

U.S. Embassy Sofia Grant Application Form

Grant requests should be submitted to: SofiaGrants@state.gov

1. Name of Institution/Organization and certification of its status as NGO, Educational or Local Government Institution (include postal address, ZIP code, website):

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2. Background information on Institution/Organization (main goals, activities and past performance)

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2. Main Contact (the individual within the organization authorized to approve grants or to receive and disburse funds):

Name	Title in the Organization	Address
Phone	e mail	Fax

3. Title and Period of the Project (the period should cover all expected disbursement dates):

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4. Two Sentence Summary of Project:*

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*Summary should include the project's goal and major activities. Please stay under 250 characters. A more complete description should be entered in line item 6 below.

5. Target Audience:

Description of Audience

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Expected Number of Individuals Reached

Cities or Regions Reached

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PROJECT DETAILS:

*Please enter all necessary information regarding the proposed project below.
In this part please give as many details as possible.*

6. Description:

Please provide a narrative outline of your project, including goals and objectives, expected outcomes, a timeline, monitoring and evaluation criteria, and any plans to continue the program after this grant ends. If appropriate, describe the people who will benefit and how.

7. Statement of Need / BUDGET:

Please state the funding amount requested and break down your budget within the categories below. Each line item can have as much sub items as necessary to provide a clear account of how funds will be spent. Also explain why you are seeking U.S. Embassy funding for this project and what other funding sources, if any, are anticipated.

Budget Categories	Amount in U.S. Dollars (USD)
1. Personnel	
2. Travel	
3. Equipment	
4. Supplies	
5. Contractual	
6. Construction	
7. Other Direct Costs	
8. Total Direct Costs (lines 1-7)	
9. Indirect Costs* (reflect provisional, pre-determined rate and allocation base)	
10. Total Costs (lines 1 -10)	

8. Project Partners:

Please give the name and key function of all partner institutions, if any.

9. Embassy rationale/recognition:

Please explain why the U.S. government should support your proposal and how Embassy or USG support will be recognized in the program.

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BANK ACCOUNT INFORMATION REQUIREMENT

For USD in USA, EFT payments (ACH) for American grantees:

Name of Bank:

Bank Code:

Bank Account Number:

Routing Number:

For BGN payments:

Name of Bank Account Holder:

Name of Bank:

Bank (SWIFT) Code:

Bank Account Number: IBAN

Correspondent Bank in the U.S.:

For USD payments outside US:

Name of Bank:

Bank Account: IBAN

SWIFT Code:

Name Correspondent Bank for USD payments:

SWIFT of Correspondent Bank for USD payments: