



ALUMNI SMALL GRANTS PROGRAM 2020/21 CALL FOR PROPOSAL - SOLICITATION

Grant Funding Amount: **up to \$ 7,000.00**

Opening Date: **January 21, 2020**

Closing Date: **February 10, 2020 at 4 p.m. GMT +1**

I. EXECUTIVE SUMMARY

Kosovo United States Alumni announces the 2020/21 Alumni Small Grants Program funded by the U.S. Embassy in Kosovo. Subject to availability of funds, KUSA will award small grants as described below to alumni of U.S. Government-funded exchanges and training programs. The program seeks to support alumni-initiated projects to improve Kosovo's educational system, bring transparency to governance, reduce corruption, enhance democracy, grow its economy and ensure sustainable development. Successful proposals will bring together alumni of U.S. government-funded exchange programs to work on a project and share with the Kosovo community the best practices and American values gained through during their experiences in the US.

Specific thematic priorities and program requirements are described in detail below.

A. Grant Awarding Phases

The 2020/21 Alumni Small Grants Program will be split into two phases. In the first phase, all KUSA Alumni can apply for the Alumni Small Grants Program and the committee will evaluate the applications.

After evaluation of the first phase, the projects that are in line with the above-mentioned supported initiatives will be selected to apply for the second phase. From the chosen projects to continue the application for the second phase, it will be required a more detailed application form including a specific work plan and a detailed budget of the project.

Specific requirements for each phase are described below.

Phase I Application Form Requirements:

- Number of applicants and personal information for each applicant
- A short paragraph of the project idea (max. 300 words)
- Description of the targeted audience
- Activity budget breakdown
 - This budget breakdown only carries the overall costs for the main activities (e.g. *printing materials - \$700, travel costs - \$100*)

Phase II Application Form requirements:

- The specific work plan of the project, including here number of activities and project timeline
- Specific activity budget breakdown including here a budget narrative
 - This budget breakdown carries specific costs for the main activities of the project (e.g. *70 reports at \$10 each - \$700 in printing materials, or 5 people at \$20 each for 2 round trips from Prishtina to Prizren - \$100*)

B. The Alumni Grant Program will be dedicated to projects targeted at topics such as:

- Education, particularly for women and minorities and STEM education
- Promoting Rule of Law, Legal Reform and Access to Justice
- Economic Development and Entrepreneurship
- Environment and Green Energy

Priority will be given to the project that considers the following specifications:

- Wider implementation range (not only in Prishtina)
- Team members consist of two or more different exchange programs
- Include multiethnic communities in the project

C. The Alumni Grant Program does NOT fund projects such as the following:

- Visit of U.S. or international experts
- Fundraising campaigns
- Conferences/Workshops, unless it is an integral part of the project goal

- Projects submitted by for-profit, commercial organizations
- Projects that aim to support partisan political activity
- Projects that take more than a year to implement
- Projects that are not being implemented by alumni
- Academic Research
- Ongoing Projects

III. ELIGIBILITY CRITERIA

A. Eligibility of Applicants

To be eligible for consideration, applicants must meet the following respective criteria:

- Be alumni of the U.S. state Department-funded exchange programs including, but not limited to IVLP, Fulbright, Humphrey, Ben Franklin, TLP, Access, YES, KYEP, UGRAD, Ron Brown, Marshall Center, and KAEF.
- Alumni **must** be registered members of KUSA.
- The project team **must** consist of at least TWO alumni.
- Kosovo citizen, with permanent residency in Kosovo.

** Please contact us for additional information on registering at office@kuslaumin.org*

B. Evaluation Process

A selection committee will be composed of U.S. Embassy local and international representatives, KUSA Staff and alumni. Each technically eligible application submitted will be evaluated and rated by the Committee on the basis of the criteria set by committee. It may take the committee up to 15 days after the application deadline to complete its review process. Applicants may be contacted with questions during the review process.

IV. FUNDING LEVELS AND ALLOWABLE EXPENSES

Requests for funding provided by KUSA should not exceed **\$ 7,000.00**. Allowable costs are *directly related to project activities*. The budget should be consistent with the narrative description of the program and should reflect the applicant's understanding of the allowable cost principles described below.

**Costs incurred before or after the official grant period will not be reimbursed.*

A. Cost Sharing - The Alumni Grants Commission may encourage applicants to seek funding from other donors and to offer some type of cost-sharing (volunteer time, space, equipment, etc.)

B. Budgets cannot include funding requests for the following:

- Salary or payment for alumni. (i.e., alumni are expected to volunteer their time).
- Entertainment costs (receptions, ceremonies, alcoholic beverages, cocktail parties, guided tours).
- Travel, lodging, or per diem for international participants or speakers at events.
- Office rent and utilities
- Ongoing operating costs and capital improvements
- Purchase of furniture and office decorations
- Purchase of vehicles

**For more details please refer to Annex II: Budget Instruction*

V. How to apply?

Application materials must be submitted by email to info@kusaluni.org. The subject line of submission emails should follow this format: *Alumni Small Grants Application Project Title*.

The application forms and instructions are available for download at www.kusalumni.org

A. Application Files

In addition to the completed application form, proposals should include the following documents:

Phase I required documents:

- Application Form
- Short Bios of Team Members

Phase II required documents:

- Extended Application Form
- Budget Narrative Description
- Any other supporting documents (optional)

B. Deadline for submission of application

All applications of the first phase must be submitted by email before **February 10, 2020**, at info@kusalumni.org. Applications submitted after that time will be ineligible for consideration. There will be no exceptions to this application deadline.

C. Period of Performance: This program supports projects up to **10 months** in duration.

D. Contact Info: For assistance with the requirements of this solicitation, please email info@kusalumni.org or contact us on +383 44 573 066.