

**APPLICATION FORM  
DEMOCRACY GRANTS PROGRAM**

**Public Affairs Section of the U.S. Embassy  
4 Hlybochytska St., Kyiv 04050  
Ukraine**

**Tel.: (044) 490 40 26  
Fax: (044) 490 40 50**

PLEASE FILL OUT, SAVE AND SEND TO [KyivDemGrants@state.gov](mailto:KyivDemGrants@state.gov)  
Ukrainian version can be found at <http://ukrainian.ukraine.usembassy.gov/uk/democracy.html>

**Attention!!! The boxes for typing are fixed. Might you need more space, please use attachments.**

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**GRANT RECIPIENT**

Name of NGO \_\_\_\_\_

Head of NGO (name, position) \_\_\_\_\_

Legal address

Physical address

Mailing address

Project Manager (name, position) \_\_\_\_\_

Telephone, fax \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

**Local Bank Account**

Account number \_\_\_\_\_

Bank name \_\_\_\_\_

Bank address

MFO \_\_\_\_\_

EDRPOU \_\_\_\_\_

## BACKGROUND ON NGO

Registration date

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Primary goals

Previous grants

2-3 examples of the most successful activities

Equipment, office space

Available human resources

**NGO PARTNER(S)** if available in the project

**PROJECT NAME AND BRIEF SUMMARY**  
*no more than 2-3 sentences*

**REQUIRED ATTACHMENTS**

Please include the following documents with your application form:

- 1) Copy of the NGO registration certificate;
- 2) Copy of the certificate showing non-profit status of the NGO;
- 3) Resumes of all the staff involved into the project implementation;
- 4) Letters of Support if the project is receiving additional funding from other sources or from partners of the project;

**Be aware not to send any of the documents in WinRAR archive file format. In case you need to archive your files, please use WinZIP file format.**

**PROJECT DATES** (MM-DD-YYYY)

from

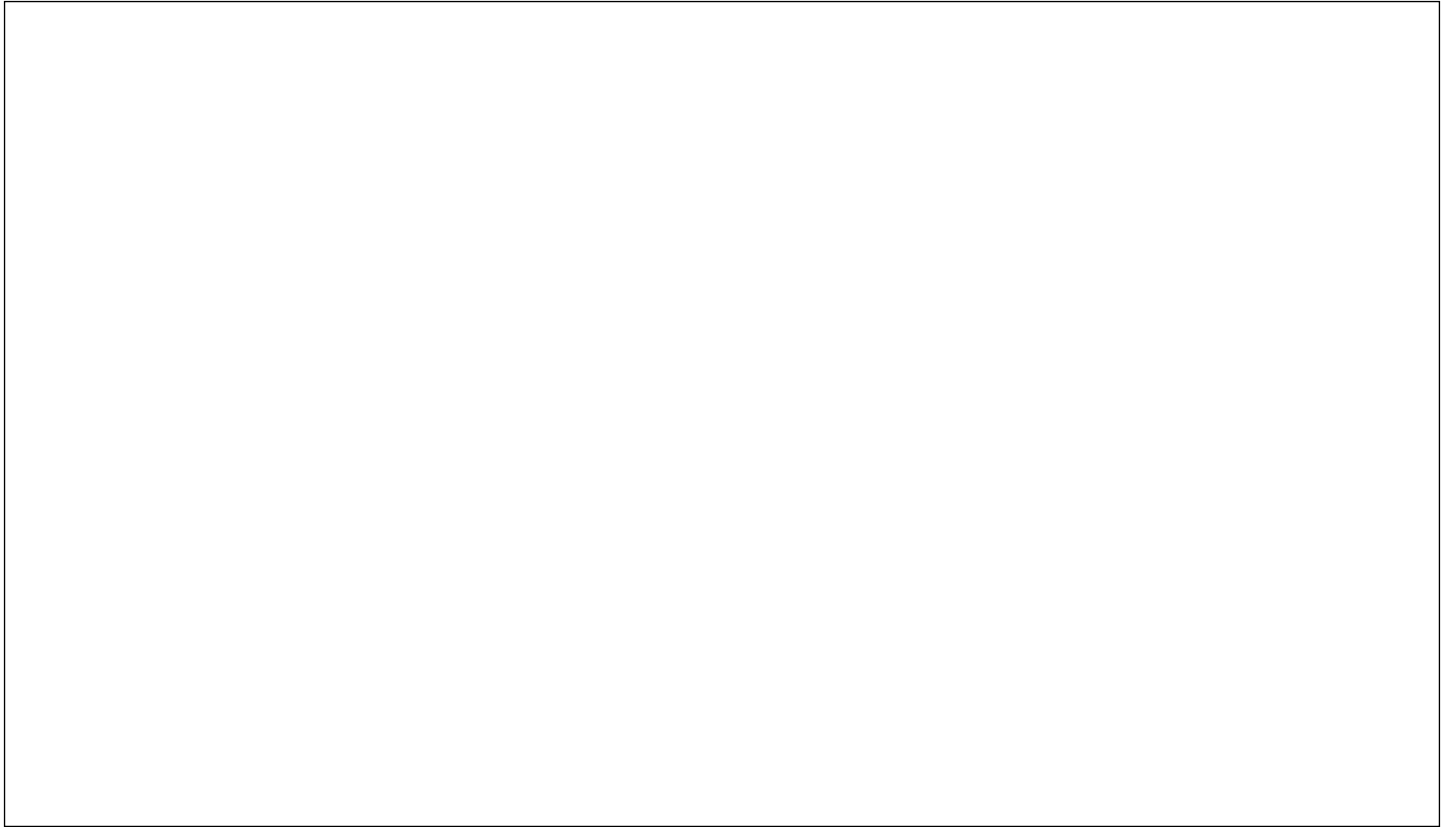
to

**PROJECT DESCRIPTION**

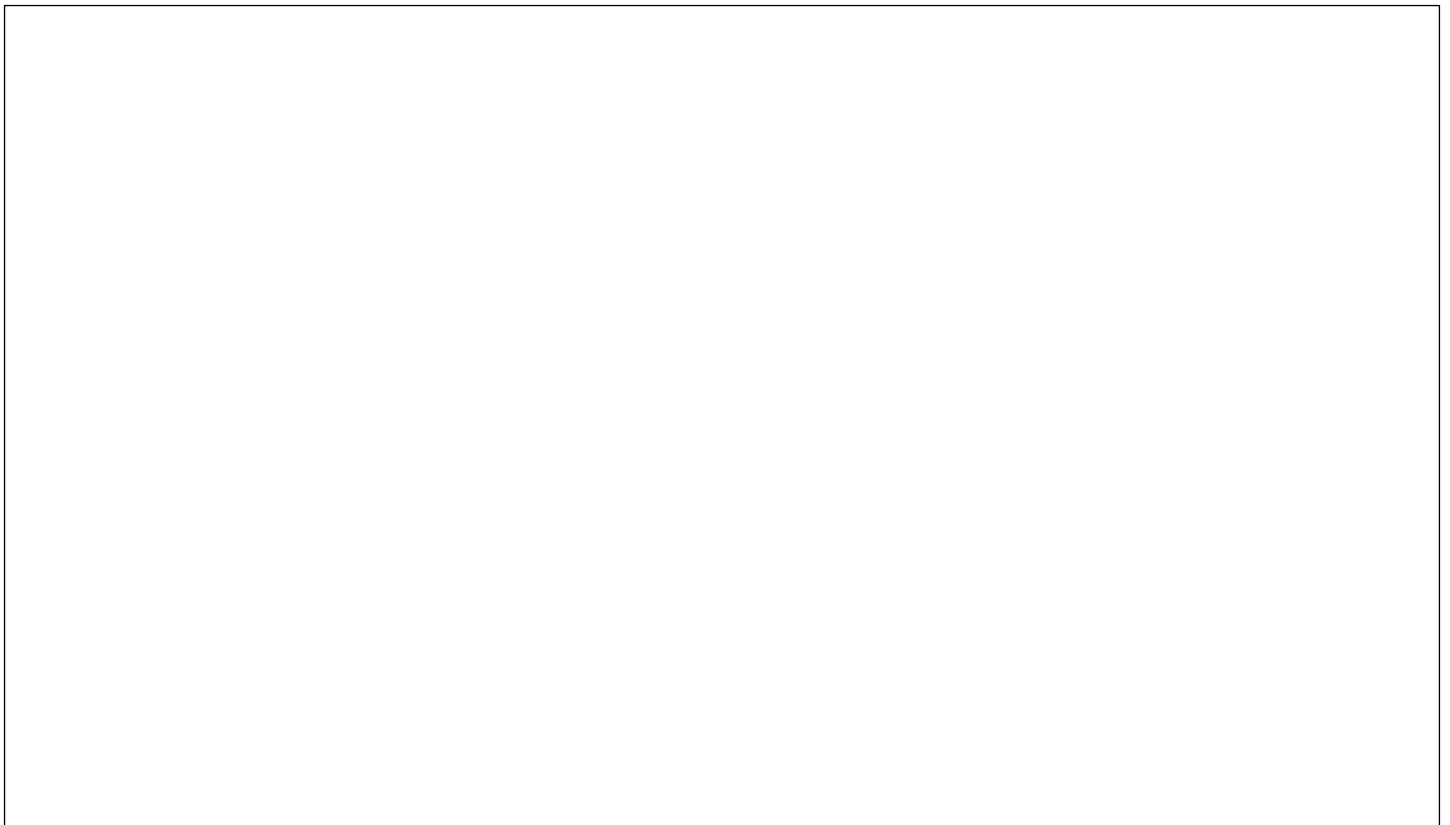
a) PROJECT JUSTIFICATION / PROBLEM STATEMENT- why is this needed for Ukraine and the particular region; describe target audience by age groups, occupation, number of program participants, etc.:

b) PURPOSE AND GOALS - describe project goals and how they will be achieved; list program activities/events:

c) RESOURCES NEEDED FOR THE PROJECT– explain what resources (e.g. people, equipment, books, periodicals) are needed and why:



d) PROJECT RESULTS & SUSTAINABILITY - short-term and long-term results; continued activities after the project ends; how NGO is planning to share experience with other groups:











b) ITEMIZED COST BREAKDOWN (continued)

No	Budget Item	Detailed Description	Requested Amount	Your Contribution	Contribution, other sources

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**NOTES**

- Budgets should contain an estimated amount for bank fees;
- Funding should not duplicate on-going activities but could supplement such initiatives;
- The Democracy Commission may encourage applicants to seek funding from other donors and to offer some type of **cost sharing** (volunteer time, space, equipment etc);
- Funds should not be used for **food expenses**. However, if coffee breaks or working lunches for seminar/conference participants are an integral part of the overall project, and funding is not available from other sources, these costs may be covered but should be limited to a maximum of 10 per cent of the total award amount. Meals should not include alcoholic beverages;
- **Salaries** in reasonable amounts can be paid to project's key personnel for the portion of their time devoted to the work in this project. Its levels should be no higher than other local salaries (where appropriate), and should include all taxes. The **total amount of salaries requested should not exceed 30 per cent of the overall budget**;
- Web site creation is not supported, unless it is critical for the project purpose;
- **Entertainment costs** (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours) are not allowable expenses;
- **Transportation costs** should not include airplane tickets and "luxury" train compartments ("SV");
- The use of "**miscellaneous expenses**" or any similar term as a budget item is unacceptable.

**PROCEDURAL INFORMATION**

**Democracy Grants Office of the Public Affairs Section (PAS) serves as a clearinghouse for the receipt and processing of proposals. Democracy Grants personnel are responsible for pre-screening of all incoming proposals prior to their submission to the Democracy Grants Committee.** The Democracy Grants Committee serves as the primary decision making body for the award of Democracy Commission Grants. Members of the Commission are: the Ambassador, the Deputy Chief of Mission, the principal Political Officer, the chief Economic Officer, the USAID representatives, the representatives of Peace Corps, and representatives of other relevant sections of the US Embassy. Those proposals approved by a majority of the Committee members will be forwarded to the State Department for a final review. The final review and approval process focuses on project eligibility and sustainability. After the award is made, the PAS office assumes responsibility for management of the grants. PAS requires that grant funds are expended appropriately and accounted for in submitted reports. On average, it will take 3-4 months for the proposal to be reviewed, approved and eventually funded.

**IF YOU HAVE NOT RECEIVED A CONFIRMATION OF RECEIPT OF YOUR APPLICATION FORM WITHIN 5 WORK DAYS, PLEASE CALL THE GRANTS OFFICER OF THE US EMBASSY ON 490-4339 OR 490-4055 TO INQUIRE ABOUT THE STATUS OF YOUR APPLICATION.**