

PROPOSAL COVER SHEET

PLEASE SUBMIT THIS DOCUMENT WITH YOUR PROPOSAL NARRATIVE and BUDGET - **Please do not type form in all CAPS.**

PROJECT/REQUEST

DATE:

1. PROJECT TITLE:

2. PROJECT TARGET COUNTRY:
(country or countries)

3. DURATION OF PROJECT:
(in months)

4. REQUESTED PROJECT FUNDING
(in US Dollars)

5. PRIOR EXPERIENCE WITH OUR ORGANIZATION:

YES

NO

a. Have you ever APPLIED for a grant from our organization?

b. Have you ever RECEIVED a grant from our organization? Year, if known?

CONTACTS

Enter names as they appear on your passport or legal documents.

6. ORGANIZATION CONTACT PERSON

(Head of Organization):

Name:

Title:

Email:

Skype:

Mobile phone:

7. PROJECT CONTACT PERSON

(Project Lead or Director) (ONLY if different)

Name:

Title:

Email:

Skype:

Mobile phone:

ORGANIZATION DETAILS

8. LEGAL NAME OF ORGANIZATION:

Organization Email:

Organization Website:

Office Phone:

9. a. STREET ADDRESS:

b. MAILING ADDRESS (only, if different):

Street:

City:

State / Province:

Country:

Postal Code:

Street:

City:

State / Province:

Country:

Postal Code:

10. DOES YOUR ORGANIZATION HAVE OTHER OFFICES? YES: NO: Y If yes, provide list:

City / Country:

City / Country:

City / Country:

City / Country:

If additional space is needed, please continue list on page 4.

11. ORGANIZATION STATUS

- a. IN WHAT YEAR WAS YOUR ORGANIZATION ESTABLISHED/FORMED? :
- b. IS YOUR ORGANIZATION INCORPORATED OR LEGALLY REGISTERED? YES: NO:
If yes, please attach a copy of the certificate of registration or incorporation when submitting your proposal.
 If no, provide details:
- c. TYPE OF ORGANIZATION: Non Profit: For Profit: Other:

12. IS YOUR ORGANIZATION LOCATED IN THE UNITED STATES? **YES** **NO**
 If yes, please respond to items a, b, and c below.

- a. Does your organization have a U.S. Employer Identification Number (EIN)?
 If yes, please provide EIN number:
- b. Does your organization operate as a 501(c)(3) tax-exempt organization?
 If yes, attach a copy of your determination letter with your proposal.
- c. Does your organization have a Negotiated Indirect Cost Rate Agreement (NICRA)?
 If yes, attach a copy of the agreement with your proposal.

ORGANIZATION STRUCTURE

13. LIST THE MEMBERS OF YOUR BOARD OF DIRECTORS AND INCLUDE THEIR POSITION TITLES:

	Board Member Name	Position Title (Chairman, Secretary, Treasurer, Member, etc.)	PAID Position?	YES	NO
1.			Paid?		
2.			Paid?		
3.			Paid?		
4.			Paid?		

If additional space is needed, please continue list on page 4.

14. HOW MANY EMPLOYEES ARE IN YOUR ORGANIZATION?

Full-time (FT): Part-time (PT): Consultants (C): Volunteers (V):

15. LIST STAFF WHO WOULD WORK ON THE PROPOSED PROJECT:

	Project Staff Name	Position Title	Full Time	Part Time	Consultant	Volunteer
1.						
2.						
3.						
4.						

If additional space is needed, please continue list on page 4.

	YES	NO
16. IS YOUR ORGANIZATION AFFILIATED WITH ANY OTHER ORGANIZATION OR POLITICAL PARTY? If yes, provide details:		
17. ARE ANY MEMBERS OF YOUR BOARD OR STAFF SERVING AS ELECTED OFFICIALS OR GOVERNMENT EMPLOYEES? If yes, please identify:		

ORGANIZATION FINANCIALS

18. WHAT IS YOUR ORGANIZATION'S ANNUAL OPERATING BUDGET? (in U.S. dollars)	YES	NO
19. DOES YOUR ORGANIZATION RECEIVE ANY LOCAL CONTRIBUTIONS THAT ARE NOT GRANTS? If yes, indicate amount per year in US dollars:		
20. DOES YOUR ORGANIZATION EARN, OR EXPECT TO EARN, INCOME FROM ACTIVITIES? (subscriptions, book sales, training fees, etc.) If yes, indicate amount per year in US dollars:		
21. HAS YOUR ORGANIZATION EVER RECEIVED GRANT OR CONTRACT FUNDING?		
22. HAS YOUR ORGANIZATION RECEIVED GRANT OR CONTRACT FUNDING IN THE LAST 12 MONTHS? • IF YES, PLEASE LIST US Grants and Contracts and/or Non US Grants and Contracts below:		

U.S. Grants and Contracts:	Start Date MM/YYYY	End Date MM/YYYY	Amount \$ USD
U.S. Donor Project Title			
U.S. Donor Project Title			
U.S. Donor Project Title			
U.S. Donor Project Title			

Non-U.S. Grants and Contracts:	Start Date MM/YYYY	End Date MM/YYYY	Amount \$ USD
Non U.S. Donor Project Title			
Non U.S. Donor Project Title			
Non U.S. Donor Project Title			
Non U.S. Donor Project Title			

If additional space is needed, please continue list on page 4.

ADDITIONAL INFORMATION FOR ANY QUESTIONS

Please do not type in all CAPS.

Enter additional information below: