



PD BERLIN GRANTS REQUEST APPLICATION FORM

Please follow the guidelines as you complete the application. The application must be submitted in English. **Applications that do not meet minimum requirements set forth in this document will not be considered.**

1. General Information

Project Title:

Applicant Legal Name:

Applicant organization must be not-for-profit entity

Project Coordinator Name & Position

Please Enter an English Position Title

DUNS Number / SAM UEI (check on UPIK.de):

Applicants must have a valid SAM.gov registration!

Address:

Phone:

E-mail:

Proposed Duration of Project:

From:

To:

Requested Funds:

EUR:

USD:

Project summary:

Please provide a concise executive summary of your proposed project that sets out your project's goal, justification for the necessity of such a project, specific project outputs, and anticipated outcome. Limit your summary to 200 words.

2. Project Goals

Please describe in detail what is expected to be achieved at the end of the project. Define the results necessary to reach the project goal and how clearly they correlate with one another. Describe the significance and long-term impact of the project.

Please limit this section to a maximum of 500 words.

3. Project Design and Methods

Explain how the project is expected to work to solve the stated problem and achieve your established goal/s. Include who will benefit from your planned activities and how you plan to build on the outcome of this project. You may want to include workshop or training agendas, or any curricula developed for the use in your project.

Please limit this section to a maximum of 500 words.

6. Background of Applicant Organization/Individual & Local Partners

If you are applying on behalf of an organization, give a summary including when and why the organization was founded, its mission and goals, its principal activities and achievements, and its funding.

Please also list any partners (individuals/organizations, etc.) with whom you will work to support or implement your project. Please note if you have an existing relationship with your partner organization(s) and describe their role in the project. If you do not yet have an existing relationship, how do you anticipate establishing a partnership with the organization(s)?

Please limit this section of your application to a maximum of 600 words.

7. Individuals Supported under this Grant

Please attach short bios of individuals to be supported with grant funds, if applicable. Attachments on a separate sheet are acceptable, too.

8. U.S. or Transatlantic Aspect

If not obvious from project subject or -design, please elaborate on the specific U.S. element or transatlantic aspect in this project.

Please limit this section to a maximum of 150 words.

9. Previous/Other Funding (organizations only; if necessary)

Please just indicate *Yes* or *No*

Has your organization ever applied for a grant with the United States Embassy?	
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Has your organization ever received a grant by the United States Embassy?	
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If yes, please list grant title(s), amount(s), date(s) of each grant.

Is your organization currently applying for other funding for the proposed project?	
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If so, please indicate grant title, amount, dates, and donor organization(s):

10. Monitoring and Evaluation Plan

Please use the form to lay out the monitoring and evaluation plan for your project. Refer back to your established project goal/s and project objectives. Consider the data needed to effectively monitor progress toward specific outputs and outcomes as well as how you will collect the data. Use well-crafted indicators to measure a project's progress toward the desired results. **Applications without a Monitoring and Evaluation Plan will not be considered.**

Objective 1:				
Activity	Output	Indicator	Desired Outcome	How is Data Collected?
Objective 2:				
Activity	Output	Indicator	Desired Outcome	How is Data Collected?
Objective 3:				
Activity	Output	Indicator	Desired Outcome	How is Data Collected?
Objective 4:				
Activity	Output	Indicator	Desired Outcome	How is Data Collected?

11. Submission

All proposals must be submitted by email. No hardcopies, please!

Send your email to: BerlinPANOFO@state.gov

Subject line: [ORG NAME] [PROJECT NAME] Grant Application

Body: No narrative text required

12. Proposal Form Guidance

Project Title	Please choose a concise title for your project.
Applicant Legal Name	Enter the legal name of applicant that will undertake the proposed activity.
Project Coordinator	Name and title of person who will serve as the project POC
DUNS Number/SAM UEI	Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet or SAM UEI number.
Address	Enter the applicant's mailing address
Phone	Enter the applicant's phone number
Email	Enter the applicant's email address
Proposed Duration	Enter the proposed start date and end date of the project.
Project Summary	The project summary should describe the specific need and/or challenge that your project will address and how you will address it. Think about who your target audience is, when and where your project will take place, what activities you will include and why, and what change you set out to see.
Project Goals	Outline the concrete results you are expecting from the implementation of your project
Project Design and Methods	Describe the project in detail and explain how project design is relating to the goals
Project Timeline	List project activities in chronological order
Budget	Provide an itemized budget for your request.
Background of Applicant	Outline the applicant organization's history and mission and list any partners involved in the implementation of the project
Individuals Supported	If grant funds will be used towards travel/accommodation/miscellaneous costs for specific individuals (for instance filmmakers attending a film festival), please provide brief bios for them.
U.S. or Transatlantic Aspect	Highlight the U.S. element or Transatlantic dimension of the project if it is not obvious from the project design.
Previous Funding	List any previous grants received from the U.S. Embassy, if applicable.
Monitoring & Evaluation Plan	Please use the form to lay out the monitoring and evaluation plan for your project. Refer back to your established project goal/s and project objectives. Consider the data needed to effectively monitor progress toward specific outputs and outcomes as well as how you will collect the data. Use well-crafted indicators to measure a project's progress toward the desired results.
Objective	List your project objectives which will support your project goal/s. Remember to create project objectives which are SMART (Specific, Measurable, Achievable, Realistic, and Time Bound). Example: Provide training workshops for secondary school teachers on effective use of e-learning tools to improve content delivery and boost student attendance by 50% by the end of school year X.
Activity	The concrete Example: Teacher training workshop on e-learning
Output	The short term, immediate result of a program, project or process that leads to longer term outcomes. Outputs are the products, goods, and services which result from activities. Example: 200 teachers in region x trained on e-learning curriculum development and resource platform
Indicator	Example: Number of users engaging with content on online resource platform
Desired Outcome	The result or effect that is caused by or attributable to the project, program, or policy of the program activities. Outcomes may be short term or long term, intended or unintended, positive or negative, direct or indirect. Example: Increased number of teachers using e-learning tools and online teaching
How is Data Collected?	Brief description of the data collection mechanism Example: Evaluation team member will track user engagement on online platforms, attendance of students at online classrooms, Number of downloads of online material in two months intervals between start and end of program