

**Grant Proposal Template**

**U.S. Embassy Dhaka**

Public Affairs Section

 U.S. Embassy Dhaka

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**Grant Proposal Template**

**U.S. Embassy Dhaka**

*Note: Applicants are reminded to comply with any stated length limitations given under each category.*

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| **Date of Application:**  |

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| --- |
| **Applicant Name/Organization:**  |

**Section A: Proposal Overview**

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| **Project Title:** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Cost:** How much funding are you requesting from U.S. Embassy Dhaka?

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| --- | --- | --- | --- |
|  | **(BDT Amount)** |  | **(USD Amount)** |

**Cost Share or Match:** How much funding are you or a partner providing for this project?*Inclusion of cost share is not a requirement of this opportunity. If cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal.*

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| --- | --- | --- | --- |
|  | **(BDT Amount)** |  | **(USD Amount)** |

*(Note: Rate of Exchange is 85 BDT = 1 USD)*  |

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| **APS FundingPriority Areas:** Please tick (√) all relevant box(es). You may check more than one box.   |
| 󠄀 **Awareness** | 󠄀 **Human Rights/Inclusiveness**  |
| **󠄀 Civil Society Strengthening**  | 󠄀 **Inclusive Economic Growth and Prosperity**  |
| 󠄀 **Education**  | 󠄀 **State Department Exchanges Alumni Network in Bangladesh** |

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| **Key Audiences:** Please tick (√) all relevant box(es). You may check more than one box.   |
| **󠄀 Youth (14-35 years old)**  | **󠄀 Women and Girls**  |
| **󠄀 Educators**  | **󠄀 Journalists**  |
| **󠄀 Minority/Marginalized Groups**  | **󠄀 Policy Makers**  |
| **󠄀 Civil Society Organizations**  | **󠄀 Entrepreneurs/Innovators**  |
| **󠄀 Other Audiences** **Please specify:**    |

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| **Project Location:**  |
| Division  | District  | Sub-District/Upazila  |
|   |   |   |
|   |   |   |
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**Section B: Proposal Summary**

The Proposal Summary should have a brief narrative that outlines the proposed project and priority area of focus, including its objectives and how it advances at least one of the Embassy’s Integrated Country Strategy (ICS) goals, which can be found under South and Central Asia Region/Bangladesh at: <https://www.state.gov/integrated-country-strategies/#sca>. (*Section B must not exceed 2 pages total.)*

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**Section C: Proposal**

The proposal should contain sufficient information so that anyone not familiar with it would understand exactly what the applicant wants to do. Applicants must submit a complete proposal that includes the items listed below. (*Section C must not exceed 14 pages total.)*

**Section C.1 Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed project is needed.

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**Section C.2 Project Goals, Audience(s), and Objectives:**

a. Project Goal: [General, broad, and immeasurable]: Generally speaking, what is the desired end result?

b. Project Audience(s): Who are the primary beneficiaries? Who is primarily involved, or affected by this end result? Possible audience characteristics:

- Gender - Geographic Location

- Age Group - Level of Education

- Social Class - Religious Practice

- Profession - Caste

c. Project Objectives: [Specific, Measurable, Achievable, Relevant, and Timely]:  What specific achievements does this APS envision, in order to move toward the Project Goal, i.e. the desired end result? Example: Train [number] of [beneficiaries] in [training content] within [number] months.

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**Section C.3** **Project Activities:** Specific activities related to the objectives that must be reached and the methods used to achieve the stated objectives.

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**Section C.4 Program Methods and Design:** A description of how the project is expected to work and how it will solve or address the stated problem.

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**Section C.5 Proposed Project Schedule and Timeline:** The proposed timeline for undertaking and completing the specific project activities. Dates, times, and locations of planned activities and events should be included.

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**Section C.6 Key Personnel:** Names, titles, roles, and experience/background on the key personnel to be involved in the project. Applicants must submit the resumes of key personnel.

•Who will work on the project?

•What responsibilities will they have?

•What qualifications do they have?

•What proportion of their time will be used in support of this project (e.g. total monthly/yearly salary at 5%)?

•Please note if any of the key personnel are alumni of a U.S. government-funded exchange program.

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**Section C.7 Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees.

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**Section C.8 Project Monitoring and Evaluation:** The Monitoring and Evaluation (M&E) Performance Monitoring Plan (PMP) should outline in detail how the proposal’s activities will advance the program’s goals and objectives. The selected applicant(s) will be required to submit an M&E PMP before an award is signed.

*Note: If the proposal is selected, the applicant will be required to work with PAS to develop an M&E PMP that achieves an expected level of expertise.*

An M&E PMP will include:

1. A schedule of when grant activities will occur (including overview planning and participant selection) and when the applicant will check the project’s progress to know how it is performing. Results of those checks are expected to be reported in the quarterly reports.

2. Expected project **outputs**, including definitions and targets. Outputs can include: number of meetings or conferences held; number of workshops implemented; number of outreach activities conducted.

3. Expected project **outcomes**, including definitions and targets. Outcomes can include number of new network members who join as a result of participant outreach, number of new women’s social entrepreneurships created after and in response to project training, percentage of participants who, in a post-test, show increased knowledge of different religious traditions after an awareness-raising activity.

4. A plan to include the grantee’s reflection of how their project, as a whole, contributed to the program’s goals. As applicable, a strong final report would be supported by success stories, behaviors changed, lessons learned, and results obtained, as well as the detailed feedback of project participants, including American and Bangladeshi trainers and other experts.

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**Section C.9 Media/Communications Plan:** How will the applicant use traditional and social media to raise awareness about this project and its results?

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**Section C.10 Future Funding or Sustainability:** Applicant’s plan for continuation beyond the grant period, or the availability of other resources, if applicable.

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**Section D: Applicant Declaration**

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| ***No.***  | ***Statements***  |   | ***Yes***  | ***No***  |
| 1. | The organization has or will obtain DUNS, NCAGE and SAM registrations prior to receiving any grant award.  |   |   |   |
| 2. | The applicant organization will comply with U.S. Embassy Dhaka’s reporting requirements.  |   |   |   |

**Section E: Application Checklist**

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| ***No.***  | ***Required Documents & Assurances*** |   | ***Yes***  | ***No***  |
| 1.
 | All sections of the application have been completed as instructed. |   |   |   |
| 1.
 | A copy of the organization’s registration certificate is attached.   |   |   |   |
| 1.
 | CVs of the proposed project’s team members are attached.    |   |   |   |
| 1.
 | A detailed and itemized budget is attached.   |   |   |   |
| 1.
 | The applicant organization has indicated the status of its active registration in SAM.gov along with a UEI   |   |   |   |
| 1.
 | The applicant organization has indicated the availability of a bank account.  |   |   |   |
| 1.
 | Copy of latest NICRA (if the organization has a NICRA and includes NICRA charges in the budget).  |   |   |   |
| 1.
 | Official permission letters (if required for project activities)  |   |   |   |
|  | Letters of Support (in case of sub-awardees or other partners).   |   |   |   |

To the best of my knowledge, I declare that all of the above information is true and accurate.

Sincerely,

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| **Name:**  | **Designation:**  |
| **Signature:** *(To be signed by the Head of Organization)*  | **Date:**  |