

U.S. Embassy Brussels Small Grant Proposal Template

Please provide the following information in your proposal. We recommend using this format, but it is not mandatory.

If you choose to use a different format, please ensure that all information listed below is provided or we may not be able to accept it. **Proposals should longer than 3 pages will not be accepted.**

All proposals and any related inquiries must be sent to:

USGrantsBE@state.gov

Applicant Name:

- Name of organization or individual applying for a small grant.

Project Title:

- Please provide the title of your program

Decision Date:

- Please let us know your deadline for receiving a decision about your funding request in order to launch your project successfully.

Project Start and End Dates:

- Please provide the estimated start and end dates for your program

Project Lead:

- Please provide contact information and a CV for the person or people who will be the substantive leader(s) for the program.

Administrative Lead:

- Please provide contact information and a CV for the person or people who will be responsible for management tasks like accounting.

Project Description (600 words or less):

- Imagine you have 45 seconds to tell us about your project. That is the information that should be listed here.

Strategic Objectives (300 words or less):

- A short, bulleted list that provides context.

American Component:

- Let us know if there are American speakers or significant elements of U.S. culture, history, education, or other fields involved in your program.

Target Audience(s):

- Bullet list of who will participate in your grant and who will benefit from it and how your project is suited to reach this audience.

Amplification Plan (300 words or less)

- What direct audiences will you plan to reach, how will you reach them? Will you be open to using the U.S. Embassy's logos? Do you have a plan to attract media coverage? If not, let us know what sensitivities are involved.

Partners:

- A concise list of other partners. It can be potential partners, but it should not be an exceedingly long list. Be realistic.

Monitoring Plan:

- Do you plan on pre- and post-surveys? How will you measure success? What are your milestones?

Total Cost:

- Should be a single amount given in U.S. dollars (\$)

Requested Amount of Funds from the U.S. Embassy:

- Should be a single amount given in U.S. dollars (\$)

Simple Budget and Budget Narrative:

- You should list your costs and describe each one briefly, e.g.:

Venue rental for performance (3 days)	\$2,000
Performance fees for artists (3 performances)	\$1,500

Our program will bring three artists, one per day, to the cultural center we are renting from the local government. Each artist charges \$500 per performance.