

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. 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) CONFIRM NON-PROFIT STATUS	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." 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? 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.
Previous US Government/ Embassy support (only if applicable and most recent)		
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: <ol style="list-style-type: none"> 1. Project Name 2. Amount received 3. Implementation Dates 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. Please limit the entry to: <ol style="list-style-type: none"> 1. Name of US Government Agency 2. Project Name 3. Amount received 4. Implementation Dates

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 number 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: Amount requested from the US Embassy X 100 / Total project budget = %</p> <p>Embassy Request: USD 1,000 Total project budget: USD 4,500 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

Organization Background	Please limit to highlights and include information relevant to the proposed project
<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>	
Project Team	Specifically, who will be involved with organizing this project? Please provide names and a brief outline of their experience/ qualifications
<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

Project Description 2,000 characters		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>?	
<p>In this section, you will explain what exactly you will do. <u>The reader should be able to understand the overall goal and objectives of your project and the activities what you will carry out.</u> Please use the character counter and limit your response to approximately 2,000 characters.</p>			
Activities		List of planned activities	
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	
Project Outcome 1,500 characters		What results/ outcomes do you hope to achieve with the proposed project?	
<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

Section IV. BUDGET

1	Project Management Human Resources	Unit	Number of Units	Unit Rate	Currency *	Total	US Embassy	Other
1.1	Honoraria for artist	Lump sum	1	10,000	CZK	10,000	10,000	0
1.2	Project Assistant	month	1	7,000	CZK	7,000	3,000	4,000
1.3	Hostess	day	5	500	CZK	2,500	0	2,500
1.4								
1.5								
1.6								
1.7								
1.8								
Chapter Sub-total						19,500	13,000	6,500
2	Support costs (be specific)	Unit	Number of Units	Unit Rate	Currency	Total	US Embassy	Other
2.1	Travel cost for artist	Lump sum	1	15,000	CZK	15,000	15,000	0
2.2	Housing for artist	nights	5	2,000	CZK	10,000	5,000	5,000
2.3								
2.4								
2.5								
2.6								
2.7								
2.8								
Chapter Sub-total						25,000	20,000	5,000
3	Seminars/Events/publications (be specific)	Unit	Number of Units	Unit Rate	Currency	Total	US Embassy	Other
3.1	Rent of Gallery Space	month	1	20,000	CZK	20,000	0	20,000
3.2	Promotional Materials	Lump sum	1	5,000	CZK	5,000	5,000	0
3.3								
3.4								
3.5								
3.6								
3.7								
3.8								
Chapter Sub-total						25,000	5,000	20,000

4	Professional Services (be specific)	Unit	Number of Units	Unit Rate	Currency	Total	US Embassy	Other
4.1	Interpretation	day	1	2,000	CZK	2,000	2,000	0
4.2								
4.3								
4.4								
4.5								
4.6								
4.7								
4.8								
Chapter Sub-total						2,000	2,000	0
5	Other (be specific)	Unit	Number of Units	Unit Rate	Currency	Total	US Embassy	Other
5.1	Opening reception	people	100	100	CZK	10,000	0	10,000
5.2								
5.3								
5.4								
5.5								
5.6								
5.7								
5.8								
Chapter Sub-total						10,000	0	10,000
Total without Overhead						81,500	40,000	
Overhead						5,000	0	5,000
Grand Total						86,500	40,000	46,500

* 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.

Revised May 20, 2016