Grant Proposal

Organizations

Public Affairs Section

Embassy of the United States of America in Australia

### Overview

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

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

### Organization Name (Should match DUNS registration and bank account): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Award Amount (US Dollars):

### Date First Payment required (no more than 80% allowed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Project start date:

### Project end date:

### Contact Details for Point of Contact:

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

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

### Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

### Contact Details for Grant Signatory:

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

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

### Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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| --- | --- |
| **Project Description***Are you seeking to promote a free and open Indo-Pacific? Will you be advancing economic prosperity, social justice, or climate change initiatives? Please use this section to tell us why the U.S. Department of State should financially support your project.* |  |

*\*****Note: For-profit organizations are not eligible for U.S. Department of State issued grants.***

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| --- | --- |
| **Organization 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***What problem are you seeking to address and how will you go about performing this task? What long-term benefits will this program deliver? (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 Australia?* ***Note: alignment with policy goals is strongly advised for all grants submissions.*** *Select all that apply:* | [ ]  Strengthening the U.S.-Australia alliance[ ]  Promoting a free and open Indo-Pacific[ ]  Fostering economic opportunities [ ]  Combatting climate change and/or advancing environmental preservation[ ]  Promoting diversity, equity, inclusion, and/or accessibility[ ]  Advancing youth leadership and engagement |
| **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.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Breakdown of Expenses (in USD)***Please illustrate how funding will be distributed, and any costs associated with the program.* ***Please do not alter the table*** |

|  |  |  |
| --- | --- | --- |
| Budget Categories  | Amount  | Total  |
| 1. Personnel
 |    |  |
| 1. Fringe Benefits
 |   |   |
| 1. Travel
 |  |  |
| 1. Equipment
 |   |  |
| 1. Supplies
 |  |  |
| 1. Contractual
 |  |  |
| 1. Construction
 |   |   |
| 1. Other Direct Costs
 |  |  |
| 1. Total Costs (lines 1-8)
 |   |  |
| 1. Indirect Costs (reflect provisional, pre-determined rate and allocation base)
 |  |  |
| 1. Total Costs (9-10)
 |   |   |
| 1. Organization Cost-Sharing

(if applicable)  |   |   |
| 1. Other Contributions

(if applicable)  |  |  |

 |
| **Budget Justification Narrative***Please describe why budget expenses are needed for items listed above and provide a breakdown.* |  |
| **Project Partners and Other Financial Contributors (if applicable)***Please list any additional funding partners and their financial contributions.*  |  |

### Communications, Community Engagement, and Reporting

*We want to hear about positive engagement with the U.S. Department of State and any success your program achieves. 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.*

|  |  |
| --- | --- |
| **System for Award Management (SAM) Number***Please provide your SAM number. If you do not have one, please visit* [*https://sam.gov/SAM/*](https://sam.gov/SAM/)*. It takes up to 10 business days to complete the registration process.* ***You are not eligible to apply for a grant until your registration is up to date.*** | **EIN Number:** |
| **DUNS Registration Number***Your organization must be registered with Illion:* [*https://www.illion.com.au/request-a-duns-number*](https://www.illion.com.au/request-a-duns-number) | **DUNS Number:** |
| **Have you completed and attached?** | [ ]  SF-424[ ]  SF-424A[ ]  Evidence of SAMS number (if new)[ ]  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.

**Please do not submit this application until your organization has a DUNS number and SAM Registration.**

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

**Signed by:**

**Name:**

**Date:**