

### **APPLICATION FORM GUIDELINES PROPOSAL FORMAT:**

- Proposal should be written in clear English.
- Proposal should not exceed 5 typed pages in font 12.
- Proposals should list any previous grants received in a form of attachment (date, amount, purpose) as well as any other funding sources.

### **NARRATIVE PART:**

- Key questions to address in your proposal are:
  - WHO (name of NGO and its partners if appropriate),
  - WHAT (planned activities),
  - WHEN (program dates),
  - WHY (this issue, this region and why did you apply to U.S. Government),
  - HOW (what resources are available and what ones are needed),
  - FOR WHOM (target audience),
  - AT WHAT COST (budget),
  - WHAT ARE THE RESULTS (measure of success or future).

This includes:

- Why you decided to apply to the U.S. Government for funding of this particular project;
- Why the proposed project is important,
- Who will be affected by this project,
- What difference it makes for Kazakhstan,
- What criteria you will use to measure the success or future of your project

### **PROJECT TIME-FRAME:**

Project duration cannot exceed one year.

### **BUDGET :**

- Program budget should be presented in a table format and should contain detailed descriptions of all budget items. Budget items should be concrete and linked to the narrative.
- All project expenses should be calculated in advance and be realistic. Budget items, once approved, may not be substituted without approval from the Public Affairs Section. Budget items may be adjusted 10% percent up or down within each item, but the overall total cannot be adjusted.
- Funding should not duplicate on-going activities but could supplement such initiatives.
- Public Affairs Section may encourage applicants to seek funding from other donors and to offer some type of cost-sharing (volunteer time, space, equipment etc.)
- If coffee break is an integral part of the overall project, and funding is not available from other sources, these costs may be covered but should be limited to a maximum of 10% of the total award amount.
  - Grant funds should not, as a rule, be used to fund Accommodation of participants at a conference. However, funds may be used to cover accommodation/travel for presenters and trainers.
- Honoraria to experts or trainers in reasonable amounts can be paid for the portion of their time devoted to the work in this project. Compensation levels should be no higher than other local salaries, and should include the amount of income tax and social deductions.

- Transportation costs should be limited to “economy class” travel; "luxury" train compartments ("SV") or "luxury" buses are not allowed.
- The use of "miscellaneous expenses" or any similar term as a budget item is unacceptable.
- Bank charges should be pre-calculated and included in the budget. Please note that any interest earned on the grant sum must be returned to the U.S. Government.

**RESTRICTIONS OF THE GRANT:**

Grants may not cover the following costs:

1. Purchase of furniture and office decorations;
2. Purchase of vehicles;
3. Building facilities;
4. Rent of office, utility fees, and salaries;
5. Paying the costs of international participants/guest speakers at events;
6. Medical and psychological research, and clinical studies;
7. Provision of health care services;
8. Projects of a commercial nature;
9. Entertainment costs (alcoholic beverages, cocktail parties, guided tours).