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|  | U.S. Office of Palestinian Affairs Public Diplomacy Section Grants Program  **OPTIONAL TEMPLATE APPLICATION FORMAT** |
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**1. GENERAL INFORMATION:**

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| **1.1. Applicant Organization** |

a. Organization/Individual Name (English):

b. Organization/Individual Name (Original if not English):

c. Organization Type (non-profit; commercial non-profit; etc.):

d. Address:  e. City/Town:  f. District:

g. Website:  h. Phone Number:

i. Email address:  j. Unique Entity Identifier number:

**For more information about SAM registration, see the links and instructions in the notice of funding opportunity (NOFO) for this grants program; if you do not yet have a SAM registration, say “none” in section 1.1 i.**

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| **1.2. Authorized Representative (the person legally authorized to submit this application on behalf of the organization); If you filled out the information above as an individual, leave this section blank.** |

a. Last Name:  b. First Name:

c. Office Tel:  d. Mobile:

f. E-mail:

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| **1.3. Application Tracking Information** |

a. Date on which you submitted this application:

b. Are you submitting this application in response to a notice of funding opportunity (yes/no):

c. If so, please give the funding opportunity number:

**2. BACKGROUND OF ORGANIZATION:**

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| **2.1. Description:** Give a brief Overview of your organization’s primary work, goals and objectives. |

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| **2.2. Previous grants or other awards received from the U.S. Government** (U.S. Office of Palestinian Affairs Public Diplomacy Section, U.S. Embassy, USAID, etc.).Include the title, year and dollar amount of each award. |

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| **2.3. Other previous experience with the U.S. Government** (U.S. Office of Palestinian Affairs Public Diplomacy Section, U.S. Embassy, USAID, etc)**.** Have you participated in any of our cultural or educational exchange programs? If so, when and which ones, and are you active in our alumni network? |

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| **2.4. Relevant past grants from other sources:** List title grant source, and dollar amount of grants received in the last five years for other organizations if the project funded was similar or related to the project proposed in this application. |

**3. PROJECT DESCRIPTION:**

**3.1. Project information**

a. Project Name:

b. Duration (months):  c. Start date (mm/dd/yyyy):  d. End date (mm/dd/yyyy):

c. Amount of U.S. Government Funds Requested (in U.S. Dollars):

c. Amount of Funds Provided by You/Your Organization or Other Sources (in US Dollars):

**3.2. Executive summary:**

(Give a short description of the goals of your project addressing the following:

1- What specific U.S. Office of Palestinian Affairs and grants program goals and objectives will you aim to achieve (see NOFO Section A)?

2-Who is the primary target audience?

3-What is the substantive American component of the program?

5-What are the primary activities of the project (i.e.: What do you plan to do to achieve the goals and objectives?).

This is just a quick summary, so this section should be no longer than 5 sentences. After reviewing this section, the reader should understand generally what you propose to do and why.)

**3.3. Project Goal and Objectives:**

(State the specific goals and objectives of this project, and explain how they relate to the OPA-PD mission goals and the Grants Program Objectives (NOFO Section A); explain what you want the end result of your project to be and the specific effects you hope to have on your audience and community as a result of this project. Clarify which goals are short term (by the end of the project or shortly after) and long term (a year or more into the future). Be sure to speak about goals and objectives here, not outputs (i.e.: number of participants; number of classes taught or sessions held; etc. Those go in 3.8 M&E along with indicators.) And remember that objectives must be SMART: Specific; Measurable; Achieveable; Realistic; and Time-Limited)

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| **3.4. Problem Statement/Obstacle to be Overcome** |

(Describe the problem or obstacle that you wish to overcome with this project in order to achieve the goals and objectives that you describe above.)

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| **3.5. Project’s Target Audiences** |

(Briefly describe your key audiences for the project, both primary and secondary. Primary audiences are those who will participate directly in the program, while secondary audiences are those who will be reached by the project's primary audiences, as a result of their participation. Audiences are all individuals, organizations or groups outside of your own organization, not your organization's employees. Be sure to include approximately how many people will be reached by your project, including a breakdown of numbers of people reached in different project activities. For example, a teacher training program may reach 20 trainees (primary audience), but as these teachers implement what they have learned from the program, they could reach several hundred students (secondary audience).)

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| **3.6. Project Activities** |

(What exactly will your project do? Describe the tactics and activities you propose to use in order to overcome the problem you defined above and achieve your goals and objectives, including each of the major steps you will need to take in order to carry out the activities successfully and a time line for each tactic/activity.)

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| **3.7. Media Plan and Visibility** |

Your Organization’s Social Media Pages (Facebook,Twitter, Instagram, etc.):

(Describe if and how your project will use media and/or social media activities or campaigns to enhance the reach of your project and its effects. Please also state if you are comfortable publicly advertising that your project is funded by or in coordination with the U.S. government. This is not a requirement, as media and social media engagment may not be appropriate to your project, and branding waivers can be granted in certain circumstances, but at a minimum the program participants themselves must be made aware that they are participating in a U.S. government sponsored program.)

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| **3.8. Monitoring and evaluation** |

(Describe how you will know whether your tactics and activities have actually achieved your goals and objectives. Include a description of how the program will be evaluated and by whom. Explain what baseline data you will use and define your specific indicators of success, their targets, and how you will measure each, as well as the time frame for measurement. It's allowable to add extra time to the end of your project to allow for short and medium term evaluation of success.)

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| **3.9. Key Personnel** |

(Focus on employees of your organization with key roles on the project, giving names, titles, and how much time they will need to spend on the project in order to get the job done. Attach bios and remember to include the in your budget.)

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| **3.10. Project Partners** |

(Briefly describe any key partners in designing and implementing and/or measuring the impact of the project, , including the primary role that each will play in the project. These are all individuals, organizations or groups outside of your own organization, not your organization's employees whose participation will make the project more successful. They are also not the same as the project audiences. For example, a project aiming to encourage engineering and business students to work together to develop new product and marketable research ideas may partner with a university and private sector companies or business people to organize participants and to provide coaching and mentoring. In this case, the university and the private sector actors would be among the project partners.)

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| **3.11. Strengths and Innovations of the Proposed Project** |

(Tell us what makes your project particularly important, interesting, and likely to succeed. What makes it unique or particularly valuable at this time?)

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| **3.12. Sustainability** |

(Tell us how your project or its results may be able to continue or grow after completion. If you have a plan to aquire additional funding to grow, expand or continue the project after this phase is complete, tell us that too. This is not required, but note that OPA-PD grants are generally not meant to become a significant annual contribution to on-going or annual projects or to fund organizational operational costs.)

**4. BUDGET:**

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| **4.1. Budget Summary** |

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| **Category** | **Description/details** | **Requested** |
| Personnel |  | **$0.00** |
| Fringe Benefits |  | **$0.00** |
| Travel |  | **$0.00** |
| Equipment |  | **$0.00** |
| Supplies |  | **$0.00** |
| Contractual |  | **$0.00** |
| Other Direct Costs |  | **$0.00** |
| Indirect Costs |  | **$0.00** |
| **Total Requested:** |  | **$0.00** |
| Contributions |  | 0 |
| **Project Total** |  | **$0.00** |

**Note: You may leave this table blank if you instead use the U.S. Office of Palestinian Affairs Public Diplomacy Section Detailed Budget Spreadsheet template, which is an Excel spreadsheet, to document your proposed budget. That form can be found on the grants page of the U.S. Office of Palestinian Affairs web pages here: [insert ink to optional budget template here]**

**Information about which costs belong in each of the above budget categories can be found in the FAQ section of the same website.**

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| **4.2 Budget narrative** |

(All amounts listed above - or in the Excel form - should be in U.S. dollars. In this section (4.2), describe what you need to pay for and how much will it cost. In other words, you should clearly explain how you came up with the figures given in the table above. For example, if you list $2,000 for supplies in the table above, then your narrative should explain exactly what this represents: 200 software user manuals for project participants estimated at $10 each? 10 e-readers estimated at $200 each? etc. Also explain any project income anticipated, including sources. Check your math carefully. You may attach a separate budget narrative document, but Form SF-424A (budget information form) is still required. Cost shares are not required, but showing a cost share can help demonstrate cost-effectiveness. Cost shares can be money or in-kind services. Be sure to list the costs above in the appropriate category, according to the U.S. Federal Regulations found in 2CFR200. Be sure to follow any specific budget instructions in the Notice of Funding Opportunity, too, as further guidance about budget categories may appear there. Contact the email address listed in the NOFO for this grant program if you need any clarifications about which costs should be listed in the above categories.)

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| **4.3 Miscellaneous** |

(Tell us anything else that you think we really need to know about your application, that you have not been able to include elsewhere in this document.)