NGO SMALL GRANTS PROGRAM
Public Affairs Section
U.S. Embassy (Ljubljana, Slovenia)

APPLICATION FORM

*The Application **Must Be Submitted in English***
Please print

Name of the project:

Name of the organization (in English):

Name of the organization (in original language):

Address:

Phone and e-mail address:

Represented by (name, title):

Organizational UEI Number (Please attach screenshot from sam.gov):

Point of contact for matters involving this application (Name and contact details):

Background of the representatives (please state the representatives' title and background and attach 1 page CV of the 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):

Any previous U.S. Government funding:
(Please provide us with any and all types and amounts of funding your organization have received for projects or grants).

Project dates, planned timeline and schedule of the milestones:
(When will the project be carried out if it is funded? Be realistic about dates. Remember that, 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 unrealistic on this basis alone).

Amount requested (in US$):

Project description:
(What does the applicant propose to do? The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do and why. Include a "Theory of Change" statement - describe how and why a project is expected to achieve its stated outcomes. Please include a problem statement and a description of how the program is expected to work to solve the stated issue. (The more specific, detailed, and clear the program description, the better).

Project purpose (What goals will be achieved and how the results will be determined/measured. Please describe desired/expected outputs and short-term and long-term outcomes):

Project Justification:
(Please describe the need or problems the project will solve 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 for your country? What do existing research and past project evaluations tell us about how to solve this problem? Applicants may also attach letters of endorsement attesting to the seriousness of the proposal).

Project Sustainability:
(Describe the expected long-term effects of the project. If the project is intended to continue after the funding from the Embassy ends, the proposal must also contain a very thorough explanation how the organization will fund the activity in the future. What could be the external factors that could affect your project? If a convincing explanation is not included, this will disqualify the project from consideration for a support).

Detailed description of the project activities, attach monitoring and evaluation plan for major activities/milestones Please add media plan – how will the project be promoted through traditional and social media platforms.

Detailed budget (use extra sheets if necessary):

(In order to be sure that the Commission understands why there is a need for funding, the applicant should prepare a line-by-line list of expenses that will be generated 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 BE REALISTIC. THE EMBASSY WILL NOT AUTHORIZE ANY FUNDS IF THERE IS ANY QUESTION ABOUT THE BUDGET.

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: $3,000." Explanation: Two-day conference in (location) for 30 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: $4,000" is not sufficient. The Embassy will want to know what kind of computer, what kind of printer and how much three different vendors will charge for this equipment).

Other sources of support for this project - Please state which other organizations you have applied to for funding with the same project, and the status of those applications: (Please describe the in-kind contribution of your organization or other organizations that support the project - it 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.).

City, date   Signature of Applicant

BUDGET GUIDELINES

All budgets are in U.S. dollars.

Personnel: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program. 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.

Travel: Estimate the costs of travel and per diem for this program. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least $5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than $5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All "Other" or "Miscellaneous" expenses must be itemized and explained. 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. Administrative expenses include communication expenses (phone, fax, e-mail, postage); bank taxes; copying and print services; office materials (paper, toner, envelopes, etc.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

Cost Sharing: refers to contributions from the organization or other entities other than the U.S. Embassy Slovenia. It also includes in-kind contributions such as volunteers' time and donated venues. Cost sharing is not a requirement.

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

The following types of programs are not eligible for funding:

- Programs relating to partisan political activity;
- Charitable or development activities;
- Construction programs;
- Programs that support specific religious activities;
- Fund-raising campaigns;
- Lobbying for specific legislation or programs;
- Scientific research;
- Programs intended primarily for the growth or institutional development of the organization;
- Programs that duplicate existing programs; or
- Programs that are aimed primarily at U.S. audiences.