KOSOVO UNITED STATES ALUMNI

Notice of Funding Opportunity

Funding Opportunity Title: Fulbright Alumni Small Grants

Deadline for Applications: 12 Dec 2021

Total Amount Available: $18,300

Deadline for pre-application questions: 9 Dec 2021

EXECUTIVE SUMMARY

Fulbright Alumni Small Grants Program seeks to encourage Fulbright alumni on implementing alumni-initiated projects that support innovative community-driven ideas and celebrate the strong links between the people of the United States and the people of Kosovo. By these alumni-initiated projects, KUSA aspires to bring to Kosovo society a new outlook based on the experience our alumni gained during their studies and academic growth in the United States. Fulbright alumni will be supported in their efforts to complete their projects and make a difference in their communities and at the same time achieve professional development and stronger networks.

PROGRAM DESCRIPTION

As part of the United States-Kosovo Educational Exchange Board (USKEB), Kosovo United States Alumni announces the founding of the Fulbright Alumni Small Grants Program (Fulbright ASG) for Kosovo. Kosovo is continuing its ambitious effort to reform its institutions to bring transparency to governance, reduce corruption, improve education, enhance democracy, grow its economy, and ensure sustainable development. KUSA seeks to engage its Kosovo Fulbright Alumni through the Fulbright ASG grant program. The goal of this program is to incentivize the Fulbright Community in Kosovo to make significant contributions by sharing skills and best practices acquired during their U.S. exchange experience with colleagues and communities across Kosovo.

Program Objectives

With funding support from the Fulbright Alumni Small Grants Program, the U.S. government seeks to support Fulbright alumni initiatives. Through the Fulbright ASG, KUSA aims to:

- Provide a platform that allows Fulbright Alumni to engage with their communities through projects of strategic importance to Kosovo

- Promote the overall Fulbright Program in Kosovo

- Bring together Fulbright Alumni and U.S. government-funded exchange program alumni.

AVAILABLE GRANTS

Proposals should articulate a clear strategic rationale for how it advances policies and priorities set by the U.S. Embassy and other partners. Topics supported for this grant opportunity are as follows:

- 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.

ELIGIBILITY CRITERIA

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

- At least one of the team members has to be an alumna/alumnus of the Fulbright Program including Fulbright Foreign Student Program, Fulbright Visiting Scholar Program, Fulbright Faculty Development Program, or Fulbright Humphrey Fellowship Program.
- All applying alumni must be registered members of KUSA.

- The project team must consist of at least two KUSA alumni team members. Alumni of all programs can apply, however, at least one team member has to be Fulbright alumni.

- Be a Kosovo citizen, with permanent residency in Kosovo.

Evaluation Process

A review committee composed of board members will evaluate applications. Each technically eligible application submitted will be evaluated and rated by the Review Committee based on the criteria set below. It will take the committee up to two weeks after the application deadline to complete its review process. Applicants may be contacted with questions during this review

process.

Evaluation Criteria

The following evaluation criteria will be used to evaluate and rate each technically eligible application:

- **Quality and Feasibility of the Project Idea** - The project idea is well developed, with sufficient detail about how activities will be carried out. The proposal demonstrates originality and outlines clear and achievable objectives.

- **Alumni's Record and Capacity** - The applicants have expertise in the subject area and demonstrate the ability to perform the proposed activities. The applicant demonstrates the capacity for successful planning and responsible fiscal management. The role of each alumnus or alumna and other partners is detailed and additional documents of these representatives are provided.

- **Budget** - The budget plan and justification are sufficiently detailed, well-organized, and reasonable. Costs are reasonable in relation to the proposed activities and anticipated results. There are no budget lines labeled miscellaneous expenses. Applicants are encouraged to provide as much detail as possible so that the committee may determine the extent to which the request represents an efficient use of U.S. government resources. The budget demonstrates that the applicant has devoted time to plan for and assess actual expenses associated with the project instead of providing rough estimates. Cost-sharing is strongly encouraged; however, it is not a requirement of an application in response to this funding announcement.

- **Beneficiaries or target groups** - The applicant has identified appropriate beneficiaries or target groups in a way that maximizes project outputs and outcomes.

- **Innovative Idea -** The project idea and approach are innovative. Proposed project activities must be concrete, detailed, and supported by a reasonable work plan.

- **Measurement -** The applicant has clearly articulated how it will assess and measure its own performance throughout the project implementation phase using concrete quantitative and qualitative assessment tools.

- **Sustainability -** The project proposal clearly describes the approach that will be used to ensure maximum sustainability of the project's results after its completion.

- **Timeline -** The proposal includes a reasonable implementation timeline. All the proposed

activities and budget expenses must be completed within the start (02/01/2022) and end date (07/31/2021) of the grant period.

FUNDING LEVELS AND ALLOWABLE EXPENSES

Requests for funding provided by this grant program should not exceed $6,000.00. 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. The applicant must submit the budget narrative form which provides as many details as possible and information about each budget line and its allocation.

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

APPLICATION AND SUBMISSION INFORMATION

Applicants must follow the instructions and conditions contained herein and supply all information required. Failure to furnish all information or comply with stated requirements will result in disqualification from the competition. Applicants must set forth full, accurate, and complete information. Providing false or misleading information in an application will result in disqualification from this and future Alumni Small Grants competitions.

Application materials must be submitted by email to info@kusalumni.org. The subject line of submission emails should follow this format: [Fulbright Alumni Small Grants Application "Project Title"]. For assistance with the requirements of this solicitation, please email info@kusalumni.org

Application Files

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

-   Budget Form

- Budget Justification

- Short Bios of team members

- Detailed work-plan (not mandatory)

Please ensure:
- The proposal clearly addresses the goals and objectives of this funding opportunity

- All documents are in English

- All budgets are in U.S. dollars

Deadline for submission of the application

All applications must be submitted by email on or before Dec 12, 2021, at info@kusalumni.org. Applications submitted after that time will be ineligible for consideration. There will be no exceptions to this application deadline.

Period of Performance: This program supports projects up to 6 months in duration.

Contact Information

Should additional information be required, please contact Kosovo United States Alumni at info@kusalumni.org or +383 44 573 066.

Disclaimer

Applicants can expect to be notified of the status of their application within approximately 40 days of the submission deadline. It does not commit KUSA to pay for costs incurred in the preparation and submission of proposals. KUSA reserves the right to reject any or all proposals received. If a proposal is selected for funding, KUSA has no obligation to provide any additional future funding in connection with the award. KUSA reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the project evaluation requirements.

*   When the grant contract is successful, please be aware that KUSA and U.S. Embassy logos need to be shown in all material corresponding to the grant. This includes programs, educational material, and posters. Banners indicating support by the Embassy need to be displayed at all events.

APPLICATION CONTENT AND FORMAT

    a. **Grant Awarding Phases**

The 2022/23 Fulbright Alumni Small Grants Program is split into two phases. In the first phase, all applying alumni are required to submit a concept idea, and the committee will evaluate the submitted ideas. After evaluating the first phase applications, the project ideas that are in line with the above-mentioned supported initiatives will be selected to apply for the second phase. The chosen projects to continue the application for the second phase will be required to submit a more detailed application form including the project alumni team members, specific work plan, and a detailed budget of the project. Specific requirements for each phase are described below.

Phase I application form **requirement:**

- A one-pager of the project concept idea (max. 500 words)

Phase II application form **requirements:**

    1. **Application Form**

The Application Form should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. Your proposal, as described in the Application Form, must include all the items below:

Summary Page: Cover sheet stating the applicant's name, proposal date, program title, program period proposed start and end date, and brief purpose of the program, 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.

Proposal (5 pages maximum): The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

Proposal Summary: Short narrative that outlines the proposed plan to implement the project, intended goal, and major activities.

Program Activities: Describe the project in detail, linking project activities to intended results. Explain why the project is important, and how and why the particular audience and project location were selected.

Program Goals and Objectives: The goals describe what the program is intended to achieve. The

objectives refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.

Proposed Program Schedule and Timeline: The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.

Targeted Audience: Provide information about the target audience. Who is the audience? Are they students, organizations, implementers, etc.?

Program Monitoring and Evaluation Plan: This is an important part of successful grants. Throughout the time frame of the grant, how will the grant activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant.

2. **Budget Justification Narrative**

Please state the funding amount requested. Budget Narrative should contain detailed descriptions of all categories. Budget items should be concrete and linked to the narrative. Also explain why you are seeking funding for this project and what, if any, other funding sources are anticipated.

- Budgets should contain an estimated amount of bank fees.

- Funding should not duplicate ongoing activities but could supplement such initiatives.

- Funds should not be used for food expenses. However, if coffee breaks or working lunches for seminar/conference participants are an integral part of the overall project, and funding is not available from other sources. Meals should not include alcoholic beverages.

- The use of *"miscellaneous expenses"* or any similar term as a budget item is unacceptable.

Guidelines for Budget Justification

Personnel and Fringe Benefits: 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 be no higher than other local salaries (where appropriate), and should include all taxes.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants

or speakers, and participants/beneficiaries.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least $5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than $5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All "Other" or "Miscellaneous" expenses must be itemized and explained.

AWARD ADMINISTRATION INFORMATION

Applicants will be notified electronically about selection results. An email message will be sent to the email account included in the application form. Grants Program Staff might also contact the applicants to request additional information or to clarify certain aspects of the application documents; therefore, it is important to provide accurate contact information.

The Grant Agreement will be written, signed, awarded, and administered by the Project Coordinators. Grant Award is the authorizing document, and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document.