

Small Grants Application Guidelines

Please read the following guidelines carefully before submitting your application. Failure to adhere to these guidelines will be grounds for your application being rejected. You are asked to provide information on the following:

1. Grant Applicant:

Name of the organization:

Project name:

Address:

Telephone:

Fax:

E-mail:

2. Applicant's Background:

When was the organization founded? What are its principal activities and significant achievements? A copy of the organization's registration papers as issued by host country authorities should be attached (if registered).

Key personnel:

First name and Surname – Position

Applicants should also attach a CV, resume or personal biography and a passport copy of the project director and all key personnel who will be engaged in the project.

3. Previous Grants Received:

Applicants are required to provide information on any and all types and amounts of funding their organization has received for any project, including projects unrelated to the one for which the organization is seeking a Democracy Commission Small Grant. This includes grants from the U.S. Embassy's Democracy Commission, USAID, and/or other organizations (if applicable).

Donor organization:

Project name:

Project amount:

Project dates:

4. Project Description:

Problem Statement: In this paragraph, applicants are required to provide research findings, facts and statistics on the focused problem in the region where the project will be carried out.

Goal Statement: In this paragraph, applicants must describe the purpose of the project. The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do and why.

Work Plan: In this paragraph, applicants must clearly describe their work plan; that is, how will they achieve their goal. This could include a step-by-step plan, an activities calendar, etc.

The more specific, detailed, and clear the Project Description is, the better. Remember that the Democracy Commission will only award funds to the best proposals -- those that can clearly show how the proposed project will help the development of a democratic, free-market society in the host country.

5. Project Justification:

This is a very important aspect of the proposal and applicants should pay particular attention to it. In this section, applicants must answer the questions: What is the importance of the project? Why should it be funded? What difference does it make to the country? Who will be affected by this project? The applicant must describe the expected long-term effects of the project. If the project is intended to continue after the funding from the Democracy Commission ends, the proposal must also contain a very thorough explanation about how the organization will fund the activity in the future. Remember that the Democracy Commission will only support those projects that will make an important contribution to the development of democracy and civil society in Uzbekistan.

6. Project Dates:

In this paragraph, applicants must indicate the length of their project. Democracy Commission Small Grants are given for up to twelve months. Remember that, even if approved, funds from the Democracy Commission may not be available for as long as three or four 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 Commission may reject the proposal as being unrealistic on this basis alone).

7. Amount Requested: (In U.S. Dollars) \$

8. Budget Breakdown: (In U.S. Dollars)

In order to be sure that the Commission understands why there is a need for funding, the applicant must 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.

If the proposal seeks funds to purchase a service or equipment, the application should include three pro-forma estimates from the service or equipment vendor. The use of "miscellaneous expenses" as a budget item is unacceptable. Cocktail parties, receptions, and entertainment are not allowable expenses. Coffee breaks for conferences and seminars must be justified and not more than one per day is allowable. Although generally not allowed, requests for salaries or honoraria must be justified in the context of the goals of grant request. Grantees are responsible for paying all taxes on salaries and honoraria.

All project expenses must be calculated in U.S. dollars. All project expenses should be calculated in advance and must be realistic. Democracy Commission members will not authorize any funds if there is any question about the budget. Applicants may use the following table for their budget:

Items of expenses	Number of units	Cost per unit	Total

If the proposal seeks funding to purchase a service or equipment, the application should include three pro-forma estimates from the service or equipment vendor. Simply listing "Computer: \$1,000" is not sufficient. The Commission will want to know what kind of computer, what kind of printer and how much three different vendors will charge for this equipment.

BUDGET GUIDELINES

Program expenses should cover all costs for the project activities. They may include all honoraria to specialists or associates; travel/per diem/lodging expenses for trips; and all expenses for seminars or conferences (speaker's fee, preparation of materials and room rental). Democracy Commission grants generally may not be used for any kind of international travel.

Salaries should be paid only to the people who will spend a majority of their time on the project and have signed contracts. 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. The Democracy Commission does not fund social taxes separately. Organizations and individuals will be responsible for paying those taxes on their own from the salaries provided in the grant.

Equipment means computer, copying machine, printer or other technical devices necessary for the fulfillment of the project (for example, the purchase of a computer for organizing a conference is not a justified expense). Remember that renting equipment for a specific project activity is often preferable to the Commission than outright purchase.

Administrative expenses include communication expenses (phone, fax, e-mail, postage); bank taxes; copying and print services; office materials (paper, toner, envelopes, etc.)

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.

The use of “miscellaneous expenses” as a budget item is unacceptable.

Cocktail parties and meals not integral to a program event are not acceptable grant expenses. An effort should be made to secure funding from other sources for food costs. If a coffee break is an integral component of a conference or seminar and funding cannot be secured from another source, only one coffee break per day will be allowed. The total amount for coffee breaks cannot exceed more than 10% of the total grant amount.

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

PLEASE NOTE THAT THE BUDGET ITEMS CANNOT BE CHANGED DURING THE FULFILLMENT OF THE PROJECT.

Other sources of support for this project, including the in-kind contribution of the applying organization

Please describe the possibilities for co-funding of the project by other organizations.

Please describe the in-kind contribution of your organization - 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.).

Please state which other organizations you have applied to for funding with the same project, and the status of those applications.

PLEASE DO NOT SEND IN THE APPLICATION BEFORE YOU:

- Read once again the Democracy Commission Guidelines that describe the Small Grants Program. Make sure you understand those guidelines and that your proposal fits the purposes it discusses;
- Carefully review the application to make sure it is complete and free of errors;

- Ask someone who does not know anything about your project to read your proposal to determine if it is understandable. Remember that the members of the Democracy Commission will not know anything about your proposal until they read it. If they cannot understand it simply by reading what you have written, **it will not be approved;**
- Ask someone with experience applying for grants to look at the application and provide advice on improving it.

Applications that do not include the required information or do not comply with the requirements of the Program guidelines will not be reviewed by the Democracy Commission.

Proposals must be sent via e-mail to TashkentGrant@state.gov. Supporting documents and applications for organizations that do not have access to e-mail can be sent to:

Democracy Commission

Public Affairs Section, Embassy of the United States of America

3 Moyqorghon Street, 5th Block, Yunusobod District

Tashkent, Uzbekistan 100093

In case of any questions about the Democracy Commission Small Grants Program, please contact:

Nodir Zakirov

Democracy Commission Small Grants Coordinator

Embassy of the United States of America

3 Moyqorghon Street, 5th Block, Yunusobod District

Tashkent, Uzbekistan 100093

Phone: (+998-71) 140-2441

Fax: (+998-71) 120-6302

E-mail: TashkentGrant@state.gov

Website: <http://uzbekistan.usembassy.gov/demcom>