

Federal Assistance Awards: Proposal Guidelines

The Federal Assistance proposal document, also referred to as “Grant proposal,” is an essential part of the application and the key document that ensures all parts involved understand the goals, milestones, deadlines, and limitations of the project. The U.S. Embassy in Cyprus will rely on the information presented in the proposal to decide whether or not to fund the project.

When applying for Federal Assistance Funding, through the U.S. Embassy in Cyprus, the following standard proposal should be adopted:

A single document containing the following:

[I - Cover Page](#)

[II - Background and Justification](#)

[III - Objectives](#)

[IV - Project Monitoring and Evaluation](#)

[V - Risk Assessment](#)

[VI - Budget](#)

All proposals must be submitted in English.

I. Cover Page

The proposal should have the following information:

- Project Title
- Name of Project Manager
- E-mail and telephone number
- Project Summary - Description of the project (500 words or less)

II. Background and Justification

This section should describe the institution in a couple of paragraphs including the relevant experience and capabilities of the project manager. This section should also include the following:

- The problem or critical issue which the proposal seeks to resolve
- How the proposal relates to the U.S. Embassy Cyprus and advances the U.S.-Cyprus bilateral relationship
- Identify who will be the intended audience for this project
- Whether there are other programs and activities which will complement the proposal
- How the need for the project was determined
- Timeline for the project

III. Objectives (500 words or less)

This section should describe what the project is expected to achieve. Specifically, it should address the change a successful project is expected to bring about in intended audiences. Changes can include new and improved technical skills and knowledge, increased income-generating capacities, or greater public awareness at the community level.

When describing your project objectives be sure that they are well defined and clear. Goals and objectives should be:

- Specific: describing a clear process and a precise outcome
- Measurable: you must be able to provide data to show that your objective was achieved
- Achievable: Goals must be realistic
- Relevant: you must show how your achievements relate to the mission
- Timely: reaching the goals set within a specific time limit

IV. Project Monitoring and Evaluation

This section should discuss proposed mechanisms and procedures for monitoring of project operations to ensure that activities occur as planned, that they remain directed towards stated objectives, that there is an objective measurement of the success of the project, and that appropriate corrective action is taken if required. The proposal must indicate who will be responsible for preparing periodic project progress and final technical reports and for the accounting of expenditures, to be submitted to the Public Affairs Section of the U.S. Embassy in Cyprus.

V. Risk Assessment

This section should identify any possible risks associated with the project that could keep the grantee from concluding the project as described. It should also include a plan of actions in case these risks become a reality.

VI. Budget

Provide a budget breakdown (**in U.S. Dollars**) including contributions from other sources, if applicable. U.S. Government authorized costs can be found at [Cost principles for federal awards](#). This section should also briefly describe how the institution keeps track of awards funds. The description should include institution's standard account procedures and any relevant information regarding its financial situation. The budget breakdown should include all relevant information from the following categories:

1. Personnel
2. Fringe Benefits
3. Travel
4. Equipment
5. Supplies
6. Contractual
7. Construction
8. Other Direct Costs
9. Total Direct Costs (items 1-8)
10. Indirect Costs
11. Total Costs (items 9 – 10)
12. Cost-Sharing

UPON COMPLETING THE PROPOSAL, SUBMIT THE DOCUMENT VIA EMAIL TO
GRANTSNICOSIA@STATE.GOV