**Grant General Guidelines (GGG)**

**Terms & Conditions**

**Applicable to *Approved* Small Grants and Signing of Grant Award Document (GAD)**

**Definitions**

1. “**Project**” means the project described in Schedule 1 of the Grant Award Document (GAD).
2. “**Grant Budget**” means the budget for the Project set forth in the approved proposal.
3. “**Effective Date**” means the date the GAD is signed by the Fund, which is the date from which the Recipient has the right to incur Eligible Expenditures.
4. “**Project Completion Date**” means the date on which the implementation of the Project is to be completed. It is the estimated date of project completion as stated by the Recipient.
5. “**Grant Closing Date**” means the date four (04) months after the Effective Date of the GAD.
6. “**Project Implementation Period**” means the period beginning on the Effective Date and ending on the Project Completion Date.
7. “**Bank Account Information**” means a form prepared by the Recipient at the time of submitting Grant Proposal and mentioned in Schedule 2 of GAD. Account name should be on the name of applicant.
8. “**Coercive practice**” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or its property, or persons closely related to a party, to improperly influence the actions of that party.
9. “**Collusive practice**” means an arrangement between two or more entities without the knowledge of a third party, designed to improperly influence the actions of the third party;
10. “**Corrupt practice**” means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to improperly influence the actions of another party;
11. “**Eligible Expenditures**” means expenditures eligible to be financed under the Grant. Such expenditures must satisfy all of the following requirements: they must (a) meet the reasonable cost (b) excluding Taxes of (c) goods, works or services (d) required for the Project (e) in accordance with the Project Budget (f) and must magnify the expertise and experience of U.S. exchange alumni through programs that strengthen people-to-people ties, promote new Pakistani voices and leaders, advance the public good, and promote community as approved by the Fund.
12. “**Fraudulent practice**” means any action intended to deceive another party in order to improperly obtain a financial or other benefit or avoid an obligation;

Implementation

The Recipient shall implement the Project in order to accomplish the Goals and Objectives set forth in grant proposal. The Recipient shall implement the Project (i) with due diligence and efficiency; (ii) in conformity with appropriate administrative, engineering, financial, economic, operational, environmental, technical and research practices; (iii) in accordance with the Project Description and Project Budget; and (iv) otherwise in accordance with the GAD. The Recipient shall exercise the same care in the administration of the Grant as it exercises in the administration of its own funds, having due regard to economy and efficiency and the need to uphold the highest standards of integrity in the administration of public funds, including the prevention of fraud and corruption.

Disbursement of the Grant

The Grant shall be disbursed in installment(s) in the amounts set forth after the approval of a Grant in Description (Schedule 1) of GAD. The first installment (70% of the approved amount) shall be disbursed after signing of document whereas final installment (30% of the approved amount) shall be disbursed after the Recipient provides satisfactory form of report to the Fund.

Project Duration

Project duration can vary depending on goals but must not exceed more than 4 months from the Effective Date of the GAD.

Procurement

Procurement of goods, works and services required for the Project shall be carried out in a cost-conscious and effective manner. The procedures to be used by the Recipient for procurement related to the Project, have been approved in advance by the Fund and which cannot be materially altered without the prior approval of the Fund.

Branding Guidelines

All promotional material (banners, standees, flyers, certificates, catalogue, videos, etc.) designed as part of the project, must be approved in writing, from the PUAN – USEFP office, before publication or reproduction.  For details on branding guidelines, click [here](http://www.pakusalumninetwork.com/grants/branding-guidelines/).  In case of special circumstances surrounding the project execution, the grantee may request a waiver by filing a special waiver form, available on request.

Final Report

As soon as possible after the Project Completion Date, but in no event later than 2 weeks of the Project Completion Date, the Recipient shall provide the Fund with a Final Report (**Form ASG-FR-06**) consisting of complete narrative and financial part along-with expenditure receipts.

Suspension

The Fund may put on hold, in whole or in part, the right of the Recipient to incur Eligible Expenditures and/or receive disbursements of the Grant if (i) the Recipient has failed to perform any of its obligations under the GAD (ii) credible allegations of coercive corrupt, fraudulent, collusive or coercive practices in connection with the Recipient and/or the Project have come to the attention of the Fund; or (iii) the Fund has determined that a situation has arisen which may make it improbable that the Project can be carried out successfully. Such suspension shall continue until (i) the Fund is satisfied that the reason for the suspension no longer exists, or (ii) the Fund decides to terminate the GAD in accordance with paragraph 6.9.

Termination

The Fund may terminate the Grant early if (i) the Recipient fails to provide all documentation required for disbursement of the first installment of the Grant within four (4) weeks of the Effective Date; (ii) the Recipient has materially failed to perform any of its obligations under the GAD; (iii) credible allegations of corrupt, fraudulent, collusive or coercive practices in connection with the Recipient and/or the Project have come to the attention of the Fund and the Recipient has failed to take timely and appropriate action to address such allegations to the satisfaction of the Fund; or (iv) the Fund has determined that a situation has arisen which makes it improbable that the Project can be carried out successfully.

Liability beyond Termination

After the withdrawal of grant by the Fund, the Recipient shall have no right to receive any further disbursements of the Grant or other compensation from the Fund.

Monitoring and Evaluation

The Recipient shall facilitate all activities related to supervision, evaluation or review of the Project carried out by the Fund during the Project Implementation Period. Any such supervision, evaluation or review shall be carried out without any cost to the Recipient. Recipient shall inform and invite Local Chapter’s leadership, respective alumni coordinator and PUAN-USEFP office of all activities at least two weeks in advance.

Records and Documents

The Recipient shall maintain records and documents adequate to reflect its operations related to the implementation of the Project until the Project Completion Date. The recipient shall retain and adequately store such records and documents during the Project Implementation Period and duly submit these documents with periodic reports.

Taxes

The proceeds of the Grant shall not be used for the payment of Taxes which are determined by the Fund to be excessive, discriminatory or otherwise unreasonable.

Refund

If (i) the Fund determines that any amount previously disbursed to the Recipient shall not be required to cover further payments for Eligible Expenditures; or (ii) the Fund determines at any time that any amount previously disbursed to the Recipient has not been exclusively used in accordance with the requirements of the GAD, the Recipient shall, promptly upon notice from the Fund, refund to the Fund such amount in the currency of payment.

Visibility and Rights of Reproduction and Distribution

Prior to the production of any written, audio-visual and/or information technology material connected with or resulting from the Project by the Recipient and intended for limited or general publication, the Recipient shall consult with the Fund regarding the form and substance of the acknowledgement of the Fund’s role in supporting the Project. The Recipient hereby grants to the Fund the right to reproduce and distribute copies of such written, audio-visual and/or information technology material for non-commercial purposes without the need for any additional permission or approval of the Recipient.

Amendments

The GAD, including the Project Description (Schedule 1) and Bank Account Information (Schedule 2) may only be amended or otherwise modified in writing signed by both Parties.

No Agency or Liability

The Recipient shall implement the Project on its own behalf and has the exclusive responsibility for its implementation; it is understood that the provision of the Grant by the Fund shall in no way be construed as appointing the Recipient or any other person or institution involved in the Project as the agent or representative of the Fund; and the Fund shall not be liable for, and the Recipient shall hold the Fund harmless against, any claim for loss or damage arising in connection with the Project.

Privileges and Immunities

The personnel undertaking and responsible for implementing the Project, whether employed by the Recipient or not, shall neither be entitled to any privileges, immunities, compensation or reimbursement on behalf of the Fund nor shall they be allowed to incur any commitments or expenses on behalf of the Fund.

Decisions

The Fund’s decisions will be final and the Grant may be terminated without any explanation and the final decision taken by the Fund cannot be challenged.

Communications

All notices, requests, reports, documents and other information and communications relating to the GAD, the Grant and Project, including the Progress Reports and Final Report, shall be in writing in the English language.

***Acknowledgment:***

***I, the undersigned, hereby acknowledge that I have read and understood the terms and conditions as provided in the Grant General Guidelines document and I agree to abide by all of the mentioned terms.***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

PUAN Small Grants Program





**APPLICATION FORM**

**Form ASG-0013-01**

**1. GENERAL INFORMATION**

|  |
| --- |
| **1.1. Personal Information** |

1. Full Name: (As per CNIC)
2. Gender [ ]  Male [ ]  Female
3. Date of Birth (MM/DD/YYYY):
4. Organization (Optional):

1. Mailing Address:
2. City:
3. Telephone:
4. PUAN Chapter:
5. Email:
6. CNIC Number:
7. Website (Optional):

|  |
| --- |
| **1.2.**  **Exchange Program Information:** |

1. Program Name: (Fulbright, UGrad, SUSI, CCID etc.):
2. Host Institution / Organization (In U.S.):
3. Status (Researcher/ Teacher/ Student/ Other):
4. Program Award Year (YYYY):
5. Program Completion Date (MM/DD/YYYY):
6. Return Date (Pakistan) (MM/DD/YYYY):

**1.3. Academic Information:**

1. Last Academic Degree:
2. Institution:
3. Graduation Year (MM/DD/YYYY):
4. Field of Study:
5. Resume: *Please attach your CV along-with this application*

**1.4. Current Status:**

A. Current Status:

[ ]  Student [ ]  Employee [ ]  Owner [ ]  Other:\_\_\_\_\_\_\_\_\_\_

B. Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. Your Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D. Organization Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.5. Previous PUAN Activities History**

A. Have you ever secured a PUAN Alumni Small grant before? [ ]  YES [ ]  NO

If YES: Reference No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. Have you ever performed a “Chapter Activity”? [ ]  YES [ ]  NO

If YES, please give details below:

**Title Date: (Month/Year) Chapter**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

C. Have you ever been part of any other PUAN sponsored event as a volunteer? If yes, please give details below:

**Event Name Location Date Your Role**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.6. Banking Information for Electronic Funds Transfer (EFT):**

In case the project grant is approved, the funds will be remitted to the following bank account.

1. Account Title (Name): (Account title should be on the name of applicant)
2. Account Number:
3. Routing Number:
4. Bank:
5. Branch Address:
6. Type of Account (Savings/Current, Individual/Joint etc.):

**2. PROJECT DESCRIPTION**

|  |
| --- |
| **2.1. Project Information** |

1. Project Title:
2. Project Duration (in Weeks): (Duration cannot exceed four months, including preparation, execution and closing phase of the project):       **C.** Target Region (City):
3. From: (MM/DD/YYYY):       To: (MM/DD/YYYY):

|  |
| --- |
| **2.2. Executive Summary** |

*(Please explain what, how, where, when you plan to do this proposed project and who will be target audiences/beneficiaries? Also, do mention how many people will be benefiting from this activity directly, as well as indirectly, how many PUAN alumni will be part of this project, both as part of your team and as target audiences?)*

|  |
| --- |
| **2.3. Project Justification** |

*Please mention WHY are you proposing this activity?*

|  |
| --- |
| **2.4. Methodology** |

*(Please explain how exactly you plan to execute this project? Mention all the events that will be part of this project, including locations, expected number of audiences/beneficiaries, delivery mechanism (lecture/workshop/training/community work/seminar/conference etc.), information dissemination mechanism/tools (radio, TV, newspaper, social media platforms etc.) for each event within this project)*

|  |
| --- |
| **2.5. Project Goals and Objectives** |

***Goals:*** *what are the desired results or outcome you envision, plan and/or commit to achieve at the end of this project:*

***Objectives:*** *Specific results you aim to achieve within your specified period and with the available resources.*

*Please highlight how one or more of the following ASG program goals will be achieved:*

* *Increase Mutual Understanding*
* *Invest in People*
* *Increase Community Engagement*

|  |
| --- |
| **2.6. Project Activities** |

*Please list all the proposed activities of this project. For each activity, you need to define tentative dates, locations, and venues. No of expected/invited audiences, including no. of alumni, should also be clearly mentioned for each activity. Names of speakers, presenters, demonstrators, guides etc. (if any) should be mentioned. (CVs/Profiles and consent letters from above mentioned should be part of this proposal).*

|  |
| --- |
| **2.7. Project Monitoring and Evaluation** |

*Please mention the process that will be implemented for the monitoring and evaluation of the project activities during the execution phase and after the completion of the all activities. Methods/processes to measure the outcome of the project should also be listed here.*

|  |
| --- |
| **2.8. Key Personnel: (Team members; Speakers; Subject Experts; trainers etc.)** |

*Please name your team members along with their contact information. Brief profile/CV of speakers/trainers etc. is also required. If they are USG alumni, do mention their exchange program information. Role of everyone within this project should also be clearly mentioned below.*

1. Name: Contact Info: Role:

2. Name: Contact Info: Role:

|  |
| --- |
| **2.9. Project Partners/Cost Sharing** |

*Please mention all intended organizations/entities that will be your partners for this project. Their role as well as contributions should be mentioned. Consent letters, MOUs, NOCs, legal agreements should be part of this application.*

|  |
| --- |
| **2.10. Strengths and Innovation** |

*Please mention strong points of this project. What new ideas will be brought to surface during this project? How will this project be different from other such projects?*

|  |
| --- |
| **2.11. Project Sustainability** |

*Please explain the continuation of project activities and sustenance of project outcomes after this PUAN grant expires.*

|  |
| --- |
| **2.12. Project Security Narrative** |

*Security narrative should include the latest security issues related to location and venue. Mention all the steps planned to handle the security related matters, if and when required. If dealing with any govt department or if there is possibility of getting in contact with any govt department or using any public or govt property/services during this project, you may have to obtain and provide NOCs from concerned govt. departments.*

**3. PROJECT BUDGET**

|  |
| --- |
| ***3.1. Budget Summary:*** *(Max amount requested from PUAN cannot exceed Rs. 1,000,000/-) This is the executive list of budget categories. Please fill in table below as per your project’s requirements. Proof of cost sharing/in kind contribution will be required at the time of reporting.*  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Category** | **Total Projected Budget**  | **Cost Sharing** | **In Kind** | **Requested Amount from PUAN (in PKR)** |
| 1 | Venue | **00.00** | **00.00** | **00.00** | **00.00** |
| 2 | Food | **00.00** | **00.00** | **00.00** | **00.00** |
| 3 | Accommodation | **00.00** | **00.00** | **00.00** | **00.00** |
| 4 | Printing / Promotional | **00.00** | **00.00** | **00.00** | **00.00** |
| 5 | Contractual | **00.00** | **00.00** | **00.00** | **00.00** |
| 6 | Supplies | **00.00** | **00.00** | **00.00** | **00.00** |
| 7 | Travel | **00.00** | **00.00** | **00.00** | **00.00** |
| 8 | Communication | **00.00** | **00.00** | **00.00** | **00.00** |
| **Project Total** | **00.00** | **00.00** | **00.00** | **00.00** |

***Budget Narrative:*** *Please provide below detailed narrative of each budget category given above in the section 3.1. Applicant, as well as any other USG alumni involved in this project, cannot be paid from these funds for any services provided.*

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Category** | **Narrative (Description)**  |
| 1 | Venue |  |
| 2 | Food |  |
| 3 | Accommodation |  |
| 4 | Printing / Promotional |  |
| 5 | Contractual |  |
| 6 | Supplies |  |
| 7 | Travel |  |
| 8 | Communication |  |

|  |
| --- |
| **3.2. Budget Breakdown (Itemized Budget)**  |

|  |
| --- |
| **Venue:** (Rent; Utilities; Decoration/Stage; Setup (tent, chairs, tables, flowers etc.); Projector; Sounds; Lights; Multimedia; Generator/Fuel; Still/Video Camera; Screens ) |
| **Sr. No** | **Descriptions** | **Rate** | **Quantity/Days** | **Actual Amount - Rs.** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
|   | **Total** |   |   |  |

|  |
| --- |
| **Food:** (Meals; Refreshments; Groceries; Tea/Water/Juices) |
| **Sr. No** | **Descriptions** | **Rate** | **Quantity/Days** | **Actual Amount - Rs.** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
|  | **Total** |   |   |  |

|  |
| --- |
| **Accommodation** (Participants Accommodation; Speakers’ Accommodation; Organizers’ Accommodation) |
| **Sr. No** | **Description** | **Rate** | **Quantity/Days** | **Actual Amount - Rs.** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
|   | **Total** |   |   |  |

|  |
| --- |
| **Printing/Promotion:** (Evaluation Forms; Certificates; Copying; Invitations; File Covers; Writing Pads; Brochures; Flyers; Banners; Documentary; Advertisement; Souvenirs/Give Away; Awards; Shields; Photography) |
| **Sr. No** | **Descriptions** | **Rate** | **Quantity/Days** | **Actual Amount - Rs.** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
|   | **Total** |   |   |  |

|  |
| --- |
| **Contractual:** (Honoraria; Security Costs; Module Development; Content Writing) |
| **Sr. No** | **Descriptions** | **Rate** | **Quantity/Days** | **Actual Amount - Rs.** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
|   | **Total** |   |   |  |

|  |
| --- |
| **Supplies:** (Stationary; Sports Equipment; Painting Material; Theater/Art/Workshop Supplies) |
| **Sr. No** | **Description** | **Rate** | **Quantity/Days** | **Actual Amount - Rs.** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
|   | **Total** |   |   |  |

|  |
| --- |
| **Travel**: (Participants Travel; Speakers Travel; Organizers’ Travel) |
| **Sr. No** | **Descriptions** | **Rate** | **Quantity/Days** | **Actual Amount - Rs.** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
|   | **Total** |   |   |  |

|  |
| --- |
| **Communication:** (Internet; Phone Calls; Courier Charges; Postage) |
| **Sr. No** | **Description** | **Rate** | **Quantity/Days** | **Actual Amount - Rs.** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
|  |  |  |  |  |
|   | **Total** |   |   |  |
|  |  |  |  |  |

**4. Project Work Plan**

*Please list all proposed activities of this project in chronological order. Do include preparation phase and closing/reporting phase in this table as well. Locations, venues, no. of audiences should also be mentioned under each activity.*

|  |  |
| --- | --- |
| **Timeline** | **Project Activities** |
| **Week 1** |  |
| **Week 2** |  |
| **Week 3** |  |
| **Week 4** |  |
| **Week 5** |  |
| **Week 6** |  |
| **Week 7** |  |
| **Week 8** |  |
| **Week 9** |  |
| **Week 10** |  |
| **Week 11** |  |
| **Week 12** |  |
| **Week 13** |  |
| **Week 14** |  |
| **Week 15** |  |
| **Week 16** |  |

**5. Grant Submission**

I have read the criteria and guidelines for **Pakistan-U.S. Alumni Network
Grants Program** listed in the General Information Document. All the personal and financial information provided is true to the best of my knowledge.

**Signature of Applicant**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Full Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*This document must be emailed to* ***ASG@USEFPAKISTAN.ORG*** *once the application has been completed and signed.*