Muskie Alumni Small Grants Program

About the Muskie Alumni Small Grants Program
The Muskie Alumni Small Grants Program, a program of the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State, supported by the people of the United States, and implemented by IREX, provides grants of up to $3,000 for individual projects or $6,000 for joint projects to alumni of the Edmund S. Muskie Graduate Fellowship Program (Muskie) for community, professional development, and entrepreneurial projects and activities.

Community or Public Service Projects are designed to provide funding for projects that benefit the community at large. Alumni are encouraged to work with other alumni and/or volunteers to carry out program activities. For potential project ideas, please refer to the Alumni Small Grant How-To Guide.

Professional Development Projects are designed to provide funding for professional development activities that develop the professional knowledge and skills of the applicant, other ECA alumni, and/or professional colleagues, and facilitate professional networking opportunities. For potential project ideas, please refer to the Alumni Small Grant How-To Guide.

Entrepreneurial Projects are designed to provide funding for launching innovative or entrepreneurial activities benefitting the local community. For potential project ideas, please refer to the Alumni Small Grant How-To Guide.

TECHNICAL ELIGIBILITY REQUIREMENTS
Candidates will be considered without respect to race, color, religion, national origin, or gender. Persons with disabilities are strongly encouraged to apply. The Muskie Alumni Small Grants Program (ASG) is a merit-based competition open to:

- Alumni of the Edmund S. Muskie Graduate Fellowship Program (Muskie)
- Alumni in good standing
- Citizens of Armenia, Azerbaijan, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, or Ukraine who are currently residing in one of these countries at the time of application
- Individuals who have successfully fulfilled all requirements of previously awarded alumni grants
- Individuals who submit a complete application, including a complete online application narrative and budget, personal CV and, if applicable, collaborator CVs and proposed agendas

Individuals in the following circumstances are NOT eligible for the Alumni Small Grants Program:

- Individuals currently residing or working outside of one of the Eurasian countries listed above
- Individual applicants applying for more than $3,000. Only joint applications are eligible for up to $6,000.
- Local employees of the U.S. missions abroad who work for the U.S. Department of State are ineligible for grants during the period of their employment and for one year following the termination of employment
- Current IREX employees and consultants and their immediate family members (spouses, parents, children, and siblings)

IREX reserves the right to verify all of the information included in the application. In the event that there is a discrepancy, or information is found to be false, the application will immediately be declared invalid and the applicant ineligible. Incomplete applications will not be considered.

Applications not meeting the above technical eligibility requirements will not be forwarded to the selection committee.

Applications are free of charge and application information may be duplicated.

Application Deadline: April 14th, 2015
FINANCIAL PROVISIONS OF GRANT
The maximum grant award to an individual alumna/us is $3,000. Alumni are welcome to collaborate with other Muskie alumni (including eligible alumni from other countries) to submit a joint project proposal of up to $6,000.

Disbursement of Funds
Grant funds will be awarded in two separate payments: 90% of the grant will be paid at the beginning of the grant period (minus any deductions for U.S. colleagues’ international travel, which must be booked through IREX. See International Plane Tickets below.). After the submission and approval of the project’s Final Report, grantees will be reimbursed up to the final 10% of their grant award, based on actual expenses reported in the Final Financial Report. Although grantees may not be required to submit receipts to the IREX/DC office, alumni are required to keep their own receipts for three years and will need to consult the Terms & Conditions of their award to determine if they are required to submit hard copy or scanned receipts to their local IREX office. Please check with your local IREX office for additional financial reporting guidelines at the beginning of the grant period. In cases where not all funds are spent, alumni must return unused funds to IREX.

Some ASG grantees will receive their grant funds as a wire to their personal bank accounts. Consequently, these grantees will be asked to supply bank information in their Terms & Conditions document. For any non-U.S. based account, grantees must provide corresponding bank information (the bank holding your account can provide you with this information). It can take up to several weeks for funds to be dispersed to grantees.

Please note: Funds disbursed in local currency may not exceed the total awarded amount in U.S. dollars.

Unallowable Costs
ASG funds may not be used for the following:

- To purchase computer hardware or office equipment (i.e. printers, photocopiers, fax machines, webcams, software, etc.)
- To purchase construction and/or building materials (i.e. lumber, hardware, flooring, siding, lighting, plumbing fixtures, etc.)
- To purchase furniture
- To pay for web design, domain, or hosting fees for an organizational or personal web sites
- To purchase alcohol
- To give gifts or donations
- To provide honorarium or salaries to ECA alumni, including the grant recipient
- To reimburse travel expenses for ECA alumni to attend conferences

International Plane Tickets
According to U.S. government regulations, all U.S. colleagues who travel to Eurasia for professional collaboration as part of an Alumni Small Grant must use a U.S. air carrier for their international travel. This regulation is known as the Fly America Act. Therefore, all international tickets purchased with ECA/IREX funds must be purchased directly through IREX. Please contact asg_inbox@irex.org in order to obtain airfare estimates before submitting your application and budget. An international plane ticket on a U.S. carrier generally ranges from $900-$2,500, although during busy travel seasons it can be more expensive.

Taxes and Wire Fees
Grant recipients are responsible for all taxes or bank processing/wiring fees incurred by receiving an Alumni Small Grant. However, applicable taxes and bank fees on the grant amount received from IREX may be included in the project budget.

Please note: Some Eurasian countries consider a grant from a non-commercial organization to be taxable income. Grantees are responsible for knowing the tax laws of their home country and/or the country of research. IREX cannot comment on or give tax advice.

SELECTION PROCESS AND CRITERIA
Each application will first be reviewed by your local IREX field office for technical eligibility and then all eligible applications will be forwarded to a selection committee in Washington, DC. The committee consists of a representative of ECA, as well as regional American scholars and technical experts. IREX staff provides administrative support only and does not vote during the selection process.

Applications are free of charge and application information may be duplicated.

Application Deadline: April 14th, 2015
The selection committee will judge the applicants based on the following criteria:

- Potential impact of project on and benefit to the applicant’s community and/or other alumni
- Responsiveness to beneficiaries’ needs
- Strength and feasibility of project design
- Cost effectiveness of the proposed budget

Preference will be given to those applicants and project collaborators who have not previously been awarded an ASG grant.

The selection committee expects each application to contain cost-share, be it through direct financial support from another organization or individual, or through in-kind contributions. Whenever possible, IREX encourages recipients to partner with American Corners and other local organizations to save on costs. Letters guaranteeing cost-share contributions must be submitted with the application.

PROGRAM TIMELINE

- Application Deadline: - April 14, 2015
- Grant Award Recipients Announced: - May 2015
- Grant Period: - June 2015 – November 2015

GENERAL APPLICATION INSTRUCTIONS

- Grant applications should be filled out online.
- All questions must be answered in English.
- Applicants must provide English translations for all documents in local language (reference letters, cost-share letters, etc).
- If you are collaborating with another Muskie alumnus, you are eligible to receive up to $6,000 in funding. A primary applicant should submit the application, and information about the collaborating alumni should be included under Section IV (Collaborator Information).
- Information about non-alumni collaborators should also be listed under Section IV (Collaborator Information). Please note, however, that only projects that involve two or more alumni are eligible for grants up to $6,000.
- Responses to essay questions in the online application (sections VI, IX, X, and XII, and the combined totals of parts 1 and 2 of sections VI and XI) should be between 100-500 words long each.
- Include your full, legal name as it is spelled in your international passport. Do not translate name spellings (for example, write Mariya and not Mary).
- Provide complete contact information, including postal index codes for all address and country and city codes for telephone and fax numbers. Do not translate street or city names into English (for example, write Prospekt Mira not Peace Avenue).
- Do not leave any space blank. If a question does not apply to you, write N/A (not applicable).
- All CVs and supporting materials should be typewritten (if possible) and submitted with the complete application online.

If you have any questions about preparing a project application, please refer to the ASG Small Grants How-to Guide.

SUPPLEMENTAL DOCUMENTS

1. **Curriculum Vitae (CVs).** Application packages must include the most recent CVs for each applicant. Please keep the CVs as brief as possible, highlighting educational and professional experience and only the work experience that directly relates to the project proposal.

2. **Support Letters.** Applicants must provide the following letters of support:
   - Support letter(s) from participating American colleagues
   - Support letter(s) from institutions/individuals providing cost share for the project

Applications are free of charge and application information may be duplicated.

*Application Deadline: April 14th, 2015*
3. **Detailed Agenda(s).** Applicants must provide a detailed agenda for any proposed workshops, conferences, or other events. Agendas must be comprehensive and detailed, with information provided for each session of the workshop, conference, or other event.

**INTERNATIONAL EXCHANGE ALUMNI**

All ECA alumni are encouraged to register and use the International Exchange Alumni website, at [https://alumni.state.gov](https://alumni.state.gov). International Exchange Alumni is a web-based interactive directory for alumni of Department of State exchange programs. It extends the exchange experience for alumni after they return home from the U.S. This site also allows alumni to stay in contact with one another and with the Bureau of Educational and Cultural Affairs through networking and the sharing of useful information about professional opportunities. International Exchange Alumni may help small grant applicants when formulating a project idea or disseminating information about their project to other alumni. Muskie Alumni Small Grants Program applicants and all ECA alumni are strongly encouraged to register.
MUSKIE ALUMNI SMALL GRANTS PROGRAM
ON-LINE APPLICATION HOW-TO GUIDE

ABOUT THIS GUIDE

This Small Grants Application How-to Guide has been developed with the ASG Application Instructions to help alumni of the Edmund S. Muskie Graduate Fellowship Program (Muskie) to develop their ideas for small grant proposals and complete the small grant online application. The guide includes four main steps to help you in the successful completion of the application.

Step One: The Idea provides information about what applicants need to think about as they consider submitting an application for consideration.

Step Two: Writing the Application guides you through each section of the online application providing helpful hints and examples on what each section should include.

Step Three: Creating Your Budget contains information about the steps and what applicants need to think about when putting together a budget. It also walks you through the step-by-step process of completing the budget.

Step Four: Reviewing and Submitting Your Application provides information about reviewing and submitting your application to IREX through the online application system.

A glossary of terms used throughout the application and small grants process is included at the end of the document.

ABOUT THE MUSKIE ALUMNI SMALL GRANTS PROGRAM

As part of Muskie, all alumni are eligible and encouraged to apply for grants of up to $3,000 ($6,000 in case of joint applications) for three categories of projects - Community or Public Service Grants, Professional Development Grants, or Entrepreneurial Project Grants. The small grants program is a program of the Bureau of Educational and Cultural Affairs (ECA) of the US Department of State, implemented by IREX.

The application is online. To begin a new application, please visit: https://oas.irex.org/asg_muskie/
Successful grant writing involves comprehensive advance planning and preparation. Before you begin to work on a small-grant application, it is very important to think through all of the necessary steps to successfully implement the project. You will have to coordinate, plan, research, organize, write, prepare your budget, and submit your application, budget and supporting documents. Then, if you are selected as a finalist, you will have to respond to any questions that the selection panel may have before your proposal is approved. It is important to consider the time and planning a small grant project will involve before you begin the process.

Identifying a Need and the Type of Proposal to Submit

Once you have carefully considered all of the components of writing and implementing a small-grant project you must determine the type of project you are interested in implementing. You can do this by:

- Formally or informally surveying the potential beneficiaries of the project, or
- Observing your community and deciding on your own what need you would like to address and what sort of project to implement.

Based on survey results or observation of your community and the availability of and access to materials and potential collaborators, choose one of the three small-grant program types that best fit the type of project you would like to apply for.

The three small-grant categories are:

1. **Community or Public Service Grant** - This grant is designed to provide funding for projects that benefit the community-at-large. Alumni are encouraged to work with other alumni and/or volunteers to carry out project activities. Activities proposed under this category may include, but are not limited to:

   - Conduct a public awareness campaign on HIV/AIDS
   - Organize a series of volunteer events (i.e. environmental clean-ups)
   - Develop a mentoring program for at-risk youth
   - Launch a campaign to build school workers' capacity to sustain healthy schools
   - Organize a week-long Model UN conference for local youth
   - Teach professional skills to disadvantaged populations

2. **Professional Development Grant** - This grant is designed to provide funding for professional development activities that develop professional knowledge and skills of the applicant, other ECA alumni, and/or professional colleagues, and
facilitate professional networking opportunities. Activities proposed under this category may include, but are not limited to:

- Develop a technology training program for EFL teachers
- Launch a pilot program on literacy promotion at a local NGO
- Fund the travel of a US professor to an eligible Eurasian country and co-facilitate a series of seminars on US foreign policy for graduate students

3. **Entrepreneurial Project Grant** – This grant is designed to provide funding for launching innovative or entrepreneurial activities benefitting the local community. Activities proposed under this category may include, but are not limited to:

- Seed money for a vetted business or social entrepreneurship concept
- Funding to launch a sustainable project addressing a local community need
- Resources for a market-responsive training or innovative professional development project.

For more ideas about successful ASG projects, please review current *News and Impact* stories about successful ASG projects:

**Art Therapy for Children with Disabilities**

**Young Women Leaders Represent Russia at Girls 20 Summits**
http://www.irex.org/news/young-women-leaders-represent-russia-girls-20-summits

**UGRAD Alumnus Launches Model United Nations in Turkmenistan**

**Ukrainian Youth Develop Eating Disorder Prevention Program**

**Collaborative Projects**

You now have an idea of the project you want to develop and have identified the appropriate grant type based on the three grant categories identified above. If you want to develop a collaborative project with other alumni or an American colleague, the next step is to identify a collaborator(s). As a reminder, a collaborative project with two or more Muskie alumni is eligible for up to $6,000 in funding.

People are generally helpful when you approach them for professional assistance because this means that you have respect for the work they do. Forming a network of professional contacts that you will have for the rest of your career is one of the invaluable benefits of participation in a program such as Muskie.

It can be helpful to “plant the seed” for potential collaboration by simply informing a colleague of the opportunity before actually approaching them to officially collaborate. Then, once you have the idea for the project, approach them and collaboratively develop the idea into a tangible project that you can propose and implement together.
Step Two: Writing the Application

Thus far, you have identified an idea for the project, you know what type of grant you will apply for, and you have identified a collaborator, if applicable. Now, it’s time to move on to the planning and writing stages of the application.

Writing a Statement of Need

The Statement of Need is the proposal component that expresses the issue, concern or problem that you want to address in your grant. The statement of need explains:

- What is the issue/problem/need you will address through your project?
- How will the project have an impact in your community and/or other alumni?
- Why this is important to you?

It is important to remember to be realistic about the needs you are trying to address and the impact of your project given its size and scope. For instance, a nationwide problem cannot be addressed within the scope of this grant. However, as the applicant, you can select to address an issue that has an impact within your immediate community or its surroundings.

Identifying Program Goals and Objectives

State the project goals and objectives clearly and concisely. You should use active (not passive) verbs. The “goal” of a project is the overall purpose toward which program activities are directed. Goals are generally intangible, meaning they cannot be measured.

The “objectives” are the intended outcome(s) of a project. Objectives are tangible and measurable.

Sample Program Goal

The goal of this project is to implement a summer camp for local high school students aimed at increasing their awareness of social issues within their communities and providing them with the skills and knowledge to develop projects aimed at addressing these issues.

Sample Program Objectives

- Train high students in the basics of project management including how to assess the needs of the community and developing and outlining a project plan
- Strengthen students’ knowledge of and skills in leadership, effective communication, and team work
Identifying the Targeted Beneficiaries

In this section, you identify who will benefit from your project. It is likely that you will have a clear idea of who your target beneficiaries are as soon as you have your project idea. Here are some questions that you need to think about as you complete the targeted beneficiaries section of the proposal application:

- How many people will my project directly impact?
- Who will indirectly benefit from my project?
- Where are the beneficiaries located?

The targeted beneficiaries section should—at minimum—answer the three questions above. If you have identified more details about your beneficiaries, you should include this information as well.

Sample Targeted Beneficiaries:

Through the workshop, this project will directly reach:
- Twenty (20) local high school students (participants at the camp) from four schools
- Two (2) Peace Corps volunteers (trainers at camp)
- Two (2) Muskie alumni (trainers at camp)

This project will indirectly reach:
- One hundred classmates with whom participants share their knowledge and skills they obtained through their projects following the camp

Identifying the Roles of Project Collaborator(s):

This section describes the roles and responsibilities of the principal applicant and, where applicable, the collaborator(s) for each step of the program activities.

Identifying the roles of each collaborator in the project is essential for good project design and successful implementation. As part of your planning, you and your collaborator should review the list of activities and consider the steps needed to complete each activity. Then, you should determine who will be responsible for each task. In the “Project Collaborators’ Roles” you should write a concise, yet detailed description about what each person will be responsible for over the course of the project’s implementation.

Outlining Program Activities

This section should carefully describe all of the activities that will be carried out over the course of the project. Each activity should include the following information:

- What will you do?
• When will you do it?
• Why?
• How long will the activity take to implement (days, months, etc)?
• How will you plan to implement the activity?
• Who will assist you in implementing the specific activities and serve as trainers (if applicable)
• If implementing a workshop, a detailed workshop agenda must be included with your supporting materials.

Sample Program Activities Outline

This project will include the following activities:

Summer Camp:

• Five day camp conducted at recreational/conference center in Chisinau from July 4-9.
• The camp will involve interactive skill building sessions (9:00am – 3:00pm) followed by two hours of recreational and team-building exercises each day. During training sessions, participants will have the opportunity to work in teams to brainstorm community project ideas and design sample projects that they can implement in their communities. They also will develop detailed action plans for their projects. See Appendix for a detailed agenda.
• Sessions will be lead by two Muskie alumni and two Peace Corps volunteers

The more detail included, the better!

Writing a Monitoring and Evaluation Plan

The project’s Monitoring and Evaluation (M&E) plan is extremely important. The M&E plan evaluates the impact of the project in the community once the project is complete. The M&E plan should assess whether and to what extent the program objectives were met.

In the M&E plan, the following things need to be addressed:
• What are the objectives of your project? (These are the same objectives you wrote earlier in the proposal)
• What are the anticipated outcomes/what do you expect to accomplish with the project?
• How will you assess the extent to which you have achieved your intended result? How will you know that your project has been successful?
• How do you plan to measure the results of your project?
Creating a Project Timeline

The project timeline should include all activities taking place before, during and after the actual implementation of a project. The timeline is different from an agenda you would create for a workshop in that it includes pre-planning and post-program tasks/activities. The timeline must, at minimum, include the following information:

- Date (or range of dates) when a particular activity will happen
- Name of the task

Sample Project Timeline

<table>
<thead>
<tr>
<th>Dates</th>
<th>Activity</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Preparation</strong></td>
<td></td>
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</tr>
<tr>
<td>March 1 - 20</td>
<td>Recruit volunteer trainers</td>
<td>Anna</td>
</tr>
<tr>
<td>March 15 - April 15</td>
<td>Develop training materials and summer camp evaluations</td>
<td>Anna and Natalia and volunteer trainers</td>
</tr>
<tr>
<td>April 15-20</td>
<td>Identify and secure facilities and equipment</td>
<td>Natalia</td>
</tr>
<tr>
<td>April 20 - April 25</td>
<td>Create flyers and develop criteria for selecting participants</td>
<td>Natalia</td>
</tr>
<tr>
<td>April 30 - May 15</td>
<td>Distribute flyers at local high schools to advertise camp</td>
<td>Anna</td>
</tr>
<tr>
<td>May 15 – 25</td>
<td>Select participants</td>
<td>Anna and Natalia and volunteer trainers</td>
</tr>
<tr>
<td>May 20 - 25</td>
<td>Make arrangements for food and order supplies</td>
<td>Natalia</td>
</tr>
</tbody>
</table>
| May 25 - June 3 | Print training materials and prepare nametags and other relevant materials | Anna |}
| June 4      | Register participants                               | Anna and Natalia and volunteer trainers |
| **Workshop**                                       |                                     |                                  |
| June 4 - 9  | Conduct Summer Camp                                 | Anna and Natalia and volunteer trainers |
| **Evaluation**                                     |                                     |                                  |
| June 10 - 15 | Conduct summer camp evaluation (students)          | Anna and Natalia                 |
| June 15 - 30 | Analyze evaluation data                             | Anna and Natalia                 |
| **Reporting**                                      |                                     |                                  |
| July 2 - 16 | Write project report                                | Anna and Natalia                 |
| July 20     | Submit project report                               | Natalia                          |

Supplemental Materials

Supplemental Materials are documents that confirm or support information about you and your grant proposal, and agendas for any workshops, conferences or other events. You must include the following supplemental materials with your online application:
1. **Curriculum Vitae (CVs).** Applications must include the most recent CVs for each applicant. Please keep the CVs as brief as possible, highlighting educational and professional experience and only the work experience that directly relates to the project proposal (two page maximum per CV).

2. **Support Letters.** Applicants must provide the following letters of support:
   - Support letter(s) from participating American colleagues (if applicable)
   - Support letter(s) from institutions/individuals providing cost share for the project

3. **Detailed Agenda(s).** Applicants must provide a detailed agenda for any proposed workshops, conferences, or other events. Agendas must be comprehensive and detailed, with information provided for each session of the workshop, conference, or other event.

Please note: If the required support letters from the institutions/individuals providing cost share for the project are not submitted at the time of the application, the grantee will be required to submit the support letters in order to receive the award funds.

**Curriculum Vitae (CVs)**

As you prepare your proposal application, you must remember to include your curriculum vitae (CV) and those of your collaborator(s). Most of you already have a CV, but in the event that you do not have one, you can use the sample template below to create your own. The CVs you submit with this application must be **no more than 2 pages**.
Step Three: Creating a Project Budget

The project budget is one of the most important elements of your proposal. The budget is the reflection of your project in numbers. It should include all the necessary costs to carry out every step of your project. Here are a few steps to help you in the planning and development process for your budget.

Quotes/Estimates

You need to start planning your budget as soon as you start thinking of the activities you want to implement in your project. It takes planning and research to put a budget together. The first step is to think about each activity that you will be carrying out and make a list of each expense you anticipate will be associated with each activity. You can create a table in Excel with a list of items per activity and keep track of the cost of the items that you will need. The goal is to think about every single thing that you will need to pay for in order to complete the activity successfully.
Once you have made your list, you need to find out the price of the necessary items. To accurately estimate prices, identify stores or vendors from which you can purchase the items and/or services. Possible resources include local shops, the internet, your collaborator(s), other alumni who may have done a similar project before, your professional colleagues, etc. It is important to compare prices as you reach out to vendors. Shop around and get a couple of quotes or price estimates to make sure that you are getting the best price for what you need.

Here are some examples of prices you can get from different vendors:

Local school supply/stationery store
- The cost of stationery material, flip chart paper, books

Local restaurants:
- Cost of supplying snacks and lunch

Computer and equipment rental stores:
- Cost to rent any audio/visual equipment that you may need

Local community center/hall:
- If you are paying for the cost of the venue to carry-out an event you can seek out community centers, community halls, or schools that may rent space to find out how much it would cost you to rent the venue to hold your event

Local bank:
- Contact your local bank to find out about wire fees that you may be charged when receiving money from the U.S.

Internet:
- Estimates for airfare prices can be found through sites such as [travelocity.com](http://www.travelocity.com), [kayak.com](http://www.kayak.com), [sidestep.com](http://www.sidestep.com), [cheaptickets.com](http://www.cheaptickets.com) etc. However, please note that tickets for U.S. colleagues traveling to Eurasia as part of an ASG must be in compliance with the Fly America Act and purchased through IREX (see ASG Application Instructions). These tickets are often much more expensive than those found on the discount sites listed above.
- Visa costs for your U.S. collaborator can be found through your country’s embassy website

U.S. Collaborator (if applicable):
- Your collaborator can be a great source for information regarding costs such as taxis, airfare, or visas in the U.S. Working with your collaborator to find out about prices in the U.S. is also another way of including them in the process.

Other alumni:
- You should always tap into your networks. If there are alumni who have applied
for an alumni grant before, it is likely that they will be able to steer you in the right direction and provide information not only about costs, but also about the materials or goods you may need to complete your activities. Reach out to alumni either directly or through the Google group or list serv. They are likely to respond and can be one of your best assets in this process.

Local Authorities/Accountants:
- You need to be aware of any taxes that you may be liable for in your home country for receiving funds for this grant. Contact the local revenue service, a certified accountant, or other authority in your country that can advise you on the potential personal income tax and other taxes you may be responsible for. Include this in your budget.

*Once you have identified where you need to go to get the information you need, you can request quotes or estimates. Remember to shop around for the best prices.*

Creating your budget

At this point, you have done your homework, know what you need, and have a good idea of how much things will cost based on your research and pre-planning. You are now ready to create your budget in the online application system. Although you may be keeping track of your project budget in a separate Excel spreadsheet, you need to include all your budget line items in the online application system. IREX will not accept any other budget format – you must use the online system.

The online application system includes a list of suggested budget line item categories (see below). You can also add additional line items using the “Other” category.

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<thead>
<tr>
<th>Item Category</th>
<th>Unit Type</th>
<th>Unit Cost</th>
<th>Units Needed</th>
<th>Total Requested from IREX</th>
<th>Cost Share Contribution</th>
<th>Notes</th>
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<tbody>
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<td>Administrative – Bank fees</td>
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<td>Administrative – Other</td>
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<td>Administrative – Postage / shipping</td>
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<td>Administrative – Taxes</td>
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<td>Supplies – Books (reading)</td>
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<td>Supplies – Copying / Xerox / printing</td>
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<td>Supplies – Flip charts / posters / paper / notebooks</td>
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<td>Supplies – Other</td>
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<td>Supplies – Pens / pencils / markers</td>
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<td>Travel – Airfare (domestic, round trip)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel – Airfare (international, round trip)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
You may use all, some, or only a few of the suggested budget categories. Consider whether you will have any of the following expenses:

- **Administrative - Communications**: Under this subcategory you should include anticipated expenses such as telephone calls, telephone cards, internet café expenses, etc.

- **Administrative - Taxes**: Under this sub-category you should include any tax costs that you anticipate having in connection with this grant; this includes personal income tax that you may be responsible for in your home country for receiving this grant.

- **Travel**: Under this category you should include any anticipated expenses for ground transportation (taxis, buses, trains, car rentals) and air transportation (international and domestic) for you and/or your collaborators (if applicable).

- **Travel - Per Diem**: Per diem is made up of two separate expenses 1) hotel room and 2) meals and incidentals.
  - **Hotel Room**: Under this category you should include any anticipated expenses for hotels or other accommodations that the applicant or collaborator(s) have to pay for to implement the project (on the way to your country and in your country).
  
  - **Meals and Incidentals**: under this category you should include the cost of meals for you (if you are traveling as part of the grant) and/or your collaborator(s).

  Incidentals refer to:
  1) Fees and tips given to porters, baggage carriers, bellhops, hotel maids...
and hotel servants in foreign countries; and

2) Transportation between places of lodging or business and places where meals are taken, if meals can’t be found within or near hotel.

- **Travel - Visa fees:** This subcategory refers to the cost of obtaining a visa(s) for your collaborator(s) to get to your country (this includes transit and visitor’s visas).

- **Workshop - Venue Rental:** If you proposed an activity such as a workshop or fair that will require you to pay for space to hold the event, you would include the cost of renting that space under this category.

- **Workshop - Participant Transportation:** Under this category you would include expenses such as bus fares, train fares, taxis, etc. that you will incur to bring project participants to activities that you will implement under your project such as a workshop.

- **Workshop - Participant lodging:** Under this category you would include the cost of hotels, guest houses, or other accommodations for project participants attending an activity such as a workshop that you will be implementing.

- **Workshop - Meals / refreshments:** Under this category you will include any anticipated expenses associated with providing food to participants. For example, if you are conducting a workshop or holding an after-school club, you might have to buy snacks, sodas, tea, coffee etc. to provide to your participants.

- **Supplies:** Under this category you should include expenses such as: paper, books, booklets, pens, markers, pedagogical materials, etc. that you will need to carry out your project.

- **Workshop - Equipment Rental:** Under this subcategory you should include any anticipated expenses to rent equipment such as projectors, laptop audio/visual equipment, etc.

- **Other:** You should enter other expenses that you anticipate to have in connection with your grant that do not fit in any of the categories above.

As you work on your budget, remember that you must enter all costs in **U.S. dollars**, and not in your local currency.

Before you finish each line item, make sure that you write your budget notes. The purpose of the budget notes is to explain to the selection committee any assumptions and details behind the numbers.

If you have costs that are cost shared, enter them as you go along, completing each section under the Cost Share Contribution column.
Continue to complete each necessary line item:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Unit Type</th>
<th>Unit Cost</th>
<th>Units Needed</th>
<th>Total Requested from IREX</th>
<th>Cost Share Contribution</th>
<th>Budget Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel – Ground transportation</td>
<td>Bus – per trip</td>
<td>40</td>
<td>2</td>
<td>80</td>
<td></td>
<td>Bus transportation to and from camp (24 people)</td>
</tr>
<tr>
<td>Workshop – Venue rental</td>
<td>Per day</td>
<td>100</td>
<td>5</td>
<td>250</td>
<td>250</td>
<td>Meeting space is being provided at a 50% discount</td>
</tr>
<tr>
<td>Workshop – Meals / Refreshments</td>
<td>Per person for 5 days</td>
<td>100</td>
<td>24</td>
<td>1500</td>
<td>900</td>
<td>$5/person breakfast and $15/lunch for 20 participants and 4 trainers. 900 will be cost-shared by the Embassy</td>
</tr>
<tr>
<td>Supplies – Flip charts / posters / paper / notebooks</td>
<td>One-time</td>
<td>50</td>
<td>1</td>
<td>50</td>
<td></td>
<td>Materials for flyers and other camp needs</td>
</tr>
<tr>
<td>Administrative – Bank fees</td>
<td>Per transfer</td>
<td>15</td>
<td>2</td>
<td>30</td>
<td></td>
<td>It is anticipated that the bank will charge $15 for each wire transfer received from IREX</td>
</tr>
<tr>
<td><strong>Total costs</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$1960</strong></td>
<td><strong>$1150</strong></td>
<td></td>
</tr>
</tbody>
</table>

Congratulations! You have now completed your budget.

**Review your Budget**

Once you have completed your budget, make sure to review it to ensure that:

- You have included all anticipated costs
- You have entered the correct figures in each cell
- Your total costs (total requested from IREX and total cost share) are correct. Please double-check your arithmetic!
- You have completed the budget notes for each item in the budget
- You have included some cost share and provided explanation in the notes

**Step Four: Reviewing and Submitting Your Application**

**Review and Submit Your Application**

Be sure to review all the sections of your application carefully before you submit it – you will not be able to make any changes after you click submit.
Remember that IREX will not accept any extra documents, letters, or other materials for your application via email or post. All components of your application, including the supplemental materials, must be included in the online application system.

After you have reviewed your application to make sure it is complete, you are ready to submit your application. Congratulations!

**Glossary**

**Beneficiaries**: the individual or group of individuals that will receive benefit from the implementation of the project.

**Collaborator**: the person(s) that you plan to work jointly with on your project.

**Cost share (In-kind Donation)**: goods (i.e. materials, equipment, food, etc) and/or services (colleagues’ time volunteered to carry out project activities) that the applicant is able to receive from other sources such as school, community, private business, etc. to use towards the implementation of the project.

**Goal**: overall purpose toward which the project activities are directed.

**Lodging**: the cost of hotel, guest house or other sleeping accommodations for an applicant or collaborator during project related travel.

**Monitoring and Evaluation**: the plan to assess the impact of the project activities against the goals and objectives of the project.

**Objective**: what the project aims to achieve, it is the tangible outcome of the project.

**Outcomes**: the expected tangible results of the project (i.e. 45 teachers trained, 1 book developed, etc.).

**Per Diem**: the cost of lodging and meals and incidentals (M&IE) while applicants or collaborators are on project related travel.

**Quote/estimate**: the prices provided by vendors for goods and/or services for items necessary to implement project activities.

**Support Materials**: additional documents required to back-up your application. In this guide, supporting documents refers to:

- CVs
• Support letter(s) from participating American colleague;
• Support letter(s) from institutions/individuals providing cost share (in-kind donations) for the project;
• Detailed agendas for any proposed workshops, conferences, or other events.

**Timeline:** a schedule outlining the project activities.