

## Small Grant Program Application Form

### Note to the applicant:

Thank you for your interest in the US Embassy Prague Small Grants Program. In each grant round, the Embassy receives 100-170 applications for funding. In order to give each application a fair review, we need to ask that you keep a few factors in mind:

- **Be Brief:** Please limit your responses to as few words as possible. Time restrictions don't allow the committee to spend a lot of time with each application. We need to ask that you limit your entries in this application to only the most relevant information for this specific project for which you are submitting an application.
- **English counts:** Your application will be reviewed by Czech and English speakers. It is important that the quality of the English language be good so that the committee can give your idea a fair review. Only applications submitted in English will be reviewed.
- **Be concrete:** In order to give your project an advantage, be very clear about what you want to do and why. Please don't spend a long time on the narrative description. The most valuable section of this application is the Project Description table. You should be able to clearly and concretely describe in a few words exactly what you want to do with your proposed project. \*

*\*Tip from the Embassy: No matter if you writing in English or in Czech (and then translating to English) it is important that your idea is clear and easy to understand. When you have finished the application, give it to a friend not related to the project (a family member, a friend in a different field). Ask them to read the document and then explain the project to you. If your friend can't explain the project after reading your application, ask for feedback on how to make the document clearer. Sometimes experts in one field assume that everyone understands technical terms or important background topics. Remember that not all committee members have a back ground in NGO management or the arts.*

### SECTION I. Project Data

| Ref | Applicant Information               |  |
|-----|-------------------------------------|--|
| 1   | Legal name of applicant in Czech*   | Not all applicants have a legal name in both languages. Please only complete this line if it is applicable to you.   |
| 2   | Legal name of applicant in English* | Not all applicants have a legal name in both languages. Please only complete this line if it is applicable to you.   |
| 3   | Name of project in Czech*           | Not all applicants have a project name in both languages. Please only complete this line if it is applicable to you. |
| 4   | Name of the project in English*     | Not all applicants have a project name in both languages. Please only complete this line if it is applicable to you. |

|   |  |   |
|---|--|---|
| 5   | Legal seat of applicant (street address, city, state, country)   | If you are applying as an individual, please list an address from which you are based. If you are an organization, please give the legal seat of the organization.  |
| 6   | Legal registration number of organization (ICO) [ if applicant is an individual, please indicate this] | If you are an organization based in the Czech Republic, please enter your ICO here. If you are an individual or an organization not based in the Czech Republic, please leave this blank.   |
| 7   | Website of applicant   | Leave blank if you do not have a website.   |
| 8   | Status of applicant (type of organization)<br><b>CONFIRM NON-PROFIT STATUS</b>                         | If you are a Czech organization please enter your legal status ( <i>spolek, etc.</i> ). If you are not based in the Czech Republic, please enter your legal status (non-profit) in your home country. Individuals enter "individual."<br><br>Please note that the Embassy cannot support profit-making organizations. Please confirm that you are a not-for-profit applicant in this section. |
| 9   | Year applicant was founded   | What is your legal date of opening operations?<br>Organizations only.   |
| 10  | Name of contact person   | Who should we contact for an immediate response if we have questions about your application?  |
| 11  | E-mail address of contact person   | Please give the current e-mail address.   |
| 12  | Phone number of contact person   | Please give the current phone contact information.  |
| <b>Previous US Government/ Embassy support (only if applicable and most recent)</b> |  |   |
| 13  | Funding 1: Include project name, amount, implementation dates  | If you have received funding from the US Embassy Prague in the past, it is important to list the three most recent cases of this support. Please make sure to include:<br><ol style="list-style-type: none"><li>1. Project Name</li><li>2. Amount received</li><li>3. Implementation Dates</li></ol> Enter all of this information for all three projects.                                    |
| 14  | Funding 2: Include project name, amount, implementation dates  | If you have received other non-Prague Embassy US Government funding in the past that you think make your application strong, please feel free to enter that information in this space.<br>Please limit the entry to:<br><ol style="list-style-type: none"><li>1. Name of US Government Agency</li><li>2. Project Name</li><li>3. Amount received</li><li>4. Implementation Dates</li></ol>    |
| 15  | Funding 3: Include project name, amount, implementation dates  | See instructions above and complete only if you have three cases of previous US Embassy Prague or US government funding.  |

| Project Information |   |   |
|---------------------|---|---|
| 16                  | Dates of project implementation   | Please indicate a specific start and ending date  |
| 17                  | Location of project implementation  | Where exact will this project take place? Please indicate venues if you know them in advance.   |
| 18                  | Expected <b>number</b> of beneficiaries   | Number of people you expect to reach  |
| 19                  | Total project budget (for detailed budget description please use budget template) | <p>What is the total budget of your project? Combine the Embassy support with all other donors. How much will your project cost total to implement?</p> <p>You may enter an amount in CZK or in USD, but please make sure that the number here corresponds to the budget in Section IV.</p> |
| 20                  | Amount being requested from US Embassy Prague                                     | How much partial support are you requesting from the Embassy Prague with this application?  |
| 21                  | Percentage of total budget being requested from US Embassy                        | <p>Here is a simple formula to determine your percentage:<br/>Amount requested from the US Embassy X 100 / Total project budget = %</p> <p>Embassy Request: USD 1,000<br/>Total project budget: USD 4,500<br/>USD 1,000 * 100 / USD 4,500 = 22%</p>   |
| 22                  | Other Partners  | Please list other partners supporting your project  |
| 23                  | Date of Application Submission  | What date will you submit the application via email   |

**SECTION II. Organization Information**

|   |  |
|---|--|
| <b>Organization Background</b>  | <b>Please limit to highlights and include information relevant to the proposed project</b>   |
| <p>In this section we are looking for highlights from your past (the past of the organization) that relate directly to the application you are submitting.</p> <p>Please use the character counter and limit your response to approximately 1,500 characters. You will not be penalized for going over the limit, but please try to be brief. Remember, the committee could be reviewing 170 applications along with yours. The key to success is to be clear and brief and make a strong point about why you are qualified to implement the project you are proposing.</p> |  |
| <b>Project Team</b>   | <b>Specifically, who will be involved with organizing this project? Please provide names and a brief outline of their experience/ qualifications</b> |
| <p>Who is responsible for implementing this project in your organization or who will assist you if you are an individual?</p> <p>Explain to the committee who will be the person running the project and what relevant experience they have to make the project successful. Please limit your response to a few lines about each person. There is no need to enter non-relevant, extra information in this section.</p>   |  |

**SECTION III. Project Description**

|  |  |   |                                      |
|--|--|---|--------------------------------------|
| <b>Project Description</b><br><b>2,000 characters</b>  |  | <b>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>?</b> |                                      |
| <p>In this section, you will explain what exactly you will do. The reader should be able to understand exactly what activities you plan to carry out, the overall goal and objectives of your project. Please use the character counter and limit your response to approximately 2,000 characters.</p>   |  |   |                                      |
| <b>Activities</b>  |  | <b>List of planned activities</b>   |                                      |
| Activity   | Screening of five animated films during festival | Location/ date  | Prague/ Jan 5, Jan 20, Feb 1, Feb 10 |
| Activity   | Panel discussion with John Black                 | Location/ date  | Palacky University/ 3 September      |
| Activity   | Master class with John Black                     | Location/ date  | Palacky University/ 7 September      |
| Activity   |  | Location/ date  |                                      |
| Activity   |  | Location/ date  |                                      |
| <b>Project Outcome</b><br><b>1,500 characters</b>  |  | <b>What results/ outcomes do you hope to achieve with the proposed project?</b>   |                                      |
| <p>What is the big picture outcome of your project? When everything is done and all activities have been carried out, what will have changed? What will be the result of the project specifically for the target audience that you defined in the project data section?</p> <p>Please use the character counter and limit your response to approximately 1,500 characters. You will not be penalized for going over the limit, but please try to be brief. Remember, the committee could be reviewing 170 applications along with yours. The key to success is to be clear and brief and make a strong point about why you are qualified to implement the project you are proposing.</p> |  |   |                                      |

#### **SECTION IV. BUDGET**

The Embassy is looking for the following things in your breakdown budget:

- A realistic understanding of the financial resources needed to carry out your project.
- Your ability to spend efficiently and in-line with non-profit expectations.
- To identify ineligible expenses in the case that your project will be funded.

Please keep in mind that this budget will be used to compare your project against other projects in a similar priority area. The quality and transparency of your budget will help us evaluate your application fairly. You do not need to complete each line in the budget. Feel free to leave spaces blank.

Please feel free to report in USD if that is more applicable for your project (expenses incurred out of the Czech Republic). In that case, please change CZK to USD and indicate what exchange rate you are using USD to CZK. Please make sure to report in only one currency, i.e. all in USD or all in CZK.

**For an example please see next page.**

IF YOU HAVE QUESTIONS: please feel free to write us at [grantsprague@state.gov](mailto:grantsprague@state.gov)

**Section IV. BUDGET**

| <b>1</b>                 | <b>Project Management (salaries, honoraria etc.)</b>  | <b>No.</b> | <b>Unit</b> | <b>Duration</b> | <b>Unit</b> | <b>Cost</b> | <b>Unit</b> | <b>Total</b> | <b>U.S. Embassy</b> | <b>Other Funding</b> |
|--------------------------|---|------------|-------------|-----------------|-------------|-------------|-------------|--------------|---------------------|----------------------|
| 1.1                      | Honoraria to be paid to artist  | 1          | person      | 1               | lump sum    | 10,000      | CZK         | 10,000       | 10,000              | 0                    |
| 1.2                      | Project Assistant *   | 1          | person      | 5               | days        | 1,000       | CZK         | 5,000        | 2,500               | 2,500                |
| 1.3                      | <i>Honoraria to be paid to artist (only example when more people involved not calculated in budget total)</i> | 5          | people      | 1               | lump sum    | 10,000      | CZK         | 50,000       | 50,000              |                      |
| 1.4                      |   |            |             |                 |             |             |             |              |                     |                      |
| 1.5                      |   |            |             |                 |             |             |             |              |                     |                      |
| <b>Chapter Sub-Total</b> |   |            |             |                 |             |             |             | CZK 15,000   | CZK 12,500          | CZK 2,500            |
| <b>2</b>                 | <b>Support Costs (travel, lodging, office rent etc.)</b>  | <b>No.</b> | <b>Unit</b> | <b>Duration</b> | <b>Unit</b> | <b>Cost</b> | <b>Unit</b> | <b>Total</b> | <b>U.S. Embassy</b> | <b>Other Funding</b> |
| 2.1                      | Travel costs for participants (Airfare)   | 1          | person      | 1               | lump sum    | 15,000      | CZK         | 15,000       | 15,000              | 0                    |
| 2.2                      | Housing for artist  | 1          | person      | 1               | month       | 15,000      | CZK         | 15,000       | 15,000              | 0                    |
| 2.3                      |   |            |             |                 |             |             |             |              |                     |                      |
| 2.4                      |   |            |             |                 |             |             |             |              |                     |                      |
| 2.5                      |   |            |             |                 |             |             |             |              |                     |                      |
| <b>Chapter Sub-Total</b> |   |            |             |                 |             |             |             | CZK 30,000   | CZK 30,000          | 0                    |
| <b>3</b>                 | <b>Seminars/Events/Publications (venue rental, printing costs etc.)</b>                                       | <b>No.</b> | <b>Unit</b> | <b>Duration</b> | <b>Unit</b> | <b>Cost</b> | <b>Unit</b> | <b>Total</b> | <b>U.S. Embassy</b> | <b>Other Funding</b> |
| 3.1                      | Rent of gallery space   | 1          | room        | 5               | days        | 5,000       | CZK         | 25,000       | 25,000              | 0                    |
| 3.2                      | Promotional materials   | 100        | flyers      | 1               | lump sum    | 10          | CZK         | 1,000        | 0                   | 1,000                |
| 3.3                      |   |            |             |                 |             |             |             |              |                     |                      |
| 3.4                      |   |            |             |                 |             |             |             |              |                     |                      |
| 3.5                      |   |            |             |                 |             |             |             |              |                     |                      |
| <b>Chapter Sub-Total</b> |   |            |             |                 |             |             |             | CZK          | CZK                 | CZK                  |

|                               |   |     |        |          |      |       |      | 26,000        | 25,000          | 1,000            |
|-------------------------------|---|-----|--------|----------|------|-------|------|---------------|-----------------|------------------|
| 4                             | Professional Services<br>(interpretation, etc.) | No. | Unit   | Duration | Unit | Cost  | Unit | Total         | U.S.<br>Embassy | Other<br>Funding |
| 4.1                           | Interpretation                                  | 1   | person | 1        | day  | 2,000 | CZK  | 2,000         | 2,000           | 0                |
| 4.2                           |   |     |        |          |      |       |      |               |                 |                  |
| 4.3                           |   |     |        |          |      |       |      |               |                 |                  |
| 4.4                           |   |     |        |          |      |       |      |               |                 |                  |
| 4.5                           |   |     |        |          |      |       |      |               |                 |                  |
| <b>Chapter Sub-Total</b>      |   |     |        |          |      |       |      | CZK<br>2,000  | CZK<br>2,000    | 0                |
| 5                             | Other (be specific)                             | No. | Unit   | Duration | Unit | Cost  | Unit | Total         | U.S.<br>Embassy | Other<br>Funding |
| 5.1                           | Opening reception                               | 100 | people | 1        | day  | 100   | CZK  | 10,000        | 0               | 10,000           |
| 5.2                           |   |     |        |          |      |       |      |               |                 |                  |
| 5.3                           |   |     |        |          |      |       |      |               |                 |                  |
| 5.4                           |   |     |        |          |      |       |      |               |                 |                  |
| 5.5                           |   |     |        |          |      |       |      |               |                 |                  |
| <b>Chapter Sub-Total</b>      |   |     |        |          |      |       |      | CZK<br>10,000 | 0               | CZK<br>10,000    |
| <b>Total without Overhead</b> |   |     |        |          |      |       |      | <b>83,000</b> |                 |                  |
| Overhead                      |   |     |        |          |      |       |      | 5,000         |                 | 5,000            |
| <b>Grand Total</b>            |   |     |        |          |      |       |      | <b>88,000</b> | <b>69,500</b>   | <b>18,500</b>    |

\* Unit cost is cost to organization not net salary to employee.