**U.S. Consulate General Hong Kong & Macau**

**Public Affairs Section**

**Project Proposal**

1. **Application Information**

**Date of this application**

|  |
| --- |
|  |

**Project title**

|  |
| --- |
|  |

**Project total cost** *(in US dollars)*

|  |
| --- |
|  |

**Amount requested from U.S. Consulate General** *(in US dollars)*

|  |
| --- |
|  |

**Project start date** **Project end date**

|  |  |
| --- | --- |
|  |  |

1. **Applicant’s Information**

**Name of Grant recipient** *(Name of individual or organization: should match with the name of the bank A/C for which grant amount is received.)*

|  |
| --- |
|  |

**Type of Applicant**

|  |  |
| --- | --- |
| [ ]  Foreign Commercial Firm[ ]  Foreign Education Institution [ ]  Foreign Government[ ]  Foreign Individual [ ]  Foreign NGO/PVO[ ]  Public International Organization | [ ]  U.S. Commercial Firm[ ]  U.S. Educational Institution[ ]  U.S. Individual[ ]  U.S. Local Government[ ]  U.S. State Government[ ]  U.S. Non-Profit Organization |

**Office address**

|  |
| --- |
|  |

**Unique Entity identifier** *(If you don’t have one, click* [*HERE*](http://www.sam.gov/) *to obtain one)*

|  |
| --- |
|  |

**Name and title of person responsible for the application**

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| **Telephone Number** | **Fax Number** | **E-mail Address** |
|  |  |  |

**Name and title of person with legal authority to sign the grant**

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| **Telephone Number** | **Fax Number** | **E-mail Address** |
|  |  |  |

**Introduction to the organization or individual applying** *(A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.)*

|  |
| --- |
|  |

1. **Project Information**

**Project Summary** *(Be as specific as possible. If this grant will be part of a larger project, clearly define what part of the grant Consulate funding supports and how it fits into your overall grant request.)*

|  |
| --- |
|  |

**Problem Statement** *(Clear, concise, and well-supported statement of the problem to be addressed and why the proposed program is needed.)*

|  |
| --- |
|  |

**Project Objectives**

|  |
| --- |
|  |

**Expected Outcomes and Long-Term Impact**

|  |
| --- |
|  |

**Project Justification** *(Please explain how the program helps strengthen ties between U.S. and Hong Kong and/or Macau.)*

|  |
| --- |
|  |

**Proposed Project Schedule** *(The proposed timeline for program planning and project activities.)*

|  |
| --- |
|  |

**Target Audience**

|  |
| --- |
| **Estimated No. of Participants:**  |

**Key Personnel** *(Names, titles, roles, and experience/qualifications of key personnel involved in the program.)*

|  |
| --- |
|  |

**Program Partners** *(List the names and type of involvement of key partner organizations.)*

|  |
| --- |
|  |

**Program Monitoring and Evaluation Plan** *(List how the activities will be monitored to ensure they are happening in a timely manner, and how the program will be evaluated to make sure it is meeting the grant objectives throughout the timeframe of the grant.)*

|  |
| --- |
|  |

**Budgeted Income** *(Will this program generate income? Is there a cost for participants? Please provide calculation with explanation.)*

|  |
| --- |
|  |

**Budgeted Expenses** *(Please provide detailed budget. You may add more lines if needed.)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item**(e.g.: personnel, travel, hotel, per diem, materials, supplies, contractual, etc.) | **Cost-Sharing (provided by yourself or other organizations)** | **Requested from** **U.S. Consulate** | **Total Cost** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Budget Narrative** *(Please provide supplementary explanation for the budget items if necessary.)*

|  |
| --- |
|  |

**Future Funding or Sustainability** *(Applicant’s plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.)*

|  |
| --- |
|  |