

ALUMNI SMALL GRANTS PROGRAM

Public Affairs Section

U.S. Embassy

Ljubljana, Slovenia

APPLICATION FORM

The Application Must Be Submitted in English

Please print

1) NAME OF THE PROJECT:

2) NAME OF THE ORGANIZATION (IN ENGLISH):

Name of the organization (in original language):

Address:

Phone and fax numbers; e-mail and website address:

Represented by (name, title):

Background of the representative/contact person (please state the representative's title and background and attach one-page CVs of the principal 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):

2) FOR AN INDIVIDUAL:

(Please attach a 1 page CV)

First and Last Name:

Permanent Home Address:

Phone and fax numbers; e-mail address:

Work Address (Students, please indicate your university address):

Phone and fax numbers; e-mail address:

Current Position:

3) NAME OF USG-FUNDED PROGRAM OF WHICH YOU ARE AN ALUMNUS/A:

Program Year(s):

4.) PARTNERS' INFORMATION (IF ANY) AND ROLE IN THE PROJECT:

Name and Address of the Partners involved in this project (if available):

5) PROJECT DATES AND TIMETABLE:

If the project is funded, when would it be carried out? Please provide realistic dates in order to successfully implement project. Note that funds may not be available for as long as two 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 Evaluation Committee may reject the proposal as unrealistic on this basis alone).

6.) AMOUNT REQUESTED (IN US\$):

7.) PROJECT PROPOSAL INFORMATION:

a. Project description:

What does the applicant propose to do? The proposal should contain sufficient information so 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. Please include information on the involvement of alumni as either organizers or as target audience.

b. Project purpose and goals:

What goals will be achieved and how will the results be determined/measured? Please also describe how the project will increase cohesion and networking among alumni:

c. Project Justification:

Please describe the need or problems the project will address 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 to your country? (Applicants may also attach letters of endorsement attesting to the seriousness of the proposal). Please explain how the project will further the sense of an alumni community.

d. Project Results and Sustainability

Describe the expected long-term effects of the project. If the project is intended to continue after **the funding of** Embassy funding (which is encouraged), the proposal must also contain a very thorough explanation regarding how the organization will fund the activity in the future. A convincing explanation is necessary in order for the project to be considered and qualify for support. Will alumni have an ongoing role in the project?

e. Detailed description of the project activities:

8.) DETAILED BUDGET (USE EXTRA SHEETS IF NECESSARY):

In order to ensure that the Committee understands why there is a need for funding, the applicant should prepare an itemized 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 that figure was determined.

ALL PROJECT EXPENSES MUST BE CALCULATED IN USD. ALL PROJECT EXPENSES SHOULD BE CALCULATED IN ADVANCE AND REFLECT REALISTIC PROJECTIONS.

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: \$2,000." Explanation: Two-day conference in (location) for 20 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: \$2,000" is not sufficient. The Embassy Committee will need to know what kind of computer, what kind of printer and how much three different vendors will charge for this equipment.

a. Other sources of support for this project:

Please describe the in-kind contribution made by you, your organization, or by any partner organizations. This 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).

Signature of the person preparing the project proposal

Signature of Authorized Person (director, president...)

Date and Place

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 Evaluation Committee 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.

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

Only 1 coffee break and/or 1 working lunch/dinner per event is allowed.

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