

**CHECKLIST FOR COMPLETE APPLICATION**

**Note:**

- Initial Concept Papers must be received at 3 months prior to project start date. Applications must be submitted at least 2 months prior to the project start date.
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- 1. Application Cover Sheet, Completed, and Signed**
    - Please use the Center for Global Partnership (CGP) Application Cover Sheet
    - Original, handwritten signatures are required
  - 2. Narrative Description of the Project**
    - Include all of the following:
      - Project objectives
      - Methodology
      - Participating organizations and individuals
      - Intended audience
      - Dissemination plan
      - Anticipated outcomes/outputs
      - Status of preparation
      - Future plans of sustainability of the project
  - 3. Detailed Project Timeline:**
    - Timeline should include each aspect of the project from the planning stage through the dissemination phase
    - Timeline should also include the following:
      - Type of event(s)
      - Location of event(s)
      - Date of event(s)
  - 4. Curricula Vitae**
    - CVs for all collaborators and key participants must be included
  - 5. Proof of 501(c)(3) status**
    - Include a copy of the official IRS determination letter showing the 501(c)(3) status of the applying Institution
  - 6. Institutional Information**
  - 7. Commitment letters from Japanese counterparts**
    - Letters should clearly state the following:
      - Participation in the proposed project
      - Specific details of the collaboration and/or participation
  - 8. Detailed Project Budget**
    - Please use the CGP Budget Template.
      - A minimum of 20% of the total project budget must be from non-CGP sources
      - CGP can provide indirect costs of up to 10% of the total project costs
    - Please send the excel file of the budget to CGP

PLEASE SUBMIT HARD COPIES OF THE SIGNED ORIGINAL PROPOSAL

Further details and to download required templates can be found through the following link: [Grassroots Exchange](#)

*Discretionary Grant Program*