



the Hollings Center
for international dialogue

SMALL GRANTS PROGRAM

GUIDELINES FOR APPLICANTS

To amplify the impact of its dialogue programs, the Hollings Center awards small grants of **up to \$15,000** to past dialogue participants. The Center's dialogue programs aim to enhance communication and understanding between the United States and countries in the Middle East, North Africa, Central Asia and Eurasia. The Center wishes to incentivize participants in these programs to continue and advance dialogue discussions by providing seed funding for follow-on initiatives.

The Small Grants Program runs in semi-annual cycles. There are two calls for applications per year (Autumn and Spring), and one grant is awarded per cycle.

Proposed small grant projects **must**

- 1) be clearly related to the **Hollings Center's program topics and mission;**
- 2) have a **realistic timeline of approximately 6-8 months;**
- 3) be **collaborative** (for example, involving partners from two different countries); and
- 4) produce at least two **deliverables**, at least one of which should be a **multimedia** product (such as a podcast, short documentary, interview, interactive map, etc.)

Proposals that demonstrate **cost sharing** with other organizations and institutions are **highly desirable**.

What do we fund?

- Follow-up events on a theme that was addressed at a Hollings Center dialogue, but was not covered in sufficient depth;
- Pilot exchanges or fellowships designed to foster exchanges (between students, faculty, experts, and/or institutions);
- Research that will inform policy (with policy-relevant deliverables).

What do we not fund?

- Long-term academic or policy research projects;
- Publication subventions;
- Administrative or institutional operating costs;
- Indirect costs.

Proposal Submission

Please email your completed application to Sanem Güner at sanem.guner@hollingscenter.org. Sanem is the manager for all small grants projects.

Application Requirements

1. **Proposal coversheet** (Hollings Center will provide an electronic template). Please make sure that the points of contact for the project are Hollings Center conference participants.
2. **Proposal narrative** (approximately 5 pages) that answers the following questions:
 - a. What is the project about? Please describe the research or policy question you aim to answer as a result of the project. If the project is an event (conference, workshop, etc.), please address how it will add to existing initiatives on similar issues.
 - b. How does this project build upon dialogue conference topics and themes? Please address how the topic relates to enhancing intercultural/international dialogue as stated in the Hollings Center's mission.
 - c. What are your project activities and what is the timeline? Please describe the major steps from start to finish and explain how you intend to complete the project during the proposed period.
 - d. What finished products will result from this project? How are you proposing to disseminate them? If the intended product is an article, what is your publication plan?
 - e. Who will manage and carry out the project? Please describe staff, researchers, partnerships, etc.
 - f. What impact do you hope to achieve? Please discuss potential short term impacts alongside prospects of continuation for the project that might translate into medium and long-term impact.
3. **A detailed budget.** Provide a breakdown of costs by categories applicable to your project. The below are sample categories and you may need to amend these to fit your project activities. Examples of project budgets and breakdowns are available upon request. To increase the impact of your project, cost sharing with other organizations and institutes is greatly encouraged. Please show the amount of cost sharing to be provided by the additional funders in your budget. The Hollings Center portion of the budget should not exceed \$15,000; however the total project budget can be greater.
 - a. honoraria for project leader, stipends for research assistants and consultants, etc. (cannot exceed \$250 per day)
 - b. translation/interpretation
 - c. materials (copies, supplies, etc.)
 - d. conference/workshop expenses (materials, facilities costs, participant expenses)
 - e. travel for project activity (round-trip economy-class airfare, food, lodging, registration fees, visas, etc.). Note regarding travel expenses: The Center cannot fund business class tickets and all travel departing from or arriving in the United States must be Fly America Act compliant.
 - f. other justifiable expenses directly related to the project.

Note regarding unallowable expenses: The Center and grantees are prohibited from using small grant funds for alcohol or entertainment purposes. In addition, equipment having a value of over \$1,000 and lifespan of 2 years or more (laptops, servers, printers, etc.) are also unallowable expenses. Please contact Sanem Güner for **any** questions regarding the allowability of an expense for your small grant proposal.

4. **Curriculum Vitae/resume** of the individual(s) who will conduct the project.

Review Process

Proposals that meet the criteria above and include the required components described below will go to the Small Grant Review Committee. The Committee consists of a member of the Board from the Hollings Center (rotating), a past grantee (rotating), two outside reviewers (permanent) and two members of the Hollings Center staff (permanent). The Committee may raise additional questions to assess the proposals, and may require revisions to proposals before awarding the grant.

Reporting Requirements

The Center monitors grant projects closely. The grant manager will be available to answer any questions, address unanticipated challenges, and respond to amendment requests throughout project implementation. It is equally important for the grantees to remain in contact with the grant manager by sending regular e-mail updates. In addition to this regular communication, the Center requires four reports: 1) interim narrative report; 2) interim financial report; 3) final narrative report; 4) final financial report. For most projects, the Center will schedule payments such that one of the tranches is contingent on receipt of the interim reports, and the other tranche is released upon receipt of the final reports. The Center will provide more detailed guidelines for interim and financial reports to grantees once their projects are underway.