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**Funding Application Form – American Spaces Programs**

*Only non-profit organisations, non-profit academic institutions, and individuals are eligible to apply for the American Corner’s small grants program.*

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| Date submitted: |

1. **Applicant details:**

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| Application type:  (Mark all that apply with an x) | Non-profit organisation |  |
| Academic institution |  |
| Individual |  |

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| Name of Organisation/Institution or Individual Applicant: |  |
| Physical address: |  |
| Postal address: |  |

1. **Individual applicants only:**

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| Email address: |  |
| Contact number: |  |

1. **Organisations only:**

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| Website address: |  |
| NPO Registration number: |  |
| Date organisation was established: |  |
| UEI/DUNS number |  |
| Primary Point of Contact name, email and tel number: |  |

Board of director’s information:

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| --- | --- | --- | --- |
| Name | Position on board | Years on the board | Profession |
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| In 200 words, briefly tell us about the work and goals/mission of your organisation? |

Please submit the following documents along with this application:

If applying as an organisation:

* Proof of Banking details
* Up to date Tax Clearance Certificate
* Organisation registration documents
* BBB-EE status (if applicable)

If applying as an individual:

* Copy of your ID
* Proof of banking details
* Copy of your CV

If you are an organization or institution, please list your core donors over the past two years:

*Please add as many donors as are relevant.*

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| Name of donor (if applicable): | Percentage of organisational budget supported: | Period of funding support: |
| *Example: American Corner Pretoria* | *10% of organisational budget* | *2015-2024* |
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1. **Information on Proposed Program or Activity**

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| Program title: |  |
| Proposed start date: |  |
| Anticipated end date: |  |

1. **Program description**

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| a. In 200 words, tell us about the need to which your program is responding, or the challenge it is designed to overcome, and the overall goal and objectives it is meant to achieve.  *Please include any supporting evidence you may have, such as statistics or research to substantiate the need and how it has been identified.* |

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| b. In no more than 300 words, describe the program or activity you propose to implement at the American Corner. Include a clear, detailed description of the specific activities included in the program, the timeline for those activities, a description of the number and type of audience for each activity, and who will implement the activities. If your program will include travel for participants to or activities in locations outside an American Corner, please explain where and why. If you are proposing a training program, please describe thetraining hours, and preferred training schedule. Include information on your training methodology, if applicable. If your program will take place over a long period of time and/or includes a series of many individual activities, please attach a separate chart showing the timeline and anticipated outputs of each activity. |

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| c. Please describe how this proposal aligns to the specific goals and objectives of this call for proposals and of the American Corner. Please specifically describe how the program **fosters stronger ties and builds relationships between the United States of America and South Africa through activities that increase understanding, connections, and the sharing of information and ideas between Americans and South Africans at the people-to-people level.** All programs at the Corner must have a substantive American component. |

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| d. Please describe the specific audience your program or activity will engage and describe how you will go about selecting and recruiting the participants for this program.  *Disaggregated by age, gender and race (and any other disaggregation relevant to your work).* |

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| e. Do program participants obtain a certificate or qualification on completion of your program?  *Please tell us about the certificate or qualification obtained if yes. Example: is the certification accredited? Is the certification attendance or performance based?* |

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| f. Will any outputs/products/works be developed by participants during the program that you will be able to share with a wider audience?  *For example, CVs, journals, films or audio recordings, social media output or profiles, portfolio of work, works of art, performance, etc.* |

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| g. Are there any potential risks/uncertainties you are aware of at this stage which need to be considered? How will you mitigate them? |

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| h. Who will be involved in implementing this program?  Please complete the table below: | | | |
| Team member name\*: | Role & responsibilities: | Experience: | Qualifications: |
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\*If you plan to work with an implementing partner, please include names and organisation name of implementing partners.

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| h. Please tell us about your or your organisation’s track record and experience in implementing the proposed program (or similar programs). |

1. **Program results**

Please complete the following tables to help us understand the objectives and activities of your program and how results will be measured and evaluated.

**Overall program objectives:**

This table is focused on your overall program objectives, the overall changes you expect to see as a result of your work, and your plans for how you will track and demonstrate progress towards the achievement of these objectives.

*Add as many objectives as relevant:*

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| **No:** | **Goal/objective/key learning outcome (what specifically do you hope to achieve?)** | **What changes/outcomes do you expect to see (e.g. changes in knowledge, attitude, or behavior)?** | **Indicator of success (which observable & measurable variables will you track to show progress / change?)** | **What information (means of verification) will you collect to demonstrate that change.** |
| **Eg:** | *improve basic English proficiency among students from non-English speaking homes.* | *Increase in the number of students from non-English speaking homes who can pass a basic English proficiency test.* | *At least 80% of participants show at least some measured increase in basic English proficiency after the program and at least 70% successfully pass a test at the basic proficiency level.* | *Results from an internationally recognized English proficiency test (IELTS -International English Language Testing System), to be completed by participants at the start and end of the program to measure change. . Test results will be shared with American Corner management.* |
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1. **Key contacts**

Please indicate who will be responsible for the following program functions:

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| Sub-grant signature and program responsibility (duly authorized): | Name: |  |
| Contact number: |  |
| Email address: |  |
| Submission of program reports: | Name: |  |
| Contact number: |  |
| Email address: |  |
| Program budgeting and accounts: | Name: |  |
| Contact number: |  |
| Email address: |  |

1. **Budget\***

Please complete the following budget template, reflecting all costs associated with the delivery of your program

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| **Budget category and line items** | **Explanation of how costs are calculated** | **Amount (Rands)** |
| 1. **Personnel** | | |
| *Example: Course facilitator* | *Preparation time (2 hours @ R350 per hour) + Facilitation time (2 hours @ R350 per hour) X 12 sessions* | *R16 800* |
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| 1. **Transport** | | |
| *Example: Participant transport to American Corner location* | *Bus rental with driver at rate of R1,000 per round trip x 2 round trips per session* x 3 sessions | *R6,000* |
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| 1. **Supplies** | | |
| *Example: Workshop material* | *3-pages of English reading material printing- 50 copies @ 50c per page* | *R75* |
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| 1. **Contractual** | | |
| *Specialist on English for Technology to teach one module in workshop series* | *R500 flat rate for presenting a two-hour module* | *R500* |
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| **Total:** | |  |

\*Budget notes: Budget estimates will be carefully scrutinized, and need to be reasonable, fair, and cost effective. Grants are awarded subject to availability of funds and successful outcomes of standard Procurement Procedures. The funds awarded shall be used prudently and only for expenses incurred by the Recipient in carrying out the project as outlined in the final approved budget in the award agreement. These funds **CANNOT** be used to pay for alcoholic beverages. Any questions concerning the propriety of any particular expenditure from these funds should be referred to SAPF.