

**U.S. Embassy Julia Taft Fund for Refugees 2009  
Application Instructions**

**Section 1 – Identifying Information**

The applicant should provide the following:

- (a) legal name of the organization;
- (b) name of the organization's director;
- (c) name of the Point-of-Contact for the application;
- (d) mailing address;
- (e) phone/fax numbers; and,
- (f) e-mail address for application contact.

**Section 2 – Abstract (300 words maximum)**

The abstract must provide a summary of the identified need, proposed activities, expected results, and proposed benchmarks and measurements of success.

**Section 3 - Problem Statement**

The problem statement must describe the need for the project with regard to location, the extent and nature of the problem/issue in The Bahamas, the population or group affected. Corroboration of the problem should be presented, with any available qualitative and quantitative information, such as recent research studies and baseline statistics related to the proposed project. The problem statement should identify the existing resources in The Bahamas, such as on-going programs and their funding sources, as well as general internal and external support mechanisms.

**Section 4 – Project Goals/Objectives/Implementation Plan**

The applicant must specify the goals and objectives of the project, relative to the problem statement. **The goals and objectives must be measurable, and specific to what the proposed project can achieve.** The proposed activities should be clearly linked to the achievement of the goals, objectives, and targets. This section should also describe how success will be measured in terms of performance indicators and targets. Finally, this section must include a time-line/task plan that clearly identifies the objectives and major activities.

**Section 5 - Organizational Capability**

Applications must include a clear description of the applicant's previous experience with similar projects, and organizational experience and background in the The Bahamas as these relate to the proposed activities. This section must also identify any other local partners involved, and provide a brief description of their experience and capacity. The management structure and staffing plan for the proposed project must be included.

**Section 6 – Appendices (three required)**

1. **Summary Budget** – The budget must identify the total amount of funding requested, in U.S. dollars, with a breakdown of amounts to be spent in the following budget categories, *as applicable*: (a) Personnel; (b) Fringe Benefits; (c) Travel; (d) Equipment; (e) Supplies; (f) Contractual; (g) Consultant Fees; (h) Other Direct Costs; (i) Total direct charges [sum of (a)

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through (h)]; (j) Indirect Charges; and (k) Totals. **The summary budget may not exceed 1 page in length.**

2. **Line-Item Budget** – The line-item budget should provide sufficient information for each summary category to justify the inclusion and reasonableness of the costs presented and allow for appropriate post-award monitoring. **The line-item budget may not exceed 3 pages in length, and should be articulated as follows, if applicable:**

a. *Personnel* – Identify staffing requirements by each position title, and brief description of duties. List annual salary of each position, percentage of time and number of months devoted to project.

b. *Fringe Benefits* – State benefit costs separately from salary costs and explain how benefits are computed for each category of employee. Specify the type and rate.

c. *Travel* – Identify staff and participant travel, including: international airfare; in-country travel; domestic travel in the U.S.; per diem/maintenance (includes lodging, meals, and incidentals for both participant and staff travel). Please note that rates of maximum allowance for U.S. and foreign travel are available at: [www.policyworks.gov](http://www.policyworks.gov). Per diem rates may not exceed the published U.S. Government allowance rates, but institutions do have the option of using lower per diem rates.

d. *Equipment* – Provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year and an acquisition cost of \$5000 or more.

e. *Supplies* – List items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies.

f. *Contractual* – For each sub-grant/contract, provide a detailed line-item breakdown explaining specific services. In the sub-grant budgets, provide the same level of detail for personnel, fringe benefits, travel, supplies, equipment, and direct costs required of the primary applicant.

g. *Consultant Fees* – If consultants will be used in the grant, provide all costs related to their activities, including travel and per diem costs.

h. *Other Direct Costs* – These will vary depending on the nature of the grant. Identify each cost and provide justification.

i. *Indirect Charges* – If your organization has an indirect cost rate agreement with the U.S. Government, include a copy as an addendum to the budget, and indicate how the rate is applied.

3. **Resume (1 page maximum)** – A resume must be included for the proposed key staff person, such as the Project Director. If an individual for this type of position has not been identified, the applicant may submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a resume.