria must be justified in the context of the project's goals. The salary should be calculated on the total number of hours worked for the duration of the project. The salary level should be reasonable and no higher than other local salaries. Grantees are responsible for paying all taxes on salaries and honoraria. The Alumni Outreach Grant Program does not fund social taxes separately. Organizations and individuals will be responsible for paying those taxes on their own from any salaries provided in the grant.

If applicable, please indicate any in-kind or other contributions such as voluntary work, use of premises, 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.).

All project expenses must be calculated in U.S. dollars. All project expenses should be calculated in

