ALUMNI PROJECT PROPOSAL SUBMISSION FORM

1. Name of the Applicant (Individual or Organization)

2. Contact Details		
Address	Telephone	Fax

3. Title of the project

4. Funding amount requested

5. Two sentence summary of the Project*

Summary should include the Project's goals and major activities.

6. Exchange Program Name(s) of Alumni Involved (i.e., Fulbright, IVLP, etc.)

7. Target Audience Description of Audience	
Number of Individuals to be Reached*	Cities or Regions to be Reached

Please estimate the number of individuals to be reached by categories such as: alumni participants, attendees, implementers, print readers, broadcast viewers, etc.

8. Project Description, Goals, and Objectives
Provide a narrative description of your project by addressing the following questions.

What specific and measurable goal do you hope to achieve by the end of the project?

Project Justification: What specific problem are you trying to solve and why this is important?

Detailed description of project activities: What concrete actions do you plan to take in order to achieve the project goals?

Expected results, including expected impact on target groups?

Project sustainability and long-term effects? How would the project continue after the funding ends?

9. Project Timeline

10. Budget
Please use the separate budget form

FY2010 ECA Alumni Project Competition

Alumni Proposal Budget Form

Project Title:

Total Amount Requested:	
Total Cost Share:	

All items over $200.00 US must be itemized & described.

Remember: Alumni funds cannot be used to cover:

1) representational costs (e.g., meals or drinks);
2) salaries or administrative overhead;
3) individual research projects of alumni;
4) alumni websites separate from State Alumni & ECA Alumni Archive;
5) international travel outside post's region.

Item Description	Amount Requested From Alumni Funds in U.S. Dollars	Amount Being Cost-Shared in U.S. Dollars

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