



Alumni Grants Program General Guidelines

I. PROGRAM DESCRIPTION

The U.S. Mission to Kazakhstan in partnership with implementing NGO National Alumni Network announces the Alumni Grants Program (AGP).

- Did you study or participate in a U.S. government-sponsored educational or professional exchange program?
- Do you have a project you would like to undertake that would benefit your community, strengthen the relationship between America and Kazakhstan, or increase knowledge of one community about the other?

The Alumni Grants Program supports innovative and sustainable projects developed and implemented by Kazakhstani citizens who are alumni of a U.S. government or U.S. Embassy educational or professional exchange programs.

Exchange alumni interested in participating in AGP 2020-2021 should submit proposals by **June 30th, 2020, 17:00** Almaty time to grants@alumniconnect.kz.

Alumni Grants Program provides alumni of U.S. sponsored and facilitated exchange programs with funding to expand on skills gained during their exchange experience to design and implement innovative solutions to global challenges facing their community.

Priority consideration will be given to the programs that promote use of digital platforms and technology tools in support of the following themes:

- Women's Empowerment: access to education, development of entrepreneurship support system, support of women's political and civic participation, protection of women and girls from violence, abuse, and exploitation;
- Civic Activism: human rights, development of volunteerism, empowerment of underserved communities, citizen-driven solutions to environment, air quality and public health; trafficking in persons
- Media Development: media and digital literacy, promotion of professional journalism standards, adoption of innovative tools and approaches for delivery of higher quality and objective media content;
- Youth Empowerment: access to education and marketable skills for underprivileged youth, strengthening communities through youth participation and leadership, building supportive environments and networks for harnessing youth's potential.

II. GENERAL GUIDELINES

Alumni Grants Program (AGP) funds a select number of sustainable and innovative project proposals from the US State Department exchange program alumni. AGP is announced by the US Mission to Kazakhstan and implemented by the National Alumni Network.



In order to apply for the AGP, applicants need to carefully read the announcement and the guidelines in this file and follow the step described below:

- **Step 1:** fill-out a short database questionnaire: <http://bit.ly/3dWk4O9>.
- **Step 2:** carefully read AGP General Guidelines and Financial Form Guidelines.
- **Step 3:** fill-out the Written Application Form and Budget Form.
- **Step 4:** send both filled-out forms to grants@alumniconnect.kz.

III.APPLICATION REVIEW AND EVALUATION CRITERIA

A Selection Committee composed of the National Alumni Network with Public Affairs Sections in the U.S. Embassy or Consulate will use the following criteria to evaluate all applications.

Criteria	Maximum points
Quality and feasibility of the program idea - The program idea should be well developed, with sufficient detail about how project activities will be carried out. The proposals should demonstrate originality and outline clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.	20 points
Project planning/ability to achieve objectives - The project plan is well developed, with sufficient detail about how activities will be carried out. The proposal specifies target audiences, participant recruitment, and geographic areas of implementation. The proposal outlines clear, achievable objectives. The proposal includes a reasonable implementation timeline. The project scope is appropriate and clearly defined.	20 points
Monitoring, evaluation and sustainability of the project - Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. Project activities will continue to have a positive impact after the end of the project.	20 points
Communication, media and outreach plan - Include social media, websites, print news, or other forms of media you will use to share information about your project. Interim and final reporting is required for winning AEIF projects. Please be prepared to develop a reporting plan to share information about the success/impact of your project.	20 points



<p>Budget – The budget and narrative justification are sufficiently detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities. The results and proposed outcomes justify the total cost of the project. Budget items are reasonable, allowable, and allocable.</p>	<p>20 points</p>
<p>Total possible points</p>	<p>100</p>

After this initial review, the Selection Committee will identify the most qualified applications and those applicants will be invited to the second stage of selection - individual pitching, which will include a 5-minute online-meeting with the Public Affairs Section and National Alumni Network team. It will take place in mid-July, 2020.

The strongest proposals and pitches will be recommended for funding.

IV. WHAT HAPPENS IF MY PROJECT IS RECOMMENDED FOR FUNDING?

Once the AGP 2020-2021 Selection Committee has determined projects that are recommended for funding, National Alumni Network will contact those applicants to finalize any programmatic and budget details no later than **July 31st, 2020**. The National Alumni Network will sign sub-contracts with selected awardees according to Award specifics of the Cooperative agreement with the U.S. Mission to Kazakhstan, Public Affairs Office.

Federal Award Administrative and National Policy Requirements Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include: 2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of Page 11 of 12 State Standard Terms and Conditions, all of which are available at: <https://www.state.gov/m/a/ope/index.htm>

V. FEDERAL AWARD ADMINISTRATION INFORMATION

The recipient may only start incurring project expenses beginning on the start date shown on the grant award document signed by the National Alumni Network. If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State. The Federal government is not obligated to make any Federal award as a result of the announcement. Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received. The U.S. government also reserves the right to make an award in excess of the award ceiling.

Reporting Requirements: Award recipients will be required to submit timely financial reports and program reports at every stage of the project implementation to National Alumni Network. The award document will specify the frequency of report submissions.



VI. TIPS FOR CREATING A STRONG PROPOSAL

Make your proposal stand out! Winning AGP projects demonstrate innovation by tackling a new issue, using a unique approach, working with a different group of people, or performing the project in a creative way on a new online-platform. The strategies and questions below are designed to help you create a strong proposal.

In writing your summary, consider the following questions:

- What is your project and why is it important (what problem are trying to solve)?
- What change will your project affect (what is your solution, and why is it best)?
- Who is your target audience (are you trying to reach youth; a specific professional sector; disadvantage communities, etc.?)
- How many people will it reach?
- Are you carrying out an awareness campaign, training, mentoring program, etc.?
- What impact or changes will you see because of the project?
- Who are your partners? What responsibilities will each team member and partner have?
- What major steps and activities will you undertake to make your project happen?

QUESTIONS?

If you have any questions about the process, we encourage you to contact the National Alumni Network at grants@alumniconnect.kz. Please contact them first to inquire about AGP as they will have specific information about the competition. Only if you are unable to contact the National Alumni Network, you may contact Alumni Coordinators at kazakhstanalumni@state.gov

VII. WRITTEN APPLICATION GUIDELINES

Name, Last Name

- Full name and surname of the applicant. Applicant has to be an alum of a US State Department Exchange program.

Email

- Enter a valid email. The National Alumni Network team will contact applicants who pass to next stages via email.

Phone number

- Enter a valid phone number, using +7 7XX XXXXXXXX.

Exchange Program

- Name and year of exchange program the applicant took part in. Example: IVLP'05; FLEX'10, Open World'14.

City of residence

- City where the applicant primarily resides.

Amount Requested in USD

- Indicate the amount requested for the proposal. Amount must be shown in USD and must be between \$3000 - \$10,000.

Grant Program Area

- Indicate the area the project will address.



Executive Summary of the Project

- Indicate key points of your project in five sentences.

Time Frame of the project

- Enter project start and end date in the following format: dd/mm/yyyy - dd/mm/yyyy

Action plan (detailed timeline)

- Describe the entire timeline of your project: starting with the first day of arrangements and finishing with report submission.

Justification (why the project matters and to whom)

- Describe reasons for why your project is necessary and beneficial to the Kazakhstani community.

Sustainability Plan (project impact after grant time frame)

- Describe how the project's positive impact will continue after the end of the project.

Evaluation Strategy (how do you plan to measure the outcomes?)

- Explain how you will evaluate the project's success, what strategies of evaluation you will use.



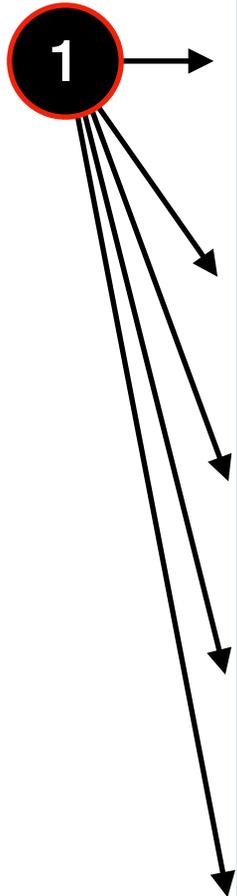
Alumni Small Grants Program

FINANCIAL FORM GUIDELINES

- Grant Funds will not cover the following costs:
- Purchase of furniture and office decorations;
- Purchase of vehicles and building facilities;
- Rent of office, utility fees, and salaries;
- Medical and psychological research, and clinical studies;
- Provision of personalized health care services;
- Projects of a commercial nature;
- Entertainment costs (alcoholic beverages, cocktail parties, guided tours).

To fill out the financial budget form, please, refer to the detailed guidelines below.

1. The **Items** in cells outlined blue are drop-down menu. Please, select the categories in drop-down menu.



Alumni Small Grants Program Budget Proposal						
#	Item	Justification	Cost per item (USD)	# of items	Total requested	Approved
					\$0	
1					\$0	
2					\$0	
3					\$0	
4					\$0	
5					\$0	
6					\$0	
7					\$0	
8					\$0	
9					\$0	
10					\$0	
11					\$0	
12					\$0	
13					\$0	
14					\$0	
15					\$0	
16					\$0	
17					\$0	
18					\$0	
19					\$0	
20					\$0	
21					\$0	
22					\$0	
23					\$0	
24					\$0	
25					\$0	
Total grant request amount					\$0	
Total grant approved amount						

Select category
Please, select
relevant category
from drop-down
menu

2. Please, select one of the categories in the cell.

Alumni Small Grants Program Budget Proposal						
#	Item	Justification	Cost per item (USD)	# of items	Total requested	Approved
					\$0	
1	Food/Coffee breaks				\$0	
2					\$0	
3	Space rental				\$0	
4	Promo materials				\$0	
5	Contractual wages				\$0	
6	Transport				\$0	
7	Equipment				\$0	
8	Other (please, specify in the next cell)->				\$0	
9					\$0	
10					\$0	
11					\$0	
12					\$0	
13					\$0	
14					\$0	
15					\$0	
16					\$0	
17					\$0	
18					\$0	
19					\$0	
20					\$0	
21					\$0	
22					\$0	
23					\$0	
24					\$0	
25					\$0	
Total grant request amount					\$0	
Total grant approved amount						

3. Fill out the empty cells below with the items that belong to the category listed.
4. Enter Justifications in the column next to it.

Alumni Small Grants Program Budget Proposal						
#	Item	Justification	Cost per item (USD)	# of items	Total requested	Approved
	Promo materials				\$0	
1	Pens	for participants			\$0	
2	T-shirts	for volunteers			\$0	
3	Notebooks	for partners			\$0	
4					\$0	
5					\$0	
	Food/Coffee breaks				\$0	
6	Coffee break #1	for 30 ppl			\$0	
7	Coffee break #2	for 50 ppl			\$0	
8	Snack bar	for 35 kids			\$0	
9					\$0	
10					\$0	
	Contractual wages				\$0	
11	Speaker #1				\$0	
12	Speaker #2				\$0	
13					\$0	
14					\$0	
15					\$0	
					\$0	
16					\$0	
17					\$0	
18					\$0	
19					\$0	
20					\$0	
					\$0	
21					\$0	
22					\$0	
23					\$0	
24					\$0	
25					\$0	
Total grant request amount					\$0	
Total grant approved amount						

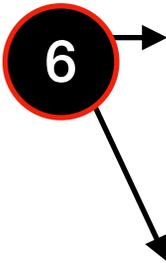
5. If you cannot find relevant category for your type of expenditure, please, select “Other (please, specify in the next cell)-> “ and enter your category name in the Justification column.

Alumni Small Grants Program Budget Proposal						
#	Item	Justification	Cost per item (USD)	# of items	Total requested	Approved
	Promo materials				\$0	
1	Pens	for participants			\$0	
2	T-shirts	for volunteers			\$0	
3	Notebooks	for partners			\$0	
4					\$0	
5					\$0	
	Food/Coffee breaks				\$0	
6	Coffee break #1	for 30 ppl			\$0	
7	Coffee break #2	for 50 ppl			\$0	
8	Snack bar	for 35 kids			\$0	
9					\$0	
10					\$0	
	Contractual wages				\$0	
11	Speaker #1				\$0	
12	Speaker #2				\$0	
13					\$0	
14					\$0	
15					\$0	
	Other (please, specify in the next cell)->				\$0	
16					\$0	
17					\$0	
18					\$0	
19					\$0	
20					\$0	
					\$0	
21					\$0	
22					\$0	
23					\$0	
24					\$0	
25					\$0	
	Total grant request amount				\$0	
	Total grant approved amount					

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6. If 5 lines is not enough for one category type, select the same category twice, and proceed with listing items.

Alumni Small Grants Program Budget Proposal						
#	Item	Justification	Cost per item (USD)	# of items	Total requested	Approved
	Promo materials				\$0	
1	Pens	for participants			\$0	
2	T-shirts	for volunteers			\$0	
3	Notebooks	for partners			\$0	
4					\$0	
5					\$0	
	Food/Coffee breaks				\$0	
6	Coffee break #1	for 30 ppl			\$0	
7	Coffee break #2	for 50 ppl			\$0	
8	Snack bar	for 35 kids			\$0	
9					\$0	
10					\$0	
	Contractual wages				\$0	
11	Speaker #1	event #1, #2			\$0	
12	Speaker #2	event #2			\$0	
13					\$0	
14					\$0	
15					\$0	
	Other (please, specify in the	equipment rental			\$0	
16	3d camera	training experiment			\$0	
17	item #2				\$0	
18	Item #3				\$0	
19	Item #4				\$0	
20	Item #5				\$0	
	Other (please, specify in the next cell)->				\$0	
21	Item #6				\$0	
22	Item #7				\$0	
23					\$0	
24					\$0	
25					\$0	
Total grant request amount					\$0	
Total grant approved amount						



7. After you are done listing items, proceed to the next column to enter the cost per item. Please, note, that cost per items should be in USD only. Enter the cost with whole digits, e.g. 100, 25, 358. Do not add USD, commas, points, spaces or other values.

8. Enter the number of items you are planning to purchase in “# of items” column.

Alumni Small Grants Program Budget Proposal						
#	Item	Justification	Cost per item (USD)	# of items	Total requested	Approved
	Promo materials				\$490	
1	Pens	for participants	\$0.2	1000.00	\$200	
2	T-shirts	for volunteers	\$3.0	80.00	\$240	
3	Notebooks	for partners	\$2.5	20.00	\$50	
4					\$0	
5					\$0	
	Food/Coffee breaks				\$475	
6	Coffee break #1	for 30 ppl	\$50.0	3.00	\$150	
7	Coffee break #2	for 50 ppl	\$100.0	2.00	\$200	
8	Snack bar	for 35 kids	\$25.0	5.00	\$125	
9					\$0	
10					\$0	
	Contractual wages				\$0	
11	Speaker #1	event #1, #2			\$0	
12	Speaker #2	event #2			\$0	
13					\$0	
14					\$0	
15					\$0	
	Other (please, specify in the next cell)->	equipment rental			\$0	
16	3d camera	training experiment			\$0	
17	item #2				\$0	
18	Item #3				\$0	
19	Item #4				\$0	
20	Item #5				\$0	
	Other (please, specify in the next cell)->				\$0	
21	Item #6				\$0	
22	Item #7				\$0	
23					\$0	
24					\$0	
25					\$0	
Total grant request amount					\$965	
Total grant approved amount						

9. Column “Total requested” is automatically calculated. Please, do not attempt to change.

Alumni Small Grants Program Budget Proposal						
#	Item	Justification	Cost per item (USD)	# of items	Total requested	Approved
	Promo materials				\$490	
1	Pens	for participants	\$0.2	1000.00		\$200
2	T-shirts	for volunteers	\$3.0	80.00		\$240
3	Notebooks	for partners	\$2.5	20.00		\$50
4						\$0
5						\$0
	Food/Coffee breaks				\$475	
6	Coffee break #1	for 30 ppl	\$50.0	3.00		\$150
7	Coffee break #2	for 50 ppl	\$100.0	2.00		\$200
8	Snack bar	for 35 kids	\$25.0	5.00		\$125
9						\$0
10						\$0
	Contractual wages				\$0	
11	Speaker #1	event #1				\$0
12	Speaker #2	event #2				\$0
13						\$0
14						\$0
15						\$0
	Other (please, specify in the next cell)->	equipment rental				\$0
16	3d camera	training experiment				\$0
17	Item #2					\$0
18	Item #3					\$0
19	Item #4					\$0
20	Item #5					\$0
	Other (please, specify in the next cell)->					\$0
21	Item #6					\$0
22	Item #7					\$0
23						\$0
24						\$0
25						\$0
Total grant request amount					\$965	
Total grant approved amount						

10. Your total in USD is calculated in orange cell. It should be between \$3000 and \$10000.

Alumni Small Grants Program Budget Proposal						
#	Item	Justification	Cost per item (USD)	# of items	Total requested	Approved
	Promo materials				\$490	
1	Pens	for participants	\$0.2	1000.00	\$200	
2	T-shirts	for volunteers	\$3.0	80.00	\$240	
3	Notebooks	for partners	\$2.5	20.00	\$50	
4					\$0	
5					\$0	
	Food/Coffee breaks				\$475	
6	Coffee break #1	for 30 ppl	\$50.0	3.00	\$150	
7	Coffee break #2	for 50 ppl	\$100.0	2.00	\$200	
8	Snack bar	for 35 kids	\$25.0	5.00	\$125	
9					\$0	
10					\$0	
	Contractual wages				\$450	
11	Speaker #1	event #1, #2	\$150.0	2.00	\$300	
12	Speaker #2	event #2	\$150.0	1.00	\$150	
13					\$0	
14					\$0	
15					\$0	
	Other (please, specify in the	equipment rental			\$1,560	
16	3d camera	training experimen	\$200.0	3.00	\$600	
17	item #2		\$150.0	2.00	\$300	
18	Item #3		\$75.0	3.00	\$225	
19	Item #4		\$30.0	2.00	\$60	
20	Item #5		\$125.0	3.00	\$375	
	Other (please, specify in the next cell)->				\$1,525	
21	Item #6		\$350.0	4.00	\$1,400	
22	Item #7		\$125.0	1.00	\$125	
23					\$0	
24					\$0	
25					\$0	
Total grant request amount					\$4,500	
Total grant approved amount						