

APPLICATION FOR PUBLIC AFFAIRS SECTION'S GRANTS
(Oficina de Prensa, Cultura y Educación)
U.S. Embassy Lima
LimaPDGrants@state.gov

Name of the project:

Name of organization/Individual:

Contact person:

Address:

Phone/E-mail:

Project dates:

Amount requested in US\$:

Proposal Summary:

Introduction to the Organization:
(Including previous US Government grants)

Problem Statement:

Project Goal and Objectives:

Program Methods and Design:

Project Activities:

Proposed Project Schedule:

Key Personnel:

Project Monitoring & Evaluation:

Media/Communications Plan:

Future Funding or Sustainability:

Detailed Budget:

Budget Categories	Total \$
1. Personnel - M&IE	
2. Fringe Benefits	
3. Travel	
a) Local travel costs	
b) Accommodation	
4. Equipment	
5. Supplies	
6. Contractual	
a) Performance fee	
b) Rental of equipment	
7. Construction	
8. Other Direct Costs (Please specify)	
9. Total Direct Costs (lines 1-8)	
10. Indirect Costs* (reflect provisional, pre-determined rate and allocation base)	
11. Total Costs (lines 9-10)	
12. Cost-Sharing	

PLEASE SEE APPLICATION GUIDELINES BELOW:

Proposal Summary:

Brief narrative that outlines the proposed project, including project objectives and anticipated influence of the project. Project summary should be one to two pages maximum.

Introduction to the organization/individual:

Specify the officially registered name of the organization/or individual who applies for the grant. A description of past and present operations. Please include information on all previous grants from the U.S. Embassy and/or U.S. government agencies

Problem Statement:

Clear, concise and well-supported statement of the problem to be addressed and why the proposed project is needed .

Project Goals and Objectives:

The “goals” describe what the project intends to achieve at its completion. How will the project further the relationship between the United States and Peru? The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.

Program Methods and Design:

A description of how the project is expected to work and solve or address the stated problem

Project Activities:

Specific activities related to the objectives that must be reached and the methods used to achieve the stated objectives

Proposed Project Schedule:

The proposed timeline for undertaking and completing the specific project activities. Dates, times, and locations of planned activities and events should be included.

Key Personnel:

Names, titles, roles and experience/background on the key personnel to be involved in the project – resumes required for the main key personnel)

Who will work on the project?
What responsibilities will they have?
What qualifications do they have?
What proportion of their time will be used in support of this project (e.g. total monthly/yearly salary at 5%)?
Please note if any of the key personnel are alumni of a U.S. government-funded exchange program..

Project Monitoring and Evaluation:

This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?

Media/Communications Plan:

How will the applicant use traditional and social media to raise awareness about this project and its results?

Briefly describe the goal and objectives of the project.

Future Funding or Sustainability:

Applicant's plan for continuation beyond the grant period, or the availability of other resources, if applicable

Proposed Budget:

Present the budget in the form of a spreadsheet, in USD amounts. If one of the budget items is the plane ticket to U.S. please state the price of the ticket with American carrier (Fly America Act.) Budget items should not contain VAT. Food expenses stated as separate item should not exceed 10 % of the total requested amount.

http://aopefa.a.state.gov/content.asp?content_id=108&menu_id=68

Budget Category Descriptions – Help Aid

1. **Personnel:** An organization's Full-Time or Part Time attributed to the award activities.
2. **Fringe Benefits:** Employer pension plans, health benefits, or other benefits that conform to an organization's established policy or Negotiated Indirect Cost Rate Agreement (NICRA).
3. **Travel:** Domestic and international airfares, lodging and meals allowances, and local travel directly attributable to an award activity. Refer to Federal Travel Regulations per diem rates for cost reasonableness.

4. **Equipment:** Tangible non-expendable personal property having a useful life of more than one (1) year and an acquisition cost of \$5,000 or more per unit or consistent with recipient policy, lower limits may be established.
5. **Supplies:** Expendable (consumable), small general office items, adding machines, calculators or computer software, etc. with a value of less than \$5,000.
6. **Contractual:** A procurement contract under an award or sub-tier awards for goods or services.
7. **Construction:** Major costs for new, rearrangement, alteration, reconversion, or renovation of facilities.
8. **Other Direct Costs:** Other direct costs could include participant support costs and any program related costs or materials.
9. **Total Direct Costs:** All costs chargeable to an award excluding indirect costs.
10. **Indirect Costs:** Costs that are incurred for a common or joint purpose and cannot be identified readily and specifically with a particular award or other activity (accounting, utilities, legal).
11. **Total Award Costs:** All costs chargeable to an award, including indirect costs.
12. **Cost Sharing:** The portion of the project or program costs not borne by DOS or another federal agency, which includes cash and third-party in-kind contributions.