

**APPLICATION FORM
MEDIA DEVELOPMENT FUND**

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

**Tel.: (044) 521 5305
(044) 521 5135**

Please save on your computer, fill out and email to KyivMDF@state.gov
Ukrainian version: <https://ua.usembassy.gov/uk/education-culture-uk/media-development-fund-uk/>

The text boxes are fixed length. If you need more space, please use attachments.

GRANT RECIPIENT

Name of Media Outlet/NGO _____

Head (name, position) _____

Address

Project Manager (name, position) _____

Mobile phone _____

Email _____

Website _____

DUNS Number _____

SAM.gov status In progress Submitted Active

Please include a screenshot of SAM registration status as an attachment

BACKGROUND ON MEDIA OUTLET/NGO

Registration date _____

Description of media outlet / organization (ownership, circulation, weekly, daily, Internet site, special sections, focus or programs, etc)

BACKGROUND ON MEDIA OUTLET/NGO (continued)

Previous grants

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2-3 examples of the most successful activities

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Equipment, office space

--

Professional expertise and resources media outlet/NGO already has

--

MEDIA/NGO PARTNER(S) if available in the project

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PROJECT NAME AND BRIEF SUMMARY
no more than 2-3 sentences

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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) PURPOSE AND GOALS - describe project goals and how they will be achieved; list program activities/events:

c) RESOURCES NEEDED FOR THE PROJECT– explain what resources (e.g. people, equipment, content production) are needed and why:

d) MONITORING PLAN & EVALUATION - describe how you are going to monitor the project activities and what evaluation criteria you will utilize to measure project success:

e) PROJECT RESULTS & SUSTAINABILITY - short-term and long-term results; continued activities after the project ends; how the project is going to raise the professional level of the media outlet's staff:

f) PROJECT IMPACT - please describe positive effect on project target groups and potential other audiences and explain how you will measure it.

e) MONTHLY WORK PLAN

Month	Description of planned activities	Person Responsible

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. 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 rightmost columns.

b) ITEMIZED COST BREAKDOWN

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

NOTES

- Budgets should contain an estimated amount for bank fees;
- Funding should not duplicate on-going activities but could supplement such initiatives;
- The Media Development Fund may encourage applicants to seek funding from other donors and to offer some type of **cost sharing**;
- Funds should not be used for **food expenses**. However, if coffee breaks or working lunches for seminar/conference participants are an integral part of the overall project, and funding is not available from other sources, these costs may be covered but should be limited to a maximum of 10 per cent of the total award amount. Meals should not include alcoholic beverages;
- **Salaries** in reasonable amounts can be paid to project's key personnel for the portion of their time devoted to the work in this project. Its levels should be no higher than other local salaries (where appropriate), and should include all taxes.
- **Entertainment costs** (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours) are not allowable expenses;
- **Transportation costs** should not include airplane tickets and "luxury" train compartments ("SV");
- The use of "**miscellaneous expenses**" or any similar term as a budget item is unacceptable.

PROCEDURAL INFORMATION

Grants Office of the Public Affairs Section (PAS) serves as a clearinghouse for the receipt and processing of proposals. Media Development Fund personnel are responsible for pre-screening of all incoming proposals prior to their submission to the Embassy Grants Commission. The Embassy Grants Commission serves as the primary decision making body for the award of the Media Development Fund Grants. Members of the Commission are: the Ambassador, the Deputy Chief of Mission, the principal Political Officer, the chief Economic Officer, the USAID representatives, the representatives of Peace Corps, and representatives of other relevant sections of the US Embassy. Those proposals approved by a majority of the Committee members will be forwarded to the State Department for a final review. The final review and approval process focuses on project eligibility and sustainability. After the award is made, the PAS office assumes responsibility for management of the grants. PAS requires that grant funds are expended appropriately and accounted for in submitted reports. On average, it will take 3-4 months for the proposal to be reviewed, approved and eventually funded.

IF YOU HAVE NOT RECEIVED A CONFIRMATION OF RECEIPT OF YOUR APPLICATION FORM WITHIN 5 WORK DAYS, PLEASE CALL THE GRANTS OFFICER OF THE US EMBASSY ON 521-5135 OR 521-5305 TO INQUIRE ABOUT THE STATUS OF YOUR APPLICATION.

REQUIRED ATTACHMENTS

Please include the following documents with your application form:

- 1) Copy of your Media Outlet/NGO registration certificate
- 2) List of recent grants including the date, amount, donor and project name
- 3) Resumes of all the staff involved into the project implementation
- 4) List of all printed editions, TV or radio stations, owned by your organization

**Please do not send any of the documents in WinRAR archive file format.
Please use WinZIP file format if necessary.**