## U.S. Embassy Bogotá - Public Affairs Section

*Project Proposal Instructions – Cultural and Educational Grants Program*

**SECTION A – SUMMARY PAGE**

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| **Applicant’s Name:** | [Legal name of the organization/individual. Please list name as listed on DUNS and SAM] |
| **Contact Information:** | [Point of contact’s Name, position, phone numbers, e-mail address. Additional point of contact if applicable.] |
| **If from an Organization** | DUNS Number | NCAGE/CAGE Number | SAM Registration |
| **Project Title:** | [No more than 12 words] |
| **Project Period:** | Proposed Start Date: | Proposed End Date: |
| **Amount Requested (USD):** |  |
| **Applicant’s Cost Shared (in USD):** | [From the grantee or any other third party. Contributions can be either in cash or in kind, for example, materials, staff, meeting venue, etc.] |
| **Project Total Cost:** |  |  |  |
| **Brief Purpose of the Project:** |

**SECTION B – PROPOSAL NARRATIVE**

The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

* **Proposal Summary:** Provide a short narrative that outlines the proposed program, including program objectives and anticipated impact.
* **Introduction to the Organization or Individual applying:** Provide a description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
* **Problem Statement:** Provide a clear, concise, and well-supported statement of the problem to be addressed and why the proposed program is needed
* **Program Goals and Objectives:** List the “goals” describe what the program is intended to achieve. What aspect of the relationship between the U.S. and Colombia will be improved? The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
* **Program Activities:** Describe the program activities and how they will help achieve the objectives.
* **Program Methods and Design:** Describe how the program is expected to work to solve the stated problem and achieve the goal.
* **Proposed Program Schedule and Timeline:** Provide a proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
* **Key Personnel:** List the names, titles, roles, and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
* **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
* **Program Monitoring and Evaluation Plan:** Provide a detailed monitoring and evaluation plan. How will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant? Applicants are encouraged to review carefully the *NOFO’s program objectives and desired results and illustrative indicators sections* before outlining an M&E plan for their project.
* **Future Funding or Sustainability:** Describe applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

**SECTION C – BUDGET**

Submit an itemized budget (in U.S. Dollars) using the following form.

In the description column, write each item or program component that requires funding. In the requested funds column, put the amount you are requesting from the U.S. Embassy for each item. In the cost share column, write any additional funding or contributions you provide or that you receive from a third party for the project. Remember that this can also be in-kind assistance, such as donated space rental, transportation, food, or materials. In the total program budget, write the total cost for each item. Finally, calculate the total program costs at the bottom of the chart, placing the proper amount in each column. All costs should be written in U.S. Dollars.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Requested Funds** | **Cost Share** | **Total Program Budget** |
| 1 |  |   |   |   |
| 2 |   |   |   |   |
| 3 |   |   |   |   |
| 4 |   |   |   |   |
| 5 |   |   |   |   |
|   | **Total Program Costs** |  |  |  |

**SECTION D – OPTIONAL ADDITIONAL INFORMATION**

The following items may be useful for your submission. Copy the following into your proposal template.

* 1-page CV or resume of key personnel who are proposed for the program
* Letters of support from program partners describing the roles and responsibilities of each partner
* Official permission letters, if required for program activities

**SUBMISSION**

Follow the steps below to submit your proposal:

* Save the Project Proposal Template as a Word or PDF document. Please include the project title and organization name in the file name.
* Send an email with the following attachments to BogotaGrants@state.gov: Please specify the name of your proposal in the Subject line.
	+ Attachment 1: Your project proposal
	+ Include contact information in your email such as organization’s point of contact name, email, and telephone.

Note: A Data Universal Numbering System (DUNS) registration is NOT a requirement for submitting a proposal for consideration. If your project is selected, your organization will then need to obtain a DUNS.