**Please send this completed form, along with the Budget Excel Sheet, to** [**grants@usrf.us**](mailto:grants@usrf.us) **to finalize your submission. Please be sure to submit this document in WORD format.**

Requesting Organization Name:

Title of Proposed Project:

Principal Investigator:

Project Duration:   
*Include the anticipated state date and total # of months for the project.  
E.g. 01/01/2024; 12 months.*

USRF Project Area:  
*Which project area does your project fit into? Choose from Civil Society and Expertise, Media and Free Enterprise, and Rule of Law. Your project can have a primary and secondary category.*

Requested Amount: $XXXX

Cost Share: $XXXX  
*Please identify and explain all sources of project cost share by specifying the amount, type (cash, in-kind, or nested - which is cost share that occurs when the proposed project is part of a larger, pre-funded program), and the source(s). Cost share may not include discounted salary rates.*

**Summary:** Please provide a summary of the proposed project in approximately 200 words (approximately 2 paragraphs).

**Staff Recommendation and Evaluation Summary:** [USRF STAFF USE ONLY]

**Part I. Applicant Information**

1. Requesting Organization Name:
2. Type of Organization:
3. Organization Annual Operating Budget:
4. Legal Address:
5. Mailing Address:
6. Contact Person
   1. Name and title:
   2. Telephone:
   3. E-mail:

**Part II. Project Narrative**

***Please read and be sure to address all the components below in your write up.  
Any CVs/bios or curriculums should be added in an appendix separate from the project narrative.***

*Please describe the proposed project in 5 pages or less, answering all the content points listed below. You should describe and connect all the components of your project in a clear causal chain.*

**Background and** **Needs**

Please describe the needs the project will address, including clear clarification of the target group(s).

**Project Goal**

What is the overall objective? What do you want the project to ultimately achieve and how will this objective address the needs outlined in the previous section?

**Project Activities**

* Please provide a clear plan of action and explain how the proposed activity will contribute to achieving the project goal.
* What financial, human, and material resources will be devoted to the proposed project?
  + If the project includes proposed training program(s), please provide the curriculum(s) or training materials that will be used for such trainings as well as bios/CVs of trainers who will participate in the execution of the project.
  + If the project includes partnering institutions (i.e. universities, NGOs, and other third-party organizations), each partnering institution must submit a letter from a responsible official of that institution attesting that said institution intends to participate in the project as detailed in the proposal.
  + If the project includes contributions from other sources, please list donors that will contribute to the project, specify type of the contribution (in cash or in-kind), and indicate which project activities will be covered from other sources.
* Project activity evaluation: Please explain how you will measure the progress of the project goal and what performance indicators you plan to use for measuring quantitative and qualitative results. Please identify the milestones you plan to use to assess progress in achieving the project goals.
* Risk assessment: Please identify any potential factors/obstacles that may hinder the implementation of project activities and the achievement of project results as well as measures to eliminate or mitigate this negative impact.

**Project Results**

Please describe the expected results of the project, including:

* Quantitative Results. These results should indicate quantitative products such as the number of participants and/or publications, websites or workshops, products, and services that are produced by the proposed project.

*Examples:*

* *30% new subscribers to website; 1000 unique users per month*
* *100 Russian attorneys complete 3 training workshops*
* *5 meetings and 3 workshops were held*
* Qualitative results such as the project’s effect on intended participants. Be as specific as possible: proposed qualitative results will be evaluated on their precision and specificity.

*Examples:*

* *10% increased revenue and 100% self-sustainability*
* *75% of program alumni double their number of business clients*
* *50% of participants create new projects that are funded and implemented in their communities*
* Project Impact should specify expected long-term widespread improvement in society following the project’s completion.

*Examples:*

* *The creation of a financially successful news platform improves information and knowledge in the private sector.*
* *Enhanced capacity of legal and business communities to navigate the legal system and equitable competitiveness for local businesses.*
* *Productive and effective community-based organizations adopt community-supported projects to solve challenges and improve the daily lives of the local community.*

**Project Sustainability**

* Please explain the sustainability of the project in one or more of the following contexts: (1) the probability of raising funding from other sources throughout the project; (2) the lasting effects/impact of the project following its completion.
* Please provide a clear and reasonable plan for sustainability after the grant is completed.

**Part III. Budget Narrative  
*Please read and be sure to address all the components below in your write-up.***

In 3 pages or less, please detail, explain, and justify the costs in the associated budget. The narrative should detail how and why each figure in the budget was determined. Please do not simply relist the line items from the budget without justification.

**Core Project:** Please identify all the positions in your organization that you propose to be included in USRF grant support and explain what role each plays in the project, including the percentage of effort toward the proposed project. Provide the salary and fringe for each position and the amount the grant would cover. Please detail, explain, and justify staff travel, if any, relating such travel to project objectives and activities. Identify the operations costs of your organization that would be used to implement the project and that you propose to be paid for by the grant.

**Conferences and Meetings:** Please list all conferences and meetings the proposed project requires in its activities plan, including planned locations and duration. Identify the number of participants and explain how you arrived at the costs listed in the proposed budget. Justify any “other” budget entries in terms of their role in successful meetings. Note: Do not include staff travel – that would be included in Section I.

**Publications & Educational Products:** Please detail, explain, and justify expenses for the production and dissemination of any material products of the project, including web-based products.

**Fees, Tuition, and Scholarships:** Please detail, explain, and justify any amount proposed to be provided as part of the project, whether to project staff, participants, or beneficiaries.

**Other Program Activities:** Please detail, explain, and justify any other costs required to implement the project that may not fit into the standard budget categories above.

**Indirect Costs**: Indirect Costs requested of USRF may be no more than 15% of Direct Costs [subtotal of Sections I to V]. Please do not include Subcontracting & Consultants in this calculation.

**Subcontracting & Consultants:** Please identify any non-employee personnel you propose to compensate for work on the proposed project. Justify compensation rates and the amount of time each will work on the proposed project.