



Embassy of the United States of America

SMALL GRANT PROGRAM APPLICATION FORM

Note to the applicant:

Thank you for your interest in the U.S. Embassy Copenhagen Small Grants Program. The Embassy receives approximately 60 applications for funding each year. In order to give each application a fair review, we need to ask that you keep a few factors in mind:

- **Be Brief:** Please limit your responses to as few words as possible. Time restrictions don't allow the committee to spend a lot of time with each application. We need to ask that you limit your entries in this application to only the most relevant information for this specific project for which you are submitting an application.
- **English counts:** Your application will be reviewed by Danish and English speakers. It is important that the quality of the English language is good enough to allow the committee to give your application a fair review. Only applications submitted in English will be reviewed.
- **Be concrete:** In order to give your project an advantage, be very clear about what you want to do and why. Please keep the narrative description short and concise. The most valuable section of this application is the Project Description. You should be able to clearly and concretely describe in a few words exactly what you want to do with your proposed project. *

*Tip from the Embassy: No matter if you are writing in English or in Danish (and then translating to English) it is important that your project is clear and easy to understand. When you have finished the application, give it to a friend not related to the project (a family member, a friend in a different field) and ask them to read the document, and then explain the project to you. If your friend can't explain the project after reading your application, ask for feedback on how to make the document clearer. Sometimes experts in one field assume that everyone understands technical terms or important background topics. Remember that not all committee members have a background in NGO management or the arts.



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SECTION I. Project Data

Ref	Applicant Information	
1	Legal name of applicant in Danish*	Not all applicants have a legal name in both languages. Please only complete this line if it is applicable to you.
2	Legal name of applicant in English*	Not all applicants have a legal name in both languages. Please only complete this line if it is applicable to you.
3	Name of project in Danish*	Not all applicants have a project name in both languages. Please only complete this line if it is applicable to you.
4	Name of the project in English*	Not all applicants have a project name in both languages. Please only complete this line if it is applicable to you.
5	Legal seat of applicant (street address, city, state, country)	If you are applying as an individual, please list an address from which you are based. If you are an organization, please give the legal seat of the organization.
6	Legal registration number of organization (ICO) [if applicant is an individual, please indicate this]	If you are an organization based in Denmark, please enter your ICO here. If you are an individual or an organization not based in Denmark, please leave this blank.
7	Website of applicant	Leave blank if you do not have a website.
8	Status of applicant (type of organization) CONFIRM NON-PROFIT STATUS	If you are a Danish organization please enter your legal status. If you are not based in Denmark, please enter your legal status (non- profit) in your home country. Individuals enter "individual." Please note that the Embassy cannot support profit-making organizations. Please confirm that you are a not-for-profit applicant in this section.
9	Year applicant was founded	What is your legal date of opening operations? Organizations only.
10	Name of contact person	Who should we contact for an immediate response if we have questions about your application?
11	E-mail address of contact person	Please give the current e-mail address.
12	Phone number of contact person	Please give the current phone contact information.



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Previous US Government / Embassy support (only if applicable and most recent)		
13	Funding 1: Include project name, amount, implementation dates	<p>If you have received funding from U.S. Embassy Copenhagen in the past, it is important to list the three most recent cases of this support. Please make sure to include:</p> <ol style="list-style-type: none"> 1. Project Name 2. Amount received 3. Implementation Dates <p>Enter all of this information for all three projects.</p>
14	Funding 2: Include project name, amount, implementation dates	<p>If you have received other non-Copenhagen Embassy U.S. Government funding in the past that you think make your application strong, please feel free to enter that information in this space. Please limit the entry to:</p> <ol style="list-style-type: none"> 1. Name of US Government Agency 2. Project Name 3. Amount received 4. Implementation Dates
15	Funding 3: Include project name, amount, implementation dates	See instructions above and complete only if you have three cases of previous U.S. Embassy Copenhagen or US government funding.
Project Information		
16	Dates of project implementation	Please indicate a specific start and ending date
17	Location of project implementation	Where exact will this project take place? Please indicate venues if you know them in advance.
18	Expected number of beneficiaries	Number of people you expect to reach
19	Total project budget (for detailed budget description please use budget template)	<p>What is the total budget of your project? Combine the Embassy support with all other donors. How much will your project cost total to implement?</p> <p>You may enter an amount in KRONER or in USD, but please make sure that the number here corresponds to the budget in Section IV.</p>
20	Amount being requested from U.S. Embassy Copenhagen	How much partial support are you requesting from U.S. Embassy Copenhagen with this application?
21	Percentage of total budget being requested from U.S. Embassy	<p>Here is a simple formula to determine your percentage:</p> <p>Amount requested from the US Embassy X 100 / Total project budget = %</p> <p>Embassy Request: USD 1,000 Total project budget: USD 4,500 USD 1,000 * 100 / USD 4,500 = 22%</p>
22	Other Partners	Please list other partners supporting your project
23	Date of Application Submission	What date will you submit the application via email



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SECTION II. Organization Information

Organization Background	Please limit to highlights and include information relevant to the proposed project
<p>In this section we are looking for highlights from your past (the past of the organization) that relate directly to the application you are submitting.</p> <p>Please use the character counter and limit your response to approximately 1,500 characters. You will not be penalized for going over the limit, but please try to be brief. The key to success is to be clear and brief and make a strong point about why you are qualified to implement the project you are proposing.</p>	
Project Team	Specifically, who will be involved with organizing this project? Please provide names and a brief outline of their experience/ qualifications
<p>Who is responsible for implementing this project in your organization or who will assist you if you are an individual?</p> <p>Explain to the committee who will be the person running the project and what relevant experience they have to make the project successful. Please limit your response to a few lines about each person. There is no need to enter non-relevant, extra information in this section.</p>	



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SECTION III. Project Description

Project Description 2,000 characters		Please describe your project, including the activities you plan to carry out, as well as its overall goal and objectives?	
<p>In this section, you will explain what exactly you will do. The reader should be able to understand the overall goal and objectives of your project and the activities that you will carry out. Please use the character counter and limit your response to approximately 2,000 characters.</p>			
Activities		List of planned activities	
Activity	Screening of five animated films during festival	Location/ date	Copenhagen/ Jan 5, Jan 20, Feb 1, Feb 10
Activity	Panel discussion with John Black	Location/ date	University of Copenhagen/ 3 September
Activity	Master class with John Black	Location/ date	University of Copenhagen/ 7 September
Activity		Location/ date	
Activity		Location/ date	
Project Outcome 1,500 characters		What results/ outcomes do you hope to achieve with the proposed project?	
<p>What is the big picture outcome of your project? When everything is done and all activities have been carried out, what will have changed? What will be the result of the project specifically for the target audience that you defined in the project data section?</p> <p>Please use the character counter and limit your response to approximately 1,500 characters. You will not be penalized for going over the limit, but please try to be brief. The key to success is to be clear and brief and make a strong point about why you are qualified to implement the project you are proposing.</p>			



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SECTION IV. BUDGET

	The Embassy is looking for the following in your breakdown budget:
<p>As we review your budget, we are specifically looking for:</p> <ul style="list-style-type: none">• A realistic understanding of the financial resources needed to carry out your project.• Your ability to spend efficiently and in-line with non-profit expectations.• To identify ineligible expenses in the case that your project will be funded. <p>Please keep in mind that this budget will be used to compare your project against other projects in a similar priority area. The quality and transparency of your budget will help us evaluate your application fairly. You do not need to complete each line in the budget. Feel free to leave spaces blank.</p> <p>Please feel free to report in USD if that is more applicable for your project (expenses incurred out of Denmark). In that case, please change KRONER to USD and indicate what exchange rate you are using for USD to KRONER. Please make sure to report in only one currency, i.e. all in USD or all in KRONER.</p>	

Please see the following pages for an example of an itemized budget.

IF YOU HAVE QUESTIONS: please feel free to write us at Copenhagengrants@state.gov



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Section IV. BUDGET

1	Project Management Human Resources	Unit	Number of Units	Unit Rate	Currency *	Total	U.S. Embassy	Other
1.1	Honorarium for artist	Lump sum	1	3,000	KRONER	3,000	3,000	0
1.2	Project Assistant	month	1	2,000	KRONER	2,000	3,000	2,000
1.3	Hostess	day	5	500	KRONER	2,500	0	2,500
1.4								
1.5								
Chapter Sub-total						7,500	6,000	4,500
2	Support costs (be specific)	Unit	Number of Units	Unit Rate	Currency	Total	U.S. Embassy	Other
2.1	Travel cost for artist	Lump sum	1	4,000	KRONER	4,000	4,000	0
2.2	Housing for artist	nights	5	1,000	KRONER	5,000	5,000	5,000
2.3								
2.4								
2.5								
Chapter Sub-total						9,000	9,000	5,000
3	Seminars/Events/ publications (be specific)	Unit	Number of Units	Unit Rate	Currency	Total	U.S. Embassy	Other
3.1	Rent of Gallery Space	month	1	6,000	KRONER	6,000	0	6,000
3.2	Promotional Materials	Lump sum	1	1,000	KRONER	1,000	1,000	0
3.3								
3.4								
3.5								
Chapter Sub-total						6,000	1,000	6,000
4	Professional Services (be specific)	Unit	Number of Units	Unit Rate	Currency	Total	U.S. Embassy	Other
4.1	Interpretation	day	1	500	KRONER	500	500	0
4.2								



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4.3								
4.4								
4.5								
Chapter Sub-total						500	500	0
5	Other (be specific)	Unit	Number of Units	Unit Rate	Currency	Total	U.S. Embassy	Other
5.1	Opening reception	people	100	50	KRONER	5,000	0	5,000
5.2								
5.3								
5.4								
5.5								
Chapter Sub-total						5,000	0	15,500
Total without Overhead						28,000	16,500	
Overhead						5,000	0	5,000
Grand Total						86,500	16,500	20,500

* Please feel free to report in USD if that is more applicable for your project (expenses incurred out of Denmark). In that case, please change KR to USD and indicate what exchange rate you are using USD to KR. Please make sure to report in only one currency, i.e. all in USD or all in KR.

Revised May 20, 2016