

U.S. Embassy Accra Grants Program Application Template

Note: This is a recommended template and not a requirement. Questions can be directed to: PAStateAccraGrant@state.gov

1. GENERAL INFORMATION

Applicant Organization:	
Organization Name:	
Address:	
Street Address	
City/Town	
District	
Website (if applicable)	
Social Media Page (if applicable, platform and link)	

Organization Director:	
First Name Last Name	
Title	
Telephone	
Mobile	
Email	
Preferred method of contact	

2. BACKGROUND OF ORGANIZATION

2.1 Registration Information:
Is the organization registered, incorporated, or licensed as a legal entity? <input type="checkbox"/> Yes* <input type="checkbox"/> No *If yes, attach a copy of organization's registration form.
Date of incorporation or registration (MM/DD/YYYY):
Date organization was founded:
How organization is primarily funded:
CVs attached in Appendix A for each staff member on the project? <input type="checkbox"/> Yes <input type="checkbox"/> No

2.2 Organization Mission:
2.2.1 What is the purpose (or mission statement) of your organization?

2.2.2 How, if at all, is your organization different than other organizations that work in this field?

2.3 Summary of Expertise: Detail your past work in this area so PAS can better understand your organizations' record of performance and ability to succeed in future projects.

2.3.1 Describe past work in this topic area:

2.3.2 Describe any best practices or lessons learned in previous projects:

2.3.3 From previous work in this area, have you developed networks with other organizations or groups that also work in this field? How, if at all, will this award contribute to those networks?

2.4 Project Partners: Are you going to carry out project activities in partnership with other organizations?

If yes, list the organization name and describe their role in the project.

3. PAST GRANTS

3.1 Grants funded by U.S. Embassy

Have you ever received a previous grant from the U.S. Embassy? USAID, Public Affairs, or another US Government entity? ☐ Yes ☐ No

If yes, provide a list to include:

Project name; Project amount; Period of performance and Results achieved on this program to date.

3.2 Grants funded by other donor organizations

Have you ever received funding from any other donor organization? ☐ Yes ☐ No

If yes, list:
 Project name:
 Project amount:
 Period of performance:
 Results achieved on this program to date:

4. PROPOSED PROJECT DESCRIPTION

4.1 Project Information

Project Name:	
Duration (months)	
Projected Start and End Date:	
Funding Requested	
Location(s) for Implementation	
Program Area	<input type="checkbox"/> Peace and Security <input type="checkbox"/> Media and Press Freedom <input type="checkbox"/> Democracy and Civil Society

4.2 Project Goals and Justification

4.2.1. Elevator Pitch: Provide a brief synopsis advocating the core project idea and how it supports U.S. Mission to Ghana strategic objectives through outreach to the targeted audiences.

4.2.2 Problem Statement: What problem do you intend to address by implementing this grant?

4.2.3 Problem Statement Justification: What evidence, experience or other information supports your problem statement? Why is this a priority?

4.2.4 Goals: What does success look like on this program?

Short-term Outcomes: What specific change(s) do you expect to occur during the grant as a direct result of program activities?

Long-term Outcomes: What specific change(s) do you expect to occur after the program ends that are a direct result of program activities?

4.2.5 What potential obstacles exist that could effect the implementation of the program? For example: obtaining government approval, media/press concerns, availability of electricity/internet

4.2.6 How does your program plan to address the obstacles listed above?

4.2.7 American Content: Explain how you are incorporating a strong American element and/or connection with American expert(s), organization(s), or institution(s) to promote increased understanding of U.S. policy and perspectives.

4.3 Participants / Audience

4.3.1 Describe the target participants in this program. Be as specific as possible. *Possible participant characteristics may include: gender, age-range, education level, geographic location, occupation, socio-economic level, level of education, interests, etc.*

4.3.2 Why are these individuals an important population to reach?

4.3.3 How will your organization access those participants?

4.3.4 Explain the criteria you will use to choose participants.

4.3.5 Explain the steps of your participant selection process to ensure you reach the target audience above.

5. PROPOSED WORK PLAN

Proposed Project Activities: Provide a detailed work plan that clearly identifies each step you will take to plan and implement this project. Please include an activities calendar divided by months/weeks and responsible people as in the example below.

Implementation Activities	Time period	Personnel/Responsible Organization	Resources required, if any
Planning Activities (meetings, obtaining venues, equipment and/or staff)			<i>(for example: staff time, and funding for office space)</i>
Major Project activities			
Follow-on activities			

6. BUDGET

6.1 Budget Summary

Category	Description/Details	Amount Requested
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Other Direct Costs		
Indirect Costs		
Total Requested		
Project Total		

6.2 Budget Notes

1. All project expenses should be calculated in advance and must be realistic.
2. Budgets shall be submitted in U.S. dollars and final grant agreements will be conducted in U.S. dollars.
3. Applicants must submit both a detailed budget and budget narrative justification.

