

American Embassy, Asmara
Application Form

The Democracy and Human Rights Fund

Details of your organization

Name of Organization _____

Street Address _____ PO Box _____

Zone _____ Sub-Zone _____

Kebabi _____ Village _____

Telephone number _____ Fax number _____

Person who is responsible for the project _____

Description of the organization

Provide a brief description of the organization including when it was founded, where it is based, number of members, financial capacity, funding sources, other activities the organization has undertaken and prior management experience conducting similar activities.

Background information for the activity

1) Provide a brief description of the context in which your proposed activity is set and the rationale for the activity. Include a clear statement of how such activities promote human rights or support political pluralism and creation of more open democratic societies.

Resources needed

7) List all items to be purchased with US Embassy Democracy and Human Rights Funds in the following format:

Sample of Budget Format (in Nakfa)

Category	US DHRF	Grantee Match	Total
A. Supplies			
A1 Paper	5,000		5,000
A2 Flip chart	12,000		12,000
A3 Pens	300		300
Subtotal supplies	17,300	-	17,300
B. Conference			
B1 Rent for hall		60,000	60,000
B2 Coffee breaks		300	300
Subtotal conference	-	60,300	60,300
C. Travel			
C1 Trainers to Baruntu	5,000		5,000
C2 Trainers to Nakfa	8,000		8,000
Subtotal travel	13,000	-	13,000
D. Printing			
D1 3,000 copies of Text book	100,000		100,000
D2 100 copies of training manual	3,000		3,000
Subtotal printing	103,000	-	103,000
E. Equipment			
E1 Video projector	1,000,000		1,000,000
E2 Overhead projector		600,000	600,000
Subtotal Equipment	1,000,000	600,000	1,600,000
Total	1,133,300	660,300	1,793,600

Line Item details

A. Supplies

- A1 We need 10 reams of paper at 500 nkf/ream
- A2 This is to assist in presentation of and dialogue with participants
- A3 Participants need pens that 30 pens that cost 10 nkf each

B. Conference

- B1 We have a conference hall that we will use at our expense.
- B2 We will provide refreshments

C. Travel

- C1 This includes busfare, lunch, and hotel for trainers
- C2 This includes busfare, lunch, and hotel for trainers

D. Printing

- D1 This is to print copies of the constitution of Eritrea
- D2 This is to print copies of legal decisions related to the constitution of Eritrea.

E. Equipment

- E1 The video projector is for computer presentations of the training.
- E2 We will supply the overhead projector for the training.

Note: The budget should be in the local currency and (2) include notes explaining the costs associated with each of the budget line items, e.g. a list of individuals and the amount to be paid, basis for travel costs, a list of equipment to be purchased and its estimated cost, and other relevant information to support the proposals budget. Also there should be a direct relationship between the activities described in the proposal and the budget.