



CENTRAL EURASIA PROJECT 2009 GRANT APPLICATION FORM

APPLICATION COVER LETTER

(Applications must be submitted with completed cover letter)

Date of application:

Project title:

Name of applicant organization:

- Mailing address:
- Street address (if different from mailing):
- Main telephone:
- Main fax:
- Website:

Name of primary project contact:

- Telephone:
- Fax:
- Mobile:
- Email:

Name of legal representative*:

- Telephone:
- Fax:
- Mobile:
- Email:

Total project budget:

Amount requested from CEP:

Planned start date:

Planned end date:

**Individual licensed to enter into a grant contract on behalf of the applicant organization*

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MAIN APPLICATION

(Applications must address each of the below without exception)

1. **Statement of purpose.** State the objectives and goals of the project.
2. **Applicant organization.** Provide general information about your organization, such as the date established, a brief history, its mission and main activities. Explain how the proposed project fits into the organization's overall agenda and why the organization is uniquely positioned to implement it.
3. **Background information.** Describe the context in which the project will be realized. Present the needs and existing problems that the project will address and identify potential obstacles and risks you may encounter during the course of the project.
4. **Project description.** Provide a summary of the project activities.
5. **Work plan.** Detail each phase of the project. For each corresponding phase, list the project activities, the action plan for their implementation, estimated deadline for completion.
6. **Interim report.** State after which project phase you would be submitting an interim report. Provide an expected outcome until then.
7. **Calendar.** Visualize your work plan in a Gantt chart (see annex).
8. **Publications.** List any materials (reports, articles, conference materials, websites, etc.) the project will produce.
9. **Media strategy.** Present your plan for working with the media to publicize the project activities and disseminate publications.
10. **Staff.** Summarize the qualifications and list the responsibilities of all personnel who will be involved in the project. (CVs are to be attached separately)
11. **Partners.** List all organizations and institutions with whom you will collaborate during the course of project implementation and state the nature of the collaboration.
12. **Evaluation.** Detail the qualitative and quantitative indicators you will use to evaluate each project phase and to measure the overall success of the project and its impact.
13. **Sustainability.** Provide concrete plans for the project's sustainability beyond the current proposal period.
14. **OSI funding.** If you have submitted this proposal to any other division of the Open Society Institute, such as a National foundation or Network program, state which division, date submitted, amount requested and decision reached.

15. **Third-party funding.** If you have submitted this proposal, in full or in part, or a secondary proposal for any work related to the project, to another donor organization, state which organization, date submitted, amount requested and decision reached.

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APPLICATION CHECKLIST

(Applications must be submitted with a marked application checklist)

- ___ Application cover letter
- ___ Main application
- ___ Application checklist
- ___ Project budget
- ___ 2009 organizational budget
- ___ List of grants received over the last five years from OSI and other donors, including grant dates, amount and purpose
- ___ List of current and pending grants from OSI and other donors, including grant dates, amount and purpose
- ___ CVs for all project personnel
- ___ *For U.S. applicants:* A copy of your most recent IRS tax determination letter confirming the organization's section 501(c)(3) tax-exempt status
- ___ *Non-U.S. applicants:* Official documentation of your tax status, which may include, but is not limited to, proof of tax exemption or registration as a humanitarian aid, charitable or research organization
- ___ Letters of recommendation (optional)
- ___ Annual report (if available)

