

# U.S. Embassy Stockholm

## Grant Request

*Please complete this narrative description document as well as the budget document.*

***Disclaimer:** Any cost associated with acquiring a DUNS number or NCAGE code is the responsibility of the grant applicant. The U.S. Embassy will not refund this cost whether your application is approved or not. Please apply for a DUNS number or NCAGE code ONLY when your application has been approved by the Embassy.*

<b>1. Type of Institution/Organization:</b>	
<input type="checkbox"/> <b>Nonprofit organization</b> (ideell förening)	<input type="checkbox"/> <b>Foundation</b> (stiftelse)
<input type="checkbox"/> <b>Educational institution</b> (lärosäte)	<input type="checkbox"/> <b>Individual</b>
<input type="checkbox"/> <b>Other:</b> please explain	

***Important info:** please choose one. **The Embassy cannot provide small grants to commercial firms.***

<b>2A. Name of Institution/Organization/Individual:</b>	
<b>2B. Registration number (organisationsnummer):</b>	<b>2C. Website</b>
<b>2D. Address of the Institution/Organization/Individual</b>	
<b>2E. Has your organization received a grant from the Embassy before?</b>	
<input type="checkbox"/> <b>YES (please provide DUNS number/NCAGE Code below)</b>	<input type="checkbox"/> <b>NO:</b>
Year(s) applied – Amount granted (SEK) – Project name(s):	
<b>DUNS number:</b>	
<b>NCAGE code:</b>	
<i><b>Important info:</b> If you don't have or if your DUNS number or NCAGE code have expired, please apply for new ones <b>ONLY</b> when your application has been approved by the Embassy. Any cost associated with acquiring a DUNS number or NCAGE code is the responsibility of the grant applicant. The U.S. Embassy will not refund this cost whether your application is approved or not.</i>	
<b>To apply for a DUNS number:</b> <a href="http://www.dnbsweden.se">http://www.dnbsweden.se</a>	
<b>To apply for an NCAGE code:</b> <a href="https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx">https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx</a>	
Another way to get the number is by contacting the Swedish Defense Material Administration at tel: 08 782 62 00, or by email: <a href="mailto:ncbswe@fmv.se">ncbswe@fmv.se</a>	

**2F. Please provide requested amount for this project (SEK). Give short description of each budget line/category you requested in the Grant Budget Document (e.g. Travel 25 000 SEK for Professor Newton, Stanford University. e.g. Equipment 20 000 SEK for a camera, the film will be used for social media)**

*Total amount request for the whole project (SEK):*

*Budget breakdown – requested amount and description of each budget line/category:*

**3. Please describe your organization, its mission statement and purpose:**

**4. Short biography of key project manager(s) (name/title/short bio):**

**5. Title of the Project:\***

Project start date:

*DD MM YY*

Project finish date:

*DD MM YY*

Funding requested by:

*DD MM YY*

**6. Target Audience:**

Description of Audience

Expected Number of Individuals Reached\*

\*Please list the numbers of individuals reached by categories such as: attendees, implementers, print readers, broadcast viewers, etc.

**PROJECT DETAILS:**

*Please enter all necessary information regarding the proposed project below. In this part please give as many details as possible.*

**1. Description:**

Please provide a narrative outline of your project. Describe the project, what it will accomplish, and how it will achieve these goals. If appropriate, describe the people who will benefit and how.

**2. Project Timeline:**

Please 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. In which city will the project take place at?

**3. Project Partners:**

Please give the name and key function of all partner institutions.

**4. Project Outcomes:**

What outcomes do you expect in terms of both short term results and long term outcomes and processes that may be set in motion by the project?

**5. Payment Details** (for transfer of funds should grant be approved)

Bank Name	Account Number or Bankgiro Number (We cannot process payments to postgiros or plusgiros)	Clearing or Routing Number (Only applicable for bank accounts, not bankgiros)	Bank Address
Account Name			

**Grant requests submission**, preferably via e-mail to: [stockholmsmallgrants@state.gov](mailto:stockholmsmallgrants@state.gov)**Submissions by post may be sent to:**

ATTN: Public Affairs Section  
 Embassy of the United States of America  
 Dag Hammarskjölds Väg 31  
 115 89 Stockholm