

# Proposal to the U.S. Russia Foundation for a Grant to Support

*(Title of Proposed Project)*

## Budget Narrative

**\*Directions:** Please submit this completed form, along with (1) Project Narrative and (2) Proposed Budget, to [grants@usrf.us](mailto:grants@usrf.us) to finalize your submission.

**Summary:** (Please provide a summary of the proposed project in 100 words or less.)

**Project Area(s):** (Please identify which of the 5 areas of USRF funding priority the proposed project fits.)

**Project Duration:** (Anticipated start and end dates of the proposed project.)

**Principal Investigator:** (Please name the individual who is responsible for leading the project and for managing the foundation grant in accordance with the grant agreement.)

**Requesting Organization:** (Please list the organization submitting this grant proposal.)

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- I. Core Project:** (Please identify all the positions in your organization the salaries for which, including appropriate fringe benefits, you propose be included in USRF grant support and explain what role each plays in the project, including percentage of effort toward the proposed project. List staff travel requirements, if any, relating travel to project objectives and activities. Identify the operations costs of your organization that would be used to implement the project and that you propose be supported by the grant.)
  - II. Subcontracting & Consultants:** (Please identify any non-employee personnel you propose to compensate for work on the proposed project. Justify rates and amount of time in the proposed grant budget.)
  - III. Conferences and Meetings:** (Please list all conferences and meetings the proposed project requires in its activities plan, including planned

locations and duration. Identify the number of participants, and explain how you estimated costs listed in the proposed budget. Justify any “other” budget entries in terms of their role in successful meetings.)

- IV. Publications & Educational Products:** (Please explain expenses for production and dissemination of any material products of the project, including web-based products.)
- V. Fees, Tuition, and Scholarships:** (Please list and justify any amount proposed to be provided as part of the project, whether to project staff, participants, or beneficiaries.)
- VI. Other Program Activities:** (Please list, explain, and substantiate any other costs required to implement the project that may not fit into the standard budget categories above.)