

U.S. Embassy in Ukraine

Small Public Diplomacy Grant Program – Education and Culture

Application Form for Organization

Please email any questions to KyivPDgrants@state.gov

Applicant Organization Name

Contact Information

Mailing address, including postal index

Telephone Number

Email

Full name and title of the Organization's Head

Name and email of the contact person for this proposal

DUNS number

SAM registration.

If the registration is active, please provide the expiration date.

If no, please provide the date you started the registration process.

Amount of full-time employees

Project Title

Please provide a title for your program

Project Start and End Dates

Please provide the start date and projected end date for your project.

Project Manager

Please provide full name, phone number and email for the person(s) responsible for the project. This person will be notified regarding the Grant Commission decision.

Project Description **WORD LIMIT: 600**

Provide a comprehensive but **CONCISE** description of the overall project. **The list below is intended to be suggestive, not exhaustive.**

- 1) How the idea for the project **originated** (what was the inspiration?)
- 2) What's the project about? What's the core objective of what you are trying to do? **What do you hope to accomplish and how?**
- 3) An explanation of **how this project is innovative** within your local context, within a class of similar programs, or in its overall approach.
- 4) Why should we select your program?
- 5) What activities are included in your project? Please describe each of them, giving the following information : what, when, where, approximate amount of people participating or benefiting from the activity.

Strategic Objectives WORD LIMIT: 200

Please briefly list the Strategic Objectives for this project. Preferred format: Short bulleted list of goals with brief context.

American Component WORD LIMIT: 200

Identify the American component to your program/project. An American component is not a requirement for educational proposals, although projects with an American component will be given priority.

Targeted Audience(s) WORD LIMIT: 200

Precisely identify and provide a basic description of your targeted audiences, why they are strategically important, and why your project is particularly suited to reach them.

Note: A response naming “the general public” would not be specific enough, but “IDP women living in Eastern Ukraine” would be sufficiently precise.

Impact Amplification Plan WORD LIMIT: 200

Provide a brief description of your plan for deriving maximum impact from your project. What secondary audiences will your project impact, beyond the primary program participants? For instance: Will there be follow-on activities? Will your participants create user-generated content (pictures, video, etc.) for online promotion and distribution? Will you arrange press interviews with program participants?

Previous grants

If applicable, a complete list of previous grants received within the last three years, whether supported by the U.S. government or another donor including the date, amount, donor, and project theme.

Public and Private Partners

List all project partners and any financial or in-kind support that they have committed on their parts. In the interest of amplifying the impact, we encourage proposals which include partial financial commitments from public or private partners, *consistent with applicable law and Department vetting procedures*.

Total Cost

Please give an estimation of the project's total cost. This figure should be in U.S. Dollars and include any matching funds as well as money being requested from the U.S. Embassy.

Requested Funding

Provide the amount you are requesting from the U.S. Embassy (minus any matching funds) in U.S. dollars.

Simple and Detailed Budgets

A simple budget should look like this (in U.S. Dollars):

Honoraria for 5 musicians	\$5000
Travel Expenses	\$1000
Rental of performance space for 2 days	\$3500
Equipment rental	\$3000
(etc.)	

In addition to the simple budget, **please attach a separate budget spreadsheet (EXCEL) that details the costs of your proposed program.** The budget should specify the details of each line item, total cost of the project, the amount requested from the U.S. Embassy (if different), and in-kind donations or actual hard cash contributions from third parties.

Short information about the organization head and project manager WORD LIMIT: 200

Please describe the relevant experience proving the ability of the organization head and a project manager, if it's a different person, to run the project.

Short information about all the Americans participating in the project and/or traveling within the frameworks of the project. WORD LIMIT: 200 for each person

Please describe their experience, relevant to this project.