SMALGRANTS PROGRAM

Attachment A

**PROPOSAL**

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| 1. GENERAL INFORMATION
 |
| **1.1 Applicant Name** |
| a. Legal Name (as in Bank Account): |
| b. Address:  |
| c. City/Town: d. District: e. State: |
| f. Zip/Pin Code: g. Website: |
| h. Other Info. (if any): |
| i. DUNS number: NCAGE/CAGE code: |
| j. Active Registration in SAM.gov? [ ] Yes / [ ] Not yet *(Please select one)* |

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| **1.2 Point of Contact** |
| a. Last Name: b. First Name: |
| c. Tel: d. Cell: E. E-mail: d. Fax: |

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| **1.3 NGO or Foundation information** |
| Legal Person: |
| NGO’s Board of Directors members list. Contact information |
| Key contact or directors of the project(specify any experience managing similar projects) |

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| 1. BACKGROUND OF ORGANIZATION
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| **2.1 Description**\* |

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| **2.2 Key Personnel** |
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| **2.3 Project Partner(s)** |
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| **2.4 Past Grants (U.S. Embassy, Department of State, Other)** |
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**2. BACKGROUND OF**

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| **2.5 Strengths and Capacity of Organization** |
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| 1. **PROJECT DESCRIPTION**
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| **3.1 Project Information** |
| a. Project Name: |
| b. Duration (months): c. Start Date: d. End Date: |
| c. Target audience (description): |

**JECT DESCRIPTION**

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| **3.2 Executive Summary** |
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| **3.3 Project Justification** |
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| **3.4 Project Goal and Objectives** |
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| **3.5 Project Innovation** |
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| **3.6 Project Activities** |
| \* Calendar of activities. Dates and Locations of planned activities. Activities description within the project and how they will achieve the objectives. |

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| **3.7 Project Accomplishments (Milestones)** |
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| **3.8 Monitoring and Evaluation Plan** |
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| **3.9 Sustainability** |
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| 1. **BUDGET**
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| * 1. (See Attachment B: Suggested Grant Proposal **Budget Worksheet** to submit your Detailed Budget submission)

Total cost of the event of Project, indicating the contributions expected from the U.S Government, other institutions and the Recipient.  |
|  **Total Funding applied for: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (must match with Budget Worksheet) **Total Recipient share** (if any)**$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (must match with Budget Worksheet) |

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| **4.2 Budget NARRATIVE and other Remarks (if any)** |
| \* Description of each specific budget expenses as detailed as possible, including all calculations, the total, the funding expected from the US Embassy and the contribution of the recipient organization (if applicable). |

**4. BUDGET**

***Instructions***

*Key personnel: Name of the organization, address, phone/fax number/e-mail address, name and title of director (or person who is to sign the grant/cooperative agreement) and other significant staff members, particularly those who will be involved in the project and budget specifics. Provide an executive summary of the project description (no more than one page) with reference to the amount and duration of the funding request.*

*Description of Organization: Applicants must submit a full description of the organization and its expertise to organize and manage all aspects of this particular project. This applies to all proposed project partner as well.*

*Justification: This is a very important aspect of the proposal and applicants should pay particular attention to it. Define what the project will accomplish, and how will it benefit stakeholders. Please do not exceed one page.*

*Activities: Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Provide an overview of the full sequence of proposed project activities, including beginning and end dates and locations of events. Account for all functions or activities identified in the application.*

*Accomplishments, monitoring and evaluation, and sustainability: Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates. Describe how you plan to monitor progress, and determine overall success and impact of the program. Note how you expect the impact of the project will be sustained over time, and by whom.*

*Budget: Please refer to Attachment B “****Budget Worksheet****”. Provide a* ***detailed budget of every cost*** *associated with the project. The more information and detail that you provide about the proposed budget,* ***with a budget narrative****, the better we can determine the viability and completeness of your proposal.* ***Any figure you provide without a specific breakout will be returned for additional information or rejected****. If your organization has an approved “Negotiated Indirect Cost Rate Agreement” or NICRA, please note that on your application and provide supporting documentation. Please also include the types and amounts of funding your organization has already received for the current project. Budgets must be calculated in U.S. dollars. Please note that the* ***Fly America Act requires that anyone whose air travel is financed by U.S. Government funds to utilize the economy class services of a U.S. flag carrier****.*