

**Small Grant Program
Application Form**

SECTION I. Project Data

| Topic Area of Proposed Project (Please Select Only <u>One</u> Which Best Defines Your Project) | |
|---|--|
| | Arts and Culture |
| | Education |
| | Women's Empowerment |
| | Youth Empowerment |
| | Diversity and Acceptance of Minorities |
| | Human Rights, Freedom and Democracy |
| | Entrepreneurship and Innovation |

| Ref | Applicant Information | |
|-----|--|--|
| 1 | Legal name of applicant in Turkish | |
| 2 | Legal name of applicant in English (if applicable) | |
| 3 | Name of project in Turkish | |
| 4 | Name of the project in English | |
| 5 | Legal address of applicant (street address, city, state, country) | |
| 6 | Website of applicant (if applicable) | |
| 7 | Status of applicant (<i>type of organization, such as non-profit organization, non-profit company, for-profit organization. If applicant is an individual, please indicate this</i>) | |
| 8 | Legal registration number of organization (<i>if applicant is an individual, please enter N/A</i>) | |
| 9 | Year organization was founded (<i>if applicant is an individual, please enter N/A</i>) | |
| 10 | DUNS number and NCAGE code of applicant (<i>For instructions on how to obtain them, check the Additional Resources section</i>) | DUNS Number: NCAGE Code: SAM Registration: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress |
| 11 | Name and title of contact person | |
| 12 | E-mail address of contact person | |
| 13 | Phone number of contact person | |

| | | |
|---|---|--|
| 14 | Name and title of person signing the grant | |
| 15 | E-mail address of person signing the grant | |
| 16 | Phone number of person signing the grant | |
| Previous US Government or US Embassy Funding Information | | |
| 17 | Funding 1: Include project name, amount, implementation dates | |
| 18 | Funding 2: Include project name, amount, implementation dates | |
| 19 | Funding 3: Include project name, amount, implementation dates | |
| Project Information | | |
| 20 | Dates of project implementation | |
| 21 | Location of project implementation | |
| 22 | Expected number of beneficiaries | |
| 23 | Total project budget (for detailed budget description please use budget template) | |
| 24 | Amount being requested from U.S. Embassy | |
| 25 | Percentage of total budget being requested from U.S. Embassy | |
| 26 | Other Partners | |
| 27 | Date of Application Submission | |

SECTION II. Organization Information

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|--------------------------------|--|
| Organization Background | Please limit to highlights and include information relevant to the proposed project (max. 1,500 characters) |
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|---------------------|--|
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| Project Team | Specifically, who will be involved with organizing this project? Please provide names and a brief outline of their experience/ qualifications |
| | |

SECTION III. Project Description

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|------------------------|---|
| Project Summary | Please summarize your project in <u>three</u> sentences. |
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|----------------------------|---|----------------|--|
| Project Description | Please describe your project, including the <u>activities</u> you plan to carry out, as well as its overall <u>goal</u> and <u>objectives</u>? (max. 2,000 characters) | | |
| | | | |
| Activities | List of planned activities | | |
| Activity | | Location/ date | |
| Activity | | Location/ date | |
| Activity | | Location/ date | |
| Activity | | Location/ date | |
| Activity | | Location/ date | |
| Project Outcome | What results/ outcomes do you hope to achieve with the proposed project? (max. 1,500 characters) | | |
| | | | |

| | |
|-----------------------------------|---|
| Measuring Project Outcomes | Please explain how you plan to measure and evaluate your project outcomes? (max. 1,500 characters) |
| | |
| Visibility | Please explain how you plan to make the U.S. support visible (max. 1,500 characters) |
| | |
| U.S. Component | Please describe the U.S. angle of your project. What U.S. values does your project promote? (max. 1,500 characters) |
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|-----------------------------|---|
| | |
| Risk Assessment | Please describe the risks you foresee while implementing your project. What measures do you plan to take to eliminate these risks? |
| | |
| Bank Account Details | Please provide a USD Account. If you will be providing a TL account, please indicate this. |
| Bank name: | |
| Branch name: | |
| Branch code: | |
| Account Holders Name: | |
| USD Account Number: | |
| SWIFT code: | |
| IBAN | |

SECTION IV. Budget.(The budget must be submitted in U.S. Dollars.)

| 1 | Personnel (Salaries, honoraria etc.) The sub-total for the Personnel category cannot exceed 25% of the total project budget. | Number of Units | Unit Rate | Exchange Rate | Total | US Embassy | Other Funding |
|----------------------------------|---|------------------------|------------------|----------------------|--------------|-------------------|----------------------|
| 1.1 | | | | | | | |
| 1.2 | | | | | | | |
| 1.3 | | | | | | | |
| 1.4 | | | | | | | |
| 1.5 | | | | | | | |
| Personnel Sub-total | | | | | | | |
| 2. | Fringe Benefits (To be filled in by U.S. Organizations) | Number of Units | Unit Rate | Exchange Rate | Total | US Embassy | Other Funding |
| 2.1 | | | | | | | |
| 2.2 | | | | | | | |
| 2.3 | | | | | | | |
| 2.4 | | | | | | | |
| 2.5 | | | | | | | |
| Fringe Benefits Sub-Total | | | | | | | |
| 3 | Travel (International , domestic flight, lodging, airport transfer, ground transportation, M&IE etc.) | Number of Units | Unit Rate | Exchange Rate | Total | US Embassy | Other |
| 3.1 | | | | | | | |
| 3.2 | | | | | | | |
| 3.3 | | | | | | | |
| 3.4 | | | | | | | |
| 3.5 | | | | | | | |
| 3.6 | | | | | | | |
| 3.7 | | | | | | | |
| 3.8 | | | | | | | |
| Travel Sub-total | | | | | | | |
| 4 | Equipment (be specific) | Number of Units | Unit Rate | Exchange Rate | Total | US Embassy | Other |
| 4.1 | | | | | | | |
| 4.2 | | | | | | | |
| 4.3 | | | | | | | |
| 4.4 | | | | | | | |
| 4.5 | | | | | | | |

| Equipment Sub-total | | | | | | | |
|------------------------------|--|--------------------|--------------|------------------|-------|------------|-------|
| 5 | Supplies (be specific) | Number of Units | Unit Rate | Exchange Rate | Total | US Embassy | Other |
| 5.1 | | | | | | | |
| 5.2 | | | | | | | |
| 5.3 | | | | | | | |
| 5.4 | | | | | | | |
| 5.5 | | | | | | | |
| Supplies Sub-total | | | | | | | |
| 6 | Contractual (Venue rental, sound system rental, web design, interpretation, printing services) | Number of Units | Unit Rate | Exchange Rate | Total | US Embassy | Other |
| 6.1 | | | | | | | |
| 6.2 | | | | | | | |
| 6.3 | | | | | | | |
| 6.4 | | | | | | | |
| 6.5 | | | | | | | |
| Contractual Subtotal | | | | | | | |
| 7 | Other Direct Costs (be specific) | Number of Units | Unit Rate | Exchange Rate | Total | US Embassy | Other |
| 7.1 | | | | | | | |
| 7.2 | | | | | | | |
| 7.3 | | | | | | | |
| 7.4 | | | | | | | |
| 7.5 | | | | | | | |
| Other Direct Costs Sub-total | | | | | | | |
| 8 | Indirect Costs (To be filled in by U.S. Organizations- Reflect provisional, pre-determined rate and allocation base) | Number of Units | Unit Rate | Exchange Rate | Total | US Embassy | Other |
| 8.1 | | | | | | | |
| 8.2 | | | | | | | |
| 8.3 | | | | | | | |
| 8.4 | | | | | | | |
| 8.5 | | | | | | | |
| Indirect Costs Sub-total | | | | | | | |
| Grand Total | | | | | | | |