**ISTS SMALL GRANT APPLICATION FORM**

**Please complete the contact information page, grant application template**

**CONTACT INFORMATION**

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| --- | --- |
| Applicant/s name: |  |
| Contact person/s |  |
| Position: |  |
| Postal address, Country |  |
| Email address: |  |
| Telephone no.: |  |
| Skype: |  |
| Are you a current member of the ISTS? |  |
| Project title: |  |
| Total projected cost: | **USD** |
| Amount sought: | **USD** |

**GRANT APPLICATION TEMPLATE**

**Please address each of the following criteria in your application**

The proposal should contain sufficient information so that anyone unfamiliar with the project can understand exactly what the applicant intends to accomplish. Please do not exceed 4000 words in total.

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| **1. Introduction to the Organization**: A description of past and present operations, demonstrating the ability to carry out the project. |
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| 2. **Proposal Summary:** A short narrative that outlines the background and justification for the proposed project, including relevant experience, program objectives, and the anticipated impact (200 words) |
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| **3. Goals and Objectives:** The “goals” describe what the project intends to achieve. |
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| **4. Activities, Methods and Design**: Describe the program activities in detail and how they will help achieve the goals. Providea description of how the project is expected to work and the impact the project is expected to achieve. |
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| * **5. Evaluation:** How will you measure/assess the success of your project (e.g. number of participants, media coverage, etc.)? |
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| **6. Timeframe:** Please provide a timeline and milestones for your project – be realistic and describe how you intend to achieve the milestones within the timeframe. |
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| **7. Financial costs**: Describe each of the budget expenses in detail. Please ensure you justify the need for all aspects of your proposal. Provide an itemised budget including any other funding sources and any quotes you have received to support your budget |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Item | Description | Total | Matching funds | Amount requested from the ISTS | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | TOTAL USD |  |  |  |  | |
| **8. Your target audience:** Who/what is the target audience for your project? (If you think that your project does not have a target audience, you can leave this space blank) |
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| * **9. Publication:** It is generally expected that results will be published in journals, magazines or on social media; please outline your plans for publicity. Are there other opportunities for a formal launch or publicity campaign? Please provide details. |
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| **10. Previous track record**: Include a short summary of your previous track record. Outline the relevance of this project to your organization and capacity to deliver the project. Have you or your organization carried out work in this (or a similar) field? Do all stakeholders have committed time and resources to complete the project? |
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| **11. Further information for the ISTS Board of Directors consideration***.*Is there anything additional you’d like to convey to the ISTS Board? |
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| **13. References cited** |
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