



DEMOCRACY COMMISSION SMALL GRANTS PROGRAM

Embassy of the United States of America

Baku, Azerbaijan

The Embassy of the United States of America in Azerbaijan is pleased to announce the opening of the Fall 2005 Round of the Democracy Commission Small Grants Program.

Part Three
Fall 2005 Application Form

Application period extends from December 1, 2005 until December 27, 2005, 11:30 AM

The Democracy Commission Small Grants application package consists of three parts:

1. **Part One is the Fall 2005 Project Solicitation.** It contains the solicitation topics as well as General and Specific Rules and Requirements concerning the subject and content of your grant application.
2. **Part Two is the Fall 2005 Application Guidelines.** It contains formatting guidelines and tells you how to complete Part Three, the Fall 2005 Application Form correctly.
3. **Part Three is the Fall 2005 Application Form (this document).**

If you fail to follow the requirements set out in Part One or Two or do not use Part Three, the Fall 2005 Application Form, your application may be rejected by the Democracy Commission.

You can obtain all three parts of the Democracy Commission Small Grants application package

- On the website of U.S. Embassy Baku
 - ✓ in English at <http://baku.usembassy.gov/pas/demmain.html>
 - ✓ in Azeri at http://baku.usembassy.gov/pasaz/demmain_az.html
- or
- By email inquiry to BakuDemCom@state.gov

If you have any questions, please email us in English at BakuDemCom@state.gov

I. GENERAL INFORMATION

SUBJECT AREA that the proposal is submitted for (Please underline the topic you selected):

1. Projects furthering integrity and transparency in the education, health and law enforcement sectors.
2. Human rights projects monitoring the situation of vulnerable groups and supporting the victims of human rights violations. Preference will be given to projects, which, based on their practical work and experience, maintain a dialogue with the government and conduct civic education.
3. Projects seeking to build bridges between people of different religions or people of different ethnic or national backgrounds.
4. A project monitoring Azerbaijani media – newspapers, radio and TV – for distinguished examples of journalism in the following subject areas: reporting on U.S. policies; U.S.-Azerbaijan relations; international affairs; domestic affairs; investigative journalism; beat reporting; editorials or commentaries. The winners in each category will be selected in cooperation with the U.S. Embassy.
5. Projects furthering transparent and accountable governance. Successful projects would be aimed at increasing accountability of Parliamentarians and/or regional government officials to the citizens of their district.
6. Projects creating or developing business associations of manufacturers to diversify Azerbaijan's economic base and projects creating awareness in government and society for the importance of accession to the World Trade Organization.

Project Title (in English):
Proposed Duration of Project: Months
Requested Funds: \$
Organization Name (in English):
Organization Name (in Azeri, using the latin Alphabet):
Project Coordinator Name & Position (in English):
Address (in English):
Address (in Azeri, using the latin Alphabet):
Office Telephone:
Mobile:
E-mail:

II. PROJECT SUMMARY

*For details on how to successfully complete this section, see **Part Two, the Fall 2005 Application Guidelines**. For details on the subject and content of your grant application see **Part One, the Fall 2005 Project Solicitation**.*

1) Summary of project idea

Please limit this section of your application to a maximum of three to four sentences.

2) Summary of project strategy and activities

Please limit this section of your application to a maximum of three to four sentences.

3) Summary of results and benchmarks

Please limit this section of your application to a maximum of three to four sentences.

III. BACKGROUND OF APPLICANT ORGANIZATION

*For details on how to successfully complete this section, see **Part Two, the Fall 2005 Application Guidelines.***

Please limit this section of your application to one page.

IV. PREVIOUS/OTHER FUNDING

- | | | |
|---|-----|---------------|
| | | Underline one |
| 1A) Has your organization ever <u>applied for</u> a Democracy Commission Grant? | Yes | No |
| 1B) Has your organization ever <u>received</u> a Democracy Commission Grant? | Yes | No |
| 1C) If yes, please list grant title(s), amount(s), date(s) of each grant. | | |

Use as much space as needed.

- | | | |
|---|-----|---------------|
| | | Underline one |
| 2A) Has your organization ever <u>received</u> other international funding? | Yes | No |
| 2B) If yes, please list grant title(s), amount(s), date(s) of each grant. | | |

Use as much space as needed.

- | | | |
|---|-----|---------------|
| | | Underline one |
| 3A) Is your organization currently <u>applying</u> for other international funding? | Yes | No |
| 3B) If so, please give grant title, amount, dates and donor organization(s): | | |

Use as much space as needed.

V. OFFICE EQUIPMENT (IN ENGLISH):

- | | | |
|--|-----|---------------|
| | | Underline one |
| 1A) Are you applying for office and/or computer equipment? | Yes | No |
| 1B) If yes, please list all office equipment your organization currently possesses, as well as the condition of this equipment. <i>For example: 1 Compaq Pentium II computer, good condition</i> | | |
| 2. 1 Hewlett-Packard 970c Inkjet, new | | |

Use as much space as needed.

VI. PROJECT GOAL

*Describe the project's goals – for details on how to successfully complete this section, see **Part Two, the***

Fall 2005 Application Guidelines. For details on the subject and content of your grant application see Part One, the Fall 2005 Project Solicitation.

Please limit your application to one page.

VII. PROJECT STRATEGY AND PROJECT ACTIVITIES

*For details on how to successfully complete this section, see **Part Two, the Fall 2005 Application Guidelines**. For details on the subject and content of your grant application see **Part One, the Fall 2005 Project Solicitation**.*

Use as much space as needed.

VIII. BENCHMARKS

*For details on how to successfully complete this section, see **Part Two, the Fall 2005 Application Guidelines**.*

Use as much space as needed.

IX. PROJECT SUSTAINABILITY

*For details on how to successfully complete this section, see **Part Two, the Fall 2005 Application Guidelines**.*

Use as much space as needed.

X. EXCEL BUDGET

*For details on how to successfully complete this section, see **Part Two, the Fall 2005 Application Guidelines**.*

ALL BUDGETS MUST BE SUBMITTED IN A SEPARATE MICROSOFT EXCEL DOCUMENT

XI. OTHER

Please underline any of the following that applies:

The applicant organization

- Offers at least ten percent cost-sharing (e.g., through in-kind contributions of office space, labor)
- Seeks to cooperate with other national or international NGOs, community organizations and associations, high schools and universities, educational organizations or associations, Resource Centers, the Azerbaijani local or national government

- Encourages volunteerism
- Encourage inter-regional networking
- Is headquartered in the regions outside of Baku

If you checked any of the boxes, please explain:

Use as much space as needed.

XII. ASSISTANCE IN PROJECT PREPARATION

List all names of individuals and/or organizations that assisted you in filling out this application.

Use as much space as needed.

XIII. SIGNATURE

I certify that the information provided by me in this application is, to the best of my knowledge, complete and accurate. I understand that any misrepresentation may be result in the cancellation of an awarded grant.

City, date

Signature of Applicant

Your application is not valid without your signature.