**PROPOSAL**

**UNIVERSITY SUPPORT GRANTS PROGRAM 24/25**

**APPLICATION FORM**

**I. Grant Applicant Information:**

| **Contact Information of the Applicant** |
| --- |
| **Project Coordinator Name:** |  |
| **Organization/ Institution:** |  |
| **Project Details** |
| **Submission Date:** |  |
| **Project Title:** |  |
| **University Support Grant Program Objective\*:** |  |
| **Project Field Covered** **(ex. Economics, Law, IT, etc.):** |  |
| **Total Budget Requested ($):** |  |

**II. Key Personnel/ Project partners**

*List full names for additional project members, as well as other personnel involved in the project.*

| **Team members/Partners** | **First and Last Name** |
| --- | --- |
| **Key Personnel:** |  |
| **Organizations and/or Institutions** (if any): |  |

**III. Project Dates**

| From | **mm/dd/yy** | To | **mm/dd/yy** |
| --- | --- | --- | --- |

| ***Extra Notes*** *(if additional information is necessary****):*** |
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**IV. Project Description:***The project description should provide a concise description of the project proposal & the topic it tackles is very well specified*

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**V. Project Goal and Objectives***Provide a description of the goal & objectives that serves as the endpoint that the program is working towards. It defines what the program intends to achieve and its overall purpose.*

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**VI. Project Activities**

*Provide justifications and connections between project activities and the intended results.*

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**VII. Project Timeline:**

*Provide detailed information on the expected timetable for the project include the dates, times, and locations of planned activities and events. Break the project into phases and provide a schedule for each phase.*

|  | Description of Work | Start and End Dates |
| --- | --- | --- |
| Phase One |  |  |
| Phase Two |  |  |
| Phase Three |  |  |

*Also, list here the major action steps you will take in order to carry out this project with an approximate date of completion for each step to provide a picture of the project timeline.*

| ACTIVITY | IMPLEMENTATION TIME | RESPONSIBILITY |
| --- | --- | --- |
| *(e.g.) 1. Design and implement a training program for**project management* | Month 1 | Month 2 | Month 3 |  |
| XXXXXXX |  |  | **(e.g.)**ProgramManager (PM) |
| *(e.g.)1.1. Conduct needs assessment* |  | XXXXXX |  | **(e.g.)**Consultant |
| *(e.g.)1.2. Design training modules* |  |  | XXXXXX | **(e.g.)**Consultant |
| *(e.g.)1.3. Conduct training* |  |  | XXXXXX | **(e.g.)**Consultant |
| *(e.g.)2. Improve procedure for project management* | XXXXXXX | XXXXXX | XXXXXX | **(e.g.)**ProgramManager |
| *(e.g.)2.1. Conduct a management audit of the current**procedures* |  | XXXXXX |  | **(e.g.)**Consultant |

**VIII. Target Audience**

*Please list the targeted audience by categories such as direct and indirect. If appropriate, describe the target audience by age group, occupation, number of program participants, etc.*

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**IX. Results/Outcomes***Describe the short-term and long-term results you expect to achieve at the end of the project.*

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**X. Project Sustainability and M&E Plan**
*How is your project sustainable beyond the timeline? Is your project scalable and, if so, how?*

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**XI. Budget Justification**

*Please state the funding amount requested in US dollars for each category.  Budget Narrative should contain detailed descriptions of all categories below. 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.*

| A: Item I (e.g. Personnel) |
| --- |
|  |
| B: Item 2 (e.g. Fringe Benefits) |
|  |
| C: Item 3 (e.g. Travel) |
|  |
| D: Item 4 (e.g. Equipment) |
|  |
| E: Item 5 (e.g. Supplies) |
|  |
| F: Item 6 (e.g. Speaker/Artist Honorarium or Fees/Contractual) |
|  |
| G: Item 7 (e.g. Other) |
|  |

***\*University Support Objectives are as follows:***

1. **Objective 1**: Support Higher Education Institutions (HEIs) activities and innovation initiatives to align their teaching curricula with current labor market needs.
2. **Objective 2**: Support activities linked to establishing or functionalizing academic HEIs’ research and development (R&D) centers.

**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 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.

*\* Questions regarding the application form can also be sent to* grants@kusalumni.rog*. Please include “Question” in your email subject line.*

**Carefully read the instructions supplied with this document.**