

Small Grants Program Grant Request Form

SECTION I. Project Data

Ref	Applicant Information	
1	Legal name of applicant in Czech	
2	Legal name of applicant in English	
3	Name of project in Czech	
4	Name of the project in English	
5	Legal address of applicant (street address, city, state, country)	
6	Website of applicant	
7	Status of applicant (type of organization) CONFIRM NON-PROFIT STATUS	
8	Year applicant was founded	
9	Name of contact person	
10	E-mail address of contact person	
11	Phone number of contact person	
Previous U.S. Government or U.S. Embassy Prague Funding Information		
12	Funding: Include project name, amount, implementation dates	
Project Information		
13	Dates of project implementation	
14	Location of project implementation	
15	Expected number of beneficiaries	
16	Total project budget (for detailed budget description please use budget template)	
17	Amount being requested from U.S. Embassy Prague	
18	Percentage of total budget being requested from U.S. Embassy Prague	
19	Other Partners	
20	Date of Application Submission	

SECTION II. Organization Information

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

List of planned activities			
Activity		Location/ date	
Activity		Location/ date	
Activity		Location/ date	
Activity		Location/ date	
Activity		Location/ date	
Project Outcome 1,500 characters	What results/ outcomes do you hope to achieve with the proposed project? How will you measure your impact/ success?		

SECTION IV. Budget

1	Project Management Personnel	Unit	Number of Units	Unit Rate	Total in USD	U.S. Embassy	Other
1.1					0		
1.2					0		
1.3					0		
1.4					0		
1.5					0		
1.6					0		
1.7					0		
1.8					0		
Chapter Sub-total					0		
2	Travel costs, Equipment, Supplies	Unit	Number of Units	Unit Rate	Total in USD	U.S. Embassy	Other
2.1					0		
2.2					0		
2.3					0		
2.4					0		
2.5					0		
2.6					0		
2.7					0		
2.8					0		
Chapter Sub-total					0		
3	Seminars/Events/ publications (be specific)	Unit	Number of Units	Unit Rate	Total in USD	U.S. Embassy	Other
3.1					0		
3.2					0		
3.3					0		
3.4					0		
3.5					0		
3.6					0		
3.7					0		
3.8					0		
Chapter Sub-total					0		
4	Professional Services (be specific)	Unit	Number of Units	Unit Rate	Total in USD	U.S. Embassy	Other
4.1					0		
4.2					0		
4.3					0		

4.4					0		
4.5					0		
4.6					0		
4.7					0		
4.8					0		
Chapter Sub-total					0		
5	Other (be specific)	Unit	Number of Units	Unit Rate	Total in USD	U.S. Embassy	Other
5.1					0		
5.2					0		
5.3					0		
5.4					0		
5.5					0		
5.6					0		
5.7					0		
5.8					0		
Chapter Sub-total					0		
Total direct costs					0		
Indirect costs (up to 10% of total direct costs)					0		
Grand Total					0		

Revised on October 2018