|  |
| --- |
| **GRANT APPLICATION**  |
| 1. **Name:**

      | 1. **University / Higher education institution on behalf of which application is submitted:**

      |
| 1. **Position at the University and years of experience:**

      | **4. City/Cities where project activities will take place:**      |
| **5. E-mail(s):**      | **6. Title of the Proposed Project:**      |
| **7. Tel Number(s) :**      | **8. Project budget in USD:** |
| **9. Project: Start Date: End Date:** |
| **10. Signature (scanned):** Type Name: Date:  Please add your signature/s and the date to the line above. *The applicant certifies that the information contained is true and complete to the best of his/her knowledge.* |

GRANT APPLICATION

Project Description

Purpose and Objectives

Please explain the overall purpose of the proposed project. What are the specific objectives that you aim to achieve? Specifically, how will the problem(s) be solved or the situation be improved as a result of the project? Why have you chosen the specific activities outlined in Section I to help you achieve those goals? *(*maximum *500 words)*

Engagement of student bodies

How do you plan to engage students and student bodies during the planning and implementation of the proposed activities? Include quantitative data (maximum 300 words)

Sustainability

How will you ensure the sustainability of the implemented activities beyond this project? (maximum 300 words)

Limitations

Do you foresee any administrative barriers in the planning and implementation of activities? If so, explain what kind and how you plan to overcome them. (maximum 300 words)

Section 1: Project Activities and Timeline Worksheet

Please describe in concrete terms the activities you plan to carry out to execute your project and the order in which you plan to implement them. Please complete the project activity table and timeline sheets (Annex A)

*\*Please do not change the formats and fonts of the table.*

[Proposed Activities]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activities** | **Implementation plan** | **Start Date** | **End Date** | **Expected Results (Outputs/Outcomes)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Section 2: Project Beneficiaries and Location

List in the table below the target groups that will benefit from this project. Identify the % of women, persons with disabilities, youth, and ethnic minorities, **where applicable.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Beneficiary target group* | *% of women* | *% of youth* | *% of ethnic minorities* | *How will each of these groups benefit?* |
|  |  |  |  |  |

Name the town(s), city(ies), or region(s) where the project will take place.

[Towns and cities where the project will take place]

Section 3: Partnerships with civil society and institutions

Please share what kind of partnership with civil society and institutions you will seek out to strengthen your project goals and objectives. (maximum 300 words)

Section 4: Budget

Please attach the anticipated budget. Complete **Annex B - Budget Template** and follow Budget Guidelines found on the last page of this application form (Annex C). All budget expenditure should be shown in USD.

ANNEX A: Project timeline *(for 12 months)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | I | II | III | IV | V | VI | VII | VIII | IX | X | XI | XII |
| **List of Activities** | Month |  |  |  |  |  |  |  |  |  |  |  |
|       |    |    |    |    |    |    |    |    |    |    |    |    |
|       |    |    |    |    |    |    |    |    |    |    |    |    |
|       |    |    |    |    |    |    |    |    |    |    |    |    |
|       |    |    |    |    |    |    |    |    |    |    |    |    |
|       |    |    |    |    |    |    |    |    |    |    |    |    |
|       |    |    |    |    |    |    |    |    |    |    |    |    |
|       |    |    |    |    |    |    |    |    |    |    |    |    |
|       |    |    |    |    |    |    |    |    |    |    |    |    |
|       |    |    |    |    |    |    |    |    |    |    |    |    |

annex C: BUDGET GUIDELINES

Please complete *Annex B - Budget Template*. The guidelines below will provide you with a description of what costs are to be included in each of the line items, and the detail required. All budget expenditure should be shown in USD.

1. **Rent -** Includes rental of space for the project related events/activities.
2. **Supplies** *-* Includes purchases of supplies, such as paper, pens, folders, flash drives, and other office consumables for use in the project.
3. **Travel** *-* Includes transportation costs for local travel and incidental expenses incurred for travel on official business related to the project.
4. **Other Direct Costs** *-* Includes any direct costs other than the ones mentioned **under** the above cost items. Items such as printing costs; training, seminars, meetings, and conference expenses, equipment rental, coffee breaks and meals, etc.);
5. **Unallowable Costs** – The following expenses categories are **unallowable** under the Project and should not be included in the proposed budget:
* **Entertainment –** Banquets, awards ceremonies, and meals for persons not in a travel status, tickets to shows or sporting events, and alcoholic beverages are not allowable.
* **Capital improvements –** The use of the Project’s funds for renovations or improvements to buildings, land, or equipment is prohibited.
* **Other –** Any expense that is not directly related to the program or project is unallowable. Gifts, gratuities, commissions, donations, fines, and penalties are not allowable expenses under the Project.
* **“Miscellaneous” and “Contingency” –** These types of costs are not allowed. All costs must be detailed in the budget in order to be allowable.