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| NATOhor_RGB_HR | **NATO PUBLIC DIPLOMACY PROGRAMMES**  **CO-SPONSORSHIP GRANTS FOR PUBLIC DIPLOMACY PROJECTS**  **PUBLIC DIPLOMACY DIVISION, INTERNATIONAL STAFF, NATO HEADQUARTERS**  Blvd. Leopold III, B-1110 Brussels, Belgium |

**ATTENTION: PLEASE CONSULT THE MOST RECENT TIMELINES FOR SUBMITTING APPLICATIONS FOR NATO CO-SPONSORSHIP GRANTS.**

Grant APPLICATIOn Form

FY 2023

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# General information

## Goal

Before submitting your Grant Application, please read carefully the Application Guidelines and Financial and Reporting Procedures document. The aim of this document is to help you have a better understanding of the NATO rules applicable to Grants.

## Checklist

* Letter of Request (dated and signed, on letterhead, including IBAN/SWIFT bank details, amount of grant requested and 50% advance payment request, see Guidelines)
* A structured outline of the applicant’s activity (see Guidelines)
* The completed Grant Application Form

# Project information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Details of the organisation | Name |  | | |
| Address |  | | |
| Telephone |  | | |
| Email |  | | |
| Website |  | | |
| Brief description of activities |  | | |
| Contact persons | Main | Name | |  |
| Email | |
| Alternative | Name | |  |
| Email | |
| Type of project  (e.g. conference, audio-visual, publication, etc.) |  | | | |
| Title of project |  | | | |
| Type of target audience(s)  (e.g. students, government officials, media, NGOs/think tanks, etc.) |  | | | |
| Estimated number of target audience to be reached |  | | | |
| Format: is it an in-person, hybrid or online project? |  | | | |
| Venue: if not online, mention venue  (country and city) |  | | | |
| Date/Time frame of project  (Start and end date) |  | | | |
| Consortium partners  (if applicable) |  | | | |
| Additional co-sponsoring institutions or own funds (please indicate amount per institution) |  | | | |
| Request for NATO speaker(s)  (mention name and title if known) |  | | | |
| A) Total estimated budget  B) Budget requested from NATO  (indicate currency) | A) | | B) | |

# Budget table (See Guidelines)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BUDGET CATEGORIES** | | **Estimate of Total Cost** (indicate currency) | **Items to be Covered by NATO**  (indicate currency) | **OFFICIAL USE ONLY**  **(to be filled in by NATO Programme Officer)**  Currency EUR | |
| 1. **TRAVEL EXPENSES Speakers** (excluding NATO Staff) | | | | | |
| **Hotel** |  |  |  |  |  |
| Nightly Room Rate: | \_\_\_\_\_ |
| Total Number of Nights: | \_\_\_\_\_ |
| **Transport** | |  |  |  |  |
| 1. **TRAVEL EXPENSES Participants** (excluding NATO Staff) | | | | | |
| **Hotel** |  |  |  |  |  |
| Nightly Room Rate: | \_\_\_\_\_ |
| Total Number of Nights: | \_\_\_\_\_ |
| **Transport** | |  |  |  |  |
| 1. **MEALS / CATERING** (the total cannot exceed 25% of the final NATO contribution) | | | | | |
| **Meals** | |  |  |  |  |
| Number | \_\_\_\_\_ |
| Number of Participants | \_\_\_\_\_ |
| **Coffee Breaks** | |  |  |  |  |
| Number | \_\_\_\_\_ |
| Number of Participants | \_\_\_\_\_ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reception** | |  |  |  |  |
| Number | \_\_\_\_\_ |
| Participants | \_\_\_\_\_ |
| 1. **RENTALS** (Provided and invoiced by a third party) | | | | | |
| * Conference room | |  |  |  |  |
| * Equipment rental (e.g. audio-visual, interpretation booths, headsets) | |  |  |  |  |
| * Other rentals (Description Required) | |  |  |  |  |
| 1. **LINGUISTIC SERVICES** (Provided and invoiced by a third party) | | | | | |
| * Translation fees (written) | |  |  |  |  |
| * Interpretation fees (oral) | |  |  |  |  |
| 1. **ADMINISTRATIVE/STAFF COSTS** (provided by the Grantee, see Guidelines) | | | | | |
| * Overhead of 20% | |  |  |  |  |
| 1. **OTHER** (Provided and invoiced by a third party. Description required, see Guidelines) | | | | | |
| * Online activities (e.g. event page, related use of social media) | |  |  |  |  |
| * Moderator and speaker’s fees (excluding from the Grantee’s organisation) | |  |  |  |  |
| * Audio-visual Products and Services (Description required) | |  |  |  |  |
| * Publicity (Description required) | |  |  |  |  |
| * Other: please specify | |  |  |  |  |
| **TOTAL ESTIMATED COST** | |  |  |  |  |