

INSTRUCTIONS

Table of Contents

<i>INSTRUCTIONS</i>	<i>1</i>
Section I - Grant Applicant Information:	2
Section II - Key Personnel/Project partners:	2
Section III - Project Dates:	3
Section IV – Project Description:	3
Section V - Project Goal and Objectives:	3
Section VI - Activities:	4
Section VII – Project Timeline:	4
Section VIII - Target Audience:	4
Section IX - Expected Results/Outcomes:	5
Section X – Sustainability and M&E Plan:	6
Section XI - Budget Justification:	6
<i>APPLICATION REVIEW DETAILS</i>	<i>9</i>
Evaluation Criteria:	9
<i>DISCLAIMER</i>	<i>11</i>

Section I - Grant Applicant Information:

1. Applicant name and the organization.
2. Provide a short summary of the proposal
3. Project Title: Provide the title of the project
4. University Support Grant Program Objective: Explain the objective of the University Support Grant Program that this proposal supports: (ex. Objective 1: Support higher education institutions' (HEIs) initiatives to align their teaching curricula with current labor market needs, Objective 2: Support activities linked to establishing or functionalizing academic HEIs' research and development (R&D) centers, Objective 3: Support HEIs to engage alumni and support alumni networks and activities.)
5. Project Field Covered: Specify the academic field or discipline on which the project is focused, such as economics, law, IT, etc.
7. Budget Request in U.S. dollars: Specify the total amount of funding requested for the project. The amount requested in the proposal narrative must match the amount requested in the budget sheet.

Section II - Key Personnel/Project partners:

For the Key Personnel/Project partners section, the requirement is to provide a comprehensive list of all the individuals who will be involved in the project, including their full names. The list should include project team members, as well as any other personnel who will play a role in the project's implementation and execution, such as consultants, contractors, or other external partners. It is important to be as detailed and comprehensive as possible in this section, as the individuals listed will play a critical role in the success of the project. By providing their full names

and a description of their roles and responsibilities, the evaluation committee can get a clear understanding of the project's structure, as well as the qualifications and expertise of the individuals involved. This information can help to ensure that the project has the necessary resources and capabilities to achieve its goals and objectives.

Section III - Project Dates:

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.

Note: The University Support Grant Program 2023-24 can only be implemented for a maximum of 12 months.

Section IV – Project Description:

The project description should provide a concise description of the project proposal, which should include the following key elements:

- Overview of the proposed plan to implement the project, including the timeline and key milestones
- Description of the intended goal and objectives of the project
- Outline of the key activities or steps that will be undertaken to achieve the goal

This summary should be written in a clear and concise manner and should provide an overview of the entire proposal for readers who may not have time to review the entire document. It should be written in a way that is easily accessible and understandable to a non-specialist audience, while still conveying the necessary information to demonstrate the feasibility and potential impact of the project. Overall, The description should be provide strong information on the project, the topic it tackles is very well specified

Section V - Project Goal and Objectives:

Provide a description of the goal that serves as the end point that the program is working towards. It defines what the program intends to achieve and its overall purpose. On the other hand, the objectives are the specific and measurable intermediate steps that need to be completed to reach the ultimate goal. It is crucial to have well-defined objectives so that the program's progress can be monitored and evaluated effectively. These objectives should be designed in a way that they can be accomplished within a defined timeline and provide an accurate picture of the program's advancement towards the final goal. Strong relationship between project goals, objectives & program priorities. Contribution to program objectives is clearly defined & will have a significant impact. The timeline should be realistic, and contingencies

are in place to address unexpected delays. There should be a clear demonstration of effective partnerships with relevant stakeholders and organizations.

Section VI - Activities:

In this section, provide a comprehensive description of the project activities and how they relate to the intended outcomes.

- Identify the major activities: Start by identifying the main activities that are required to achieve the project objectives. These activities should be broken down into specific tasks that are necessary for completing the activity. For example, if your project objective is to build a community garden, your major activities may include site preparation, planting, and maintenance.
- Define the timeline: For each activity and task, define a timeline that outlines when the work will be completed. This timeline should take into account any dependencies or constraints that may affect the completion of the work. It's important to be realistic about the amount of time required for each activity, and to build in some contingency time to account for unexpected delays.
- Assign responsibilities: Identify the team members or stakeholders who will be responsible for completing each task. Be clear about the roles and responsibilities of each team member, and make sure that everyone is aware of their responsibilities.
- Estimate the resources required: Estimate the resources required for each activity and task, including materials, equipment, and personnel. Make sure that you have the necessary resources available or have a plan for acquiring them before the activity begins.

Section VII – Project Timeline:

Include a detailed timeline that explains how the project will be implemented, when and by whom. Include what activities will take place and when funding would be needed. Fill in the table with the requested information (a time when the activity will take place, the discretion of the activity, who will implement it, and where). Overall, the timeline should be realistic, and the contingencies should be in place to address unexpected delays.

Section VIII - Target Audience:

Describe the project's audience in detail, including who will be involved directly and indirectly. Add other categories if applicable such as audience age, occupation, etc. It is important to thoroughly understand the project's audience in order to effectively design and implement a successful project. The following categories can help to provide a detailed description of the project's audience:

- **Direct audience:** This refers to the higher education institutions (academic staff and students), and NGO-s that work in the higher education area.
- **Indirect audience:** This refers to the general public, governmental institutions, agencies, media.

By thoroughly understanding the audience, it is possible to design a project that is tailored to their needs and preferences, and that effectively meets their expectations. This can help to increase engagement, involvement, and ultimately, the impact of the project.

Section IX - Expected Results/Outcomes:

Provide a description of the intended short-term and long-term project results of the project:

Here are some key elements that should be included in the intended short-term and long-term project results:

- Project results and outcomes should clearly demonstrate progress towards the main project objectives, create a significant and lasting impact, and provide substantial benefits to the target beneficiaries and stakeholders.
- The short-term & long-term results should be well-documented and show the effectiveness and success of the project in achieving its goals.
- The project should have effectively addressed any challenges or obstacles, and has implemented strategies to ensure sustainability and continued impact beyond the project timeline.

Short-term Project Results:

- The short-term results are focused on immediate outcomes to be achieved in a specific time frame.
- These outcomes should demonstrate progress towards the main project objectives and provide information about its viability.
- The intermediate results should be well-defined with measurable and clear outputs.
- The short-term results will inform decision making for continuing or adjusting the project.

Long-term Project Results:

- The long-term results are focused on the ultimate outcomes to be achieved at the end of the project period.
- These results should fulfill the main project objectives, create a lasting impact and be sustainable.
- The long-term outcomes should provide continued benefits to the target beneficiaries and stakeholders.
- The long-term results should also show the effectiveness and success of the project.

Section X – Sustainability and M&E Plan:

Explain how your project is sustainable beyond the timeline. Describe if the project is scalable and how. Describe a detailed plan of Monitoring and Evaluation. The Program Monitoring and Evaluation Plan is a critical component of the grant application. This section should describe how the program activities will be monitored throughout the grant period to ensure they are happening in a timely manner, and how the program will be evaluated to make sure it is meeting the goals of the grant. This section should provide a clear understanding of how the grant will be tracked and monitored to ensure its success.

- There should be a clear and comprehensive articulation of how project results will be sustained after the grant period.
- The applicant should ensure to contribute other resources such as human, funds, space and other resources to secure the project's sustainability. Resources may defer and should be aligned with project ideas.
- The plan should be supported by clear and realistic budget and timeline projections, partnerships or collaborations, and a strategy for future funding or resources."
- Clear and comprehensive plan for monitoring and evaluating project progress and impact
- There should be a well-thought-out dissemination plan for sharing results with the Kosovo community and other stakeholders
- Use of measurable KPIs to track progress and impact
- Well-defined and comprehensive measurement plan in place

Section XI - Budget Justification:

Please state the funding amount requested in U.S. dollars for each category, then continue to write the Budget Narrative. The budget of the proposed project refers to the financial plan and justification for the project's expenses and costs. The budget should be thoroughly detailed, well-organized, and reasonable in relation to the proposed activities and anticipated results.

The amount stated on the budget table should be the same as they are stated in the budget narrative.

Guidelines for Budget Justification: when evaluating the budget, the following factors should be taken into consideration:

Budget justification is a critical component of a successful grant proposal, as it provides an explanation of the budget items and how they support the objectives of the project. A well-elaborated budget justification should provide a clear and detailed explanation of the following categories:

- **Personnel and Fringe Benefits:** This section should detail the project's personnel, their roles, responsibilities, and compensation. It's crucial to explain the compensation structure, covering taxes and benefits, and how it aligns with local salary standards. Salaries **must not exceed the Average Salary in Kosovo**, and they should be in line with other local rates. The compensation should include all taxes and contributions; otherwise, they will be subtracted. When necessary, reasonable compensation can be allocated to key project personnel for their project-related work, but no more than three individuals should be included in the personnel budget line.
- **Travel:** This section should provide an estimate of the costs associated with travel for program staff, consultants, speakers, and participants/beneficiaries. This may include airfare, ground transportation, lodging, and per diem expenses. It is important to provide a clear explanation of the travel itinerary, the purpose of the travel, and how it supports the objectives of the project.
- **Equipment:** This section should provide a description of the machinery, furniture, or other personal property that is required for the project. It is important to provide a clear explanation of the item's specifications, the purpose of the equipment, and how it supports the objectives of the project. Equipment with a useful life of more than one year and a cost of more than \$5,000 per unit should be included in this section.
- **Supplies:** This section should provide a description of the items and materials, including computer devices, that are needed for the program. Supplies with a cost of more than \$5,000 per unit should be included in the Equipment section. It is important to provide a clear explanation of the specifications of the items, the purpose of the supplies, and how they support the objectives of the project.

- **Contractual:** This section should provide a description of the goods and services that the applicant plans to acquire through a contract with a vendor. It is important to provide a clear explanation of the specifications of the goods or services, the purpose of the contract, and how it supports the objectives of the project.
- **Other Direct Costs:** This section should provide a description of any other costs directly associated with the project that do not fit into the other categories. This may include shipping costs for materials and equipment, taxes, or other miscellaneous expenses. It is important to provide a clear explanation of the purpose of these costs, and how they support the objectives of the project.

When evaluating a budget, several key aspects should be considered in order to ensure that the proposed project represents an efficient use of U.S. government resources, and that the applicant has taken the time to thoroughly plan for and assess expenses and costs associated with the project. A well-structured and reasonable budget can also provide a strong indication of the applicant's commitment to delivering high-quality results and their ability to manage project finances effectively.

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

APPLICATION REVIEW DETAILS

Evaluation Criteria:

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

- **Project Description and Direct Target Audience:** The description provides a general overview of the project. The topic it tackles is specified, and the intended audience is measurable. The target audience should be divided into two parts: **Direct audience:** which refers to the direct beneficiaries of the project at the higher education institution or NGO; and **Indirect audience:** which refers to those indirectly benefiting from the project.
- **Goal, Objectives, Activities & Timeline:** The project has a clear goal, its objectives are measurable, and the activities and timeline are concrete and reasonable. The project proposals must address one or more of the following program objectives:
 - **Objective 1:** Support HEIs' activities and innovation initiatives to align their teaching curricula with current labor market needs.
 - **Objective 2:** Support activities linked to establishing or functionalizing academic HEIs' R&D centers.
 - **Objective 3:** Support HEIs to engage alumni and support alumni networks and activities.
- **Results and Outcomes:** Project results and outcomes demonstrate progress towards the main project objectives, create a lasting impact, and benefit the target beneficiaries and stakeholders. Long-term results should also show the effectiveness and success of the project.
- **Sustainability:** The project has a plan for continuing to have a positive impact on the community after grant funding ends, and it outlines how it will generate revenue, how it

will be staffed, how it will be governed, and the measures that will be taken to ensure its continued success.

- **Monitoring & Evaluation Plan:** The project has a comprehensive monitoring, evaluation, and measurement plan in place to assess progress and impact. This plan will include key performance indicators, a timeline for monitoring and evaluation activities, data collection methods, data analysis processes, and a communication and dissemination plan to share results with the Kosovo community and other stakeholders.
- **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.
- **Project description and direct target audience:** The description provides general and overall information on the project. The topic it tackles is specified, and the intended audience is measurable.
- **Goal, Objectives, Activities & Time-plan:** The project has a clear goal, its objectives are measurable, and the activities & time-plan are concrete and reasonable.
- **Results and Outcomes:** Project results and outcomes demonstrate progress towards the main project objectives, create a lasting impact, and provide benefits to the target beneficiaries and stakeholders. The long-term results should also show the effectiveness and success of the project.
- **Sustainability:** The project has a plan for continuing to have a positive impact on the community after grant funding ends, and it outlines how it will generate revenue, how it will be staffed, how it will be governed, and the measures that will be taken to ensure its continued success.
- **Monitoring & Evaluation Plan:** The project has a comprehensive monitoring, evaluation, and measurement plan in place to assess progress and impact. This plan will include key performance indicators, a timeline for monitoring and evaluation activities, data collection methods, data analysis processes, and a communication and dissemination plan to share results with the Kosovo community and other stakeholders.

- **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.

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.*