

## **APPENDIX I: APPLICATION FORM PHASE I INSTRUCTIONS**

**Section I:** Provide Information about the individual applying (who is also the project leader), including the name of the U.S. government-funded exchange program in which the applicant participated, and the program year.

**Section II:** Provide project dates. If the project is linked to a specific event or date, please note it here. If the project can be implemented earlier or later than indicated, please note it here.

**Section III:** List full names and the names of USG sponsored programs for additional project members. Additionally, provide information for other key personnel involved in the project if applicable.

**Section IV:** Summarize the project and its main intended goal and major activities at a maximum of 500 words.

**Section V:** State the project's purpose and goals, as well as how they will be achieved at a maximum of 350 words.

**Section VI:** Provide information about the target audience. Who is the audience? Are they students, organizations, implementers, etc.? at a maximum of 250 words.

**Section VI:** Please state the funding amount requested. Budget Narrative should contain general descriptions of all categories. Also state if this project is cost-shared, as well as the amount that will be cost-shared.

## **APPENDIX II: BUDGET FORM PHASE I INSTRUCTIONS**

*For the first phase, the budget should contain a general description of all categories. The budget should be presented in **U.S. Dollar**.*

Please feel free to change names of subcategories, type overall existing text and renumber the entries as necessary. Fields are fixed-length, so please continue typing in the cells below if you need more space. Only numbers can be entered in the three right columns that display the amount.

1. Budgets should contain an estimated amount for bank fees, which should not exceed 2.5% of the overall budget.
2. Funding should not duplicate on-going activities but could supplement such initiatives.
3. Funds should not be used for food expenses. However, if coffee breaks or working lunches for participants are an integral part of the overall project, and funding is not available from other sources, food expenses can be included in the budget. Meals should not include ***alcoholic beverages***.
4. Salaries are discouraged because alumni activities are usually in addition to volunteer bases. Whenever necessary, compensation in reasonable amounts can be paid to the project's key personnel for the portion of their time devoted to the work in this project. Compensation levels should not exceed 10% of the overall budget and should be no higher than other local salaries (where appropriate), and must include all taxes.
5. Travel costs should not exceed 10% of the overall budget. However, if this is an integral part of the project a proper budget justification must be submitted.
6. The use of "*miscellaneous expenses*" or any similar term as a budget item is unacceptable.