

The deadline for receiving applications is January 29, 2010.

**APPLICATION GUIDELINES FOR
DEMOCRACY COMMISSION SMALL GRANTS 2010**

Grant Applicant

All applications should be **in English. Please use Times New Roman 14 font letters.** Perfect English is not required but the proposal must be understandable to an English speaker.

Name of the organization, address, phone/fax number/e-mail address, name and title of director and other staff who will be involved in the project.

Applicants should also attach a CV of the people who will be engaged in the project. No one CV should exceed one page.

Background on Applicant

When was the organization founded, what are its principle activities, significant achievements, etc.? A copy of the registration papers of the organization as issued by host country authorities should be attached.

Program Description/Purpose

The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do and why. The Democracy Commission will only award funds for proposals that clearly show how the proposed project will help the development of democratic and civil society in the host country by involving groups of citizens.

Project Justification

This section should describe the anticipated impact of the project.

Project Sustainability

Describe the expected long-term effects of the project. If the project is intended to continue after the funding from the Democracy Commission ends, the proposal must also contain an explanation how the organization will fund the activity in the future.

Proposed Program Dates

When will the project be carried out, if it is funded? Remember that even if approved, funds from the Democracy Commission may not be available for several months. If your project gets approved, you may be asked to change project dates.

Detailed Budget, Including Supporting Narrative

The applicant should prepare a line-by-line list of expenses that will be generated by this project. The budget should offer enough detail that a reviewer will be able to understand exactly what the proposed expense are for and how the budget was determined.

ALL PROJECT EXPENSES SHOULD BE CALCULATED IN ADVANCE AND BE REALISTIC. THE DEMOCRACY COMMISSION WILL NOT AUTHORIZE ANY FUNDS IF THERE IS ANY QUESTION ABOUT THE BUDGET. PLEASE CHECK THE EXCHANGE RATE U.S. DOLLAR – EURO WHEN CALCULATING THE COSTS IN U.S. DOLLARS.

The budget narrative should follow the actual budget presentation itself and describe in detail the costs presented in the budget. In other words, the narrative explains, line by line, what the numbers mean and how they were determined. (For example, Travel: \$3,000." Explanation: Two day conference in (location) for 30 participants with a 2 X \$50.00 travel grant to each participant for room, board and transportation costs.)

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. Simply listing Computer and printer: \$4,000" is not sufficient. The Commission will want to know what kind of computer, what kind of printer and how much three different vendors will charge for the same equipment.

Budget Guidelines

Program expenses should cover all costs for the project activities. They may include all honoraria to specialists or associates; travel/per diem/lodging expenses for trips; and all expenses for seminars or conferences (speakers' fee, preparation of materials and room rental).

Fees can be paid only to the people who will spend a majority of their time on the project and have signed contracts. Fees should be calculated based on the total number of hours worked for the duration of the project. Fee levels should be reasonable and not higher than other local salaries, and should include all local taxes. NGO's permanent staff members involved in implementing the program cannot receive extra money for conducting other activities related to the program.

Equipment means computers, copying machines, printers or other technical devices necessary for the fulfillment of the project (for example, the purchase of a computer for organizing a conference is not a justified expense).

Administrative expenses include communication expenses (phone, fax, e-mail, postage); bank fees; copying and print services; office materials (paper, toner, envelopes, etc.).

Bank charges should be pre-calculated and included in the budget. The use of "miscellaneous expenses" as a budget item is unacceptable.

Cocktail parties and meals not integral to a program event **are not acceptable** grant expenses.

Entertainment and other costs (alcoholic beverages, t-shirts, gifts, etc.) **are not allowable** expenses.

(PLEASE NOTE THAT THE BUDGET ITEMS CANNOT BE CHANGED DURING THE FULFILLMENT OF THE PROJECT.)

Other Sources of Support for this Project, including the in-kind contributions of the applying organization.

Please describe the possibilities for co-funding of the project by other organizations.

Please describe the in-kind contribution of your organization - it can be voluntary work, use of premises, vehicles, classroom supplies, equipment or payment of a program event from your own funds (e.g. rental of a hall, printing of announcements, meals, travel, etc.).

Please state which other organizations you have applied to for funding with the

same project, and the status of those applications.

A DUNS number **must be** included in every application for a new or competing continuation grant or cooperative agreement. DUNS will be used for tracking purposes, and to validate addresses and points of contact information.

Applicants should verify that they have a DUNS number or take steps needed to obtain one. Organizations that do not have a DUNS number can receive it at <http://fedgov.dnb.com/webform>. Internationally, a foreign organization can request a DUNS number from the local D&B office via the telephone. The list of international offices is available at http://www.dnb.com/US/customer_service/global_listing.asp, organized by region and/or country.

Applications which do not include the required information or do not comply with the requirements of the Application Guidelines will not be reviewed (Duns number included).

Reporting Requirements

If you receive funding from the Democracy Commission, you will be required to submit a detailed program and financial report on the outcomes of the project. Please describe when you will submit the report on the outcomes and who will prepare the financial report (e.g. an accountant).

Applications should be sent by regular mail (Post Office) or delivered in person at the address bellow. Please do not send applications and related papers via e-mail. If you decide to bring the application and papers in person, please leave the envelope at the Embassy's Entrance 2 (near the Medical School) from Monday – Friday from 08:30h – 17:00h.

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Democracy Commission Small Grants
Public Affairs Office
United States Embassy
Ljubljanska b.b.
81000 Podgorica

In case you have any questions please do not hesitate to contact Public Affairs Office, U.S. Embassy Podgorica, at: 020/410-532, or e-mail: rosics@state.gov