

Recommendations on Filling out grant applications for financing events for Russian Expatriate organizations overseas

In response to many requests to explain the application process for financing of compatriot NGOs from the funds of the Moscow government under the Integrated Objective Mid-range Implementation of Government Policy Towards Compatriots Living Abroad program (2006-2008), the Moscow House of Compatriots has developed these recommendations. Compliance with these regulations will simplify the application evaluation process and the decision to implement by the Interdepartmental Commission of the Moscow Government on Relations with Compatriots Living Abroad.

Grant requests should include the following information:

A. General Information

1. Contact information: full organization name, phone numbers, emails, mailing address.
2. Project name, duration of project
3. Description of project and its objectives (in accordance with the main guidelines of the Integrated Objective Mid-range Implementation of Government Policy Towards Compatriots Living Abroad program (2006-2008))
4. Estimate and general project expenditures (*US\$*)
5. Please specify if you have any other funding sources and give the amounts for each: personal funds you are using for your project in the country of residence, funds requested from the Moscow city government, etc.
6. Have you requested funds from any other organizations? If you have been refused, please state the reason?
7. What local organizations are you planning to involve in your project and what will be their degree of involvement?
8. Does your country of residence require a permit for delivery of books, manuals, study literature, computer hardware or any other goods for your project?
9. Has your organization previously received aid from the Moscow City Government? If yes, please state date and purpose.

B. Assessment of Efficiency

10. Please state as concretely as possible the numbers of compatriots your project will serve and the results you are trying to achieve (to increase the number of workplaces for compatriots; to improve conditions for the better preservation of national culture; to meet educational demands; to resolve X problems within X groups of compatriots; to enhance efficiency of an organization; create conditions for self-financing; resolve any other socio-economic problems).
11. What human resources will your organization be able to involve in your project?
12. Please describe the main obstacles to the implementation of your project and your plans to overcome them.

C. Applicant Details

13. Organization full and abbreviated name, mailing and actual address, registration date and number, name of the organization that registered your company, mission statement, number of members.
14. Bank account details.

15. Please sign, date and set your organization's seal on the document. Required signatures: organization manager and senior accountant (please indicate name, position and date).

Please coordinate your grant request with the Russian Embassy in your country, and send to:

Департамент международных связей г.Москвы

(Руководитель Департамента - Мурадов Георгий Львович)

125032, Москва, ул. Тверская, д. 13

Russia

A report on your project is due no later than 30 days after the end of the project.

All requests for the following year should be made before November 1st of the current year.

If you have questions please contact us:

+7(095) 928-32-55; tel./fax: 928-46-16; E-mail: mosds@mail.ru .