Grant Proposal

Individuals

Public Affairs Section

Embassy of the United States of America in Luxembourg

### Overview

### Submission Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Funding Opportunity Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Funding Opportunity Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Award amount (in U.S. Dollars): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Project start date:

### Project end date:

### Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Individual Overview**  *Describe your past and present operations, showing evidence of your ability to carry out the program. Please include information on all previous U.S. grants. (150 words max)* |  |
| **Proposal Summary**  *Brief narrative that outlines the proposed program, including program objectives and anticipated impact. (150 words max)* |  |
| **Problem Statement**  *Clear, concise, and well-supported statement of the problem to be addressed and why the proposed program is needed. (150 words max)* |  |
| **Program Goals and Objectives**  *Describe what the program intends to achieve and how support from the U.S. Department of State will assist you in your goal. These goals should be achievable and measurable. (150 words max)* |  |
| **Program Activities and Schedule**  *What activities are you holding in order to achieve the goals and problem statement listed above? Please include a proposed timeline for the program activities, including dates, times, speakers, etc. (150 words max)* |  |
| **Alignment with U.S. Policy Goals**  *How does your project align with U.S. Policy Goals in Luxembourg?* ***Note: alignment with policy goals is strongly advised for all grants submissions.***  *Select all that apply:* | Strengthening the U.S.-Luxembourg alliance  Fostering economic opportunities  Combatting climate change and/or advancing STEM/space education  Promoting diversity, equity, inclusion, and/or accessibility  Advancing youth leadership and engagement |
| **Project Justification**  *Please use this section to tell us why the U.S. Department of State should financially support your project. (150 words max)* |  |

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| **Sustainability**  *Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable (150 words max)* |  |
| **Participants and Audiences**  *Please include details on the participants and audience members who will attend the grant-sponsored event. Please include an estimated number of participants.**(150 words max)* |  |
| **Diversity and Inclusion**  *How will you ensure diverse groups, people, cultures, and communities are represented in and benefit from your project? (150 words max)* |  |

### Budget

*Please outline your budget requirements for this program, including personnel, supplies, travel expenditure, and other costs. We appreciate your honest consideration and responses to the categories below.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Itemized Breakdown**  **of grant expenses**  **(all items to be listed in US$)**  **Note: Please use this budget table format** | |  |  | | --- | --- | | **Budget Categories** | **Amount (US$)** | | 1.Personnel: |  | | 2. Travel: |  | | 3. Equipment: |  | | 4. Supplies: |  | | 5. Contractual: |  | | 6. Other Direct |  | | 7. Total Direct Costs (lines 1-7) |  | | 8. Cost-Sharing (Contributions from other financial partners or personal funds) |  | |
| **Project Partners and Other Financial Contributors (if applicable)**  *Please list any additional funding partners and their financial contributions.* |  |

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| **Budget Justification Narrative**  *Please describe why budget expenses are needed for each category. Values should match items listed above.* | 1. personnel - *Describe the wages and salaries of temporary or permanent staff who will be working directly on the program.*  *[Example: A working payment of $21 an hour will be allocated among two project coordinators for 4 hours a week for the entire program term for a total of $4,368.]* |
| 2. travel - *Estimate the costs of travel and per diem for program staff, consultants or speakers, and participants. Includes plane fares, meals and incidentals, lodging, parking, taxi, and any other cost associated with travel*  *[Example: Train travel from London to Luxembourg for transportation of the 4 trainers. Round-trip cost per ticket is estimated at $100. 4 hotel rooms at $150 per night for 3 nights will require a total travel cost of $2,200.]* |
| 3. equipment - *Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year and costs at least $5,000 per unit.* |
| 4. supplies – *Describe the items and materials that are needed, such as paper, pens and pencils, training materials, computers, printers, etc. If an item costs more than $5,000 per unit, then put it in the budget under Equipment.*  *[Example: Supplies budget will cover promotional materials (such as posters and stickers), food and soft beverages during workshop and at showcase event, and miscellaneous training materials (flip charts, pens, whiteboards, etc.). Total costs are estimated at $1,500]* |
| 5. contractual - *Describe goods and services that the applicant plans to acquire through a contract with a vendor.*    *[Example: Translation services will be contracted for approximately $1,000 ]* |
| 6. other - *Describe other costs directly associated with the program, which do not fit in the other categories.*  *[Example:* *Other costs of $3,000 cover the renting of a space for the 3-day workshop and showcase to fit approximately 50 attendees]* |

### Communications, Community Engagement, and Reporting

*Please tell us how you will promote your program, its achievements, as well as your capacity to report back to us on how the grant funds helped to deliver your program goals.*

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| **Communications Plan**  *Please use this space to consider the following:*   * *Will media attend your program? Which outlets? Will you request U.S. Department of State attendance?* * *How will you promote the program or event?* * *Do you require media assistance from a U.S. Department of State representative?* |  |
| **Social Media**  *Please provide a list of all social media channels, including handles and hashtags, that will be used throughout the program or event. Please also provide website URLs of any channels that you will use to promote it.* |  |
| **Community Engagement**  *Please provide a list of dignitaries, including politicians, business leaders, sportspeople etc., that are expected to attend.* |  |
| **Reporting Capacity**  *Explain how you plan to monitor and report outcomes and outputs of the grant throughout the performance period and in a final report upon its completion. (150 words max)* |  |

### Final Checklist for Submission

*Before submitting your application, please check the following have been completed.*

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| **Have you completed and attached?** | SF-424I  SF-424B  RBI/ Letter from bank with account details  Any supporting documentation |

Acknowledgment of Support

Please Note: It is a condition of this grant that the support of the U.S. Government through the Department of States be formally and publicly acknowledged.

There are regulations pertaining to the use of the Department of State Seal and the wording of acknowledgments both printed and verbal.  Should your application be successful, an Embassy officer will be in touch about the appropriate acknowledgment required.

**I accept & acknowledge the terms and conditions of this grant as set down in this document.**

**Signed by:**

**Name:**

**Date:**