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**THE 2025 AMERICAN SPACES PROGRAM PROPOSAL**

| A – EXECUTIVE SUMMARY | |
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| **Project Title**  *(less than 60 characters)* |  |
| **Project summary[[1]](#footnote-0)** |  |
| **Amount requested in U.S. Dollar** |  |
| **Amount of cost-sharing  (if any)** |  |
| **Source of cost-sharing  (if any)** |  |
| **Project Location**  *(could be held at the American Spaces or other place, please detail)* |  |
| **Number of direct audiences and who they are?** |  |
| **Date and Time to implement program**  (*Most of the American Spaces closes before 7p.m. and weekends)* |  |
| **Project Coordinator** *(POC to work with U.S. Mission team)* |  |
| **Most recent grants received (if any), please list all** | *Project name:*  *Amount:*  *Date:* |
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| B - PROJECT DESCRIPTION | |
| 1. **PROJECT GOALS AND OBJECTIVES** | |
| *Why do you want to implement this project? Please elaborate your project objectives* | |
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| 1. **AUDIENCE/BENEFICIARIES** | |
| *The American Spaces audience is over 14 years old (If you want to benefit a younger age, please justify). Describe the specific audience for your program, project or event (e.g. university students). Then, provide information on the expected number of participants (i.e. organizers and audience), whether the event is closed or open to the public and whether you need assistance in recruiting participants.* | |
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| 1. **PROJECT FORMAT AND ACTIVITIES** | |
| *What is the format of the event? How do you want to implement it?* | |
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| 1. **PROJECT TIMELINE** | |
| *Please provide a basic project timeline, listing the main activities (Projects are expected to be held after Sep 2025, if you want an earlier time, please specify)* | |
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| 1. **JUSTIFICATION** | |
| *Why do you believe your program will be effective? Why do you think your team or organization can run the program successfully? Please include information about project partners in this section.* | |
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| 1. **PROJECT EVALUATION** | |
| *How will you evaluate the success of the project, including sustainability? Please provide indicators of success and potential risks associated with your project.* | |
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| 1. **MONITORING PLAN** | |
| *Please select your preferred monitoring plan to update the U.S. Embassy on the project progress. Please note that your preferred plan will be subject to final approval by the U.S. Embassy. You must select at least two and explain how you will monitor the project activities:* | |
| ☐ Assessment survey  ☐ Site/Event visit  ☐ Phone call  ☐ Email  ☐ Others | |
| 1. **REPORTING PLAN** | |
| *Please indicate how many Program Performance and Financial reports you plan to submit based on the timeline of your proposal, besides the final report which is mandatory. For some programs, you are required to submit quarterly reports. Please note that alternate reporting schedules require U.S. Embassy approval.* | |
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| C – PERSONNEL | |
| *If you are submitting the proposal as an organization, please provide:*   * *background information about this organization and the organization website* * *list similar programs you implemented in the past year. Mention any implementing partners you had. Feel free to include links to media coverage of your past programs or social media pages that capture your programs - if available* * *Do you have an active SAM registration? ☐ Yes ☐ No* * *Are you in the process of registering for it? ☐ Yes ☐ No* | |
|  | |
| D – OTHER REQUIRED DOCUMENTS (Read section D in the NOFO carefully) | |
| * Mandatory application forms (refer to section D.1) * Budget Narrative (excel file) * Other attachments (refer to section D.4)   Complete these forms and Submit your application package via email: [achanoi@state.gov](mailto:achanoi@state.gov)  **or** [**www.grants.gov**](http://www.grants.gov)by ***11:59 p.m., Aug 17, 2025 (Vietnam time)***  ***This NOFO will be published on the U.S. Embassy Hanoi / U.S. Consulate’s social media pages and Mygrants*** | |

1. *Three-sentence summary on project's goals, activities, implementers, partners, target audiences/beneficiaries and number, and duration (up to 1 year), etc.* [↑](#footnote-ref-0)