

# **U.S. GOVERNMENT EXCHANGE PROGRAM ALUMNI GRANT PROPOSAL**

## **I. Brief Information**

Team Members' Names and Alumni Program:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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

Project Period (Date): \_\_\_\_\_

## **II. Introduction to the Team**

Describe your background, which exchange program you participated in and how that program influenced your proposed project. If you are submitting as a team, include for each team member and explain how team members connected with each other.

## **III. Project Summary, Goals and Objectives**

Describe the specific objective or challenge that your team will address with this project and the methods you will use to address it. Explain why your solution is innovative and how many people you plan to reach.

## **IV. Project Timeline and Communication Plan**

Outline the proposed steps for implementation, including timeframes for each major activity. Include the specific responsibilities of each team member.

## **V. Evaluation**

Explain how your team will know if the project was successful or had an impact. Include any tools or methods you will utilize to measure results such as surveys, interviews, focus groups, meetings, analytics, metrics, etc. How do you plan to ensure that the impact of the project continues beyond the initial funding?

## **VI. Proposed Budget**

Provide a list of all project expenses in U.S. dollars, consistent with the proposal narrative and broken down into following categories:

- Personnel: wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the project;
- Travel: the estimated costs of travel and per diem for this project;
- Equipment: any tangible, non-expendable property with a useful life beyond the duration of the project and a cost of \$5,000 or more per unit;

- Supplies: any consumable materials;
- Contractual: goods and services that the applicant intends to acquire through a contract with a vendor;
- Other Direct Costs: other costs directly associated with the project; all expenses must be itemized and explained.

Cost Sharing and Counterpart Contributions should be mentioned in the budget. Cost Sharing refers to monetary or in-kind contributions made by the organization receiving the grant and can include staff time, space, etc. Counterpart Contributions refers to monetary or in-kind contributions made by other organizations.