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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

Contents

[General information 1](#_Toc89437328)

[Project information 2](#_Toc89437329)

[Budget table (See Guidelines) 4](#_Toc89437330)

# 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** |  |  |  |  |