

**U.S. EMBASSY SKOPJE
DEMOCRACY COMMISSION
GRANT APPLICATION SUMMARY - [Suggested Format]**
Please fill out this form in English

Name of the organization requesting the grant

Background on the organization (briefly)

Previous grants received

Name, address and telephone number of the project manager

Name of the project

Project dates

Project goal

Project justification (why is this needed)

**Amount requested (in US\$)
(an itemized budget should be attached)**

Other sources of support for this project

**EMBASSY OF THE UNITED STATES OF AMERICA SKOPJE, MACEDONIA
DEMOCRACY COMMISSION SMALL GRANTS PROGRAM**

PROGRAM GUIDELINES

The purpose of this program is to award small grants for specific projects that support the development of democratic institutions in (your country). Primarily, grants will be awarded to non-governmental, non-profit organizations (NGOs). To be eligible for consideration, every applicant must be engaged in, or propose to carry out, a project whose purpose is to further the development of democracy in (your country).

In (your country) the Commission is interested in projects relating to:

- building democratic institutions,
- fostering a strong and independent media,
- support of civic education,
- respect for the rule of law,
- human rights,
- anti-trafficking in persons
- women's political rights,
- support for market reforms;

In other words, the Commission will support projects that promote further development of a democratic society.

Projects NOT funded by the U.S. Embassy Democracy Commission include those requested by non-(your country) organizations and individuals, those relating to partisan political activity, charitable activity and humanitarian aid, fund-raising campaigns, commercial projects, individuals not affiliated with an organization that can provide long-term sustainability to the project, and those that duplicate existing projects.

Proposals will be evaluated according to the topic of the project, clearly formulated goals and target groups, and the ability of the applying organization to carry out the project aims.

The application should be submitted to:
Attn: **DEMOCRACY COMMISSION SMALL GRANTS**
Public Affairs Section
U.S. Embassy Skopje
Str. "Samoilova" Nr.21, 1000 Skopje

Tel: 02/310 2000
Fax: 02/310 2499

e-mail: EmbSkoWebM@t-home.mk

**THE DEMOCRACY COMMISSION
SMALL GRANTS PROGRAM
Embassy of the United States of America, (City, Country)**

The Public Affairs Section accepts applications for the Democracy Commission grants at any time. Grant proposals should include all of the information listed below. Proposals will not be considered until all of this information is received. Proposals should be completed in English. Supporting documents such as letters of support may be in (the local language).

A. Information on the Organization Requesting the Grant.

1. Address, telephone number, fax number and e-mail address of organization.
2. Juridical status, date of registration, and a copy of certification of registration (if it is registered)
3. Resumes (no more than one page each) of project managers and organization's principal(s).
4. Brief history of organization:
 - *When the organization was founded;
 - *What are the principal activities?
 - *How the organization is funded;

B. Project Description and Justification.

1. Statement of the Problem.
2. Goal Statement.
3. Objectives.
4. Work Plan.
5. Project Evaluation: importance of the project, why it should be funded, and what difference it will make for (your country).
6. Expected long-term effects of the project.

C. Project Budget.

The budget narrative should follow the actual budget presentation and describe in some detail the costs presented in the budget. If the proposal seeks funding to purchase a service or equipment, the application must include three pro-forma estimates from the service or equipment vendor. The use of "miscellaneous expenses" as a budget item is unacceptable. Cocktail parties, receptions, and entertainment are not allowable expenses. Meals for conferences must be justified and directly linked to project activities. Requests for salaries or honorarium must be justified in the context of the goals of grant request and project activities.

1. Amount of your request from the Democracy Commission.
2. Other sources of monetary funding anticipated for this project.
3. Sources of in-kind funding anticipated for this project.
4. Line item description of all expenditures for this project.
5. Line item description of expenditures to be paid from this request of funds.
6. Line item description of expenditures to be paid by other sources of funds.

D. Identify other funding organizations you have applied to or will apply to regarding this project.

E. Does your organization have previous experience managing grant funds?
If yes, please elaborate.

F. What impact will this project make on achievement of the long term goals of your organization?

Proposed projects which meet the basic criteria outlined above will be considered at a meeting of the Democracy Commission (usually held _____). If your preliminary application meets the criteria of the Democracy Commission and is under further consideration, you may be invited for an interview and may be asked to submit additional information. Thank you for your participation.