



**U.S. EMBASSY MANAMA GRANTS PROGRAM
SUGGESTED PROPOSAL FORMAT**

Date: _____

1. GENERAL INFORMATION:

1.1. Applicant Organization

a. Organization (English): _____

b. Organization (Original Language): _____

c. Address: _____

d. City/Town: _____

e. State: _____

f. Country: _____

g. Website: _____

1.2. Organization leader

a. Last Name: _____

b. First Name: _____

c. Tel: _____

d. Mob: _____

e. E-mail: _____

2. BACKGROUND OF ORGANIZATION:

2.1. Description

2.2. Past Grants Received (U.S. Embassy or Government)

2.3. Past Grants Received (Non USG)

3. PROJECT DESCRIPTION:

3.1. Project information

a. Project Title: _____

b. Duration (months): _____

c. Start date (mm/dd/yyyy): _____

d. End date (mm/dd/yyyy): _____

3.2. Executive Summary

3.3. Project Goal and Objectives (Explain the Connection to the Embassy's Priority Areas)

3.4. Target Audience

3.5. Project Activities

3.6. Key Personnel

3.7. Project Partners

3.8. Proposed Timeline

4. BUDGET:

4.1. Budget Summary

Category	Description/details	Requested
Personnel		
Venue Rental		
Travel		
Equipment		
Supplies		
Contractual		
Other Direct Costs		
Indirect Costs		
Total Requested		
Contributions		
Project Total		

Note: You may be asked to submit a detailed budget in a spreadsheet format