

OPEN SOCIETY INSTITUTE
Burma Project/Southeast Asia Initiative

Grant Application Instructions

Instructions:

To apply to the Burma Project/Southeast Asia Initiative for funding, complete all fields in the Online Application System (OAS) <http://oas.soros.org/oas/>), and attach a narrative proposal and budget using our budget template. Proposals should not exceed 10 single-spaced pages in length.

Your submission should include:

A. *Basic information required by OAS:* name of organization, address, telephone, fax, email, website, organization type, description of organization, tax determination status (if you are based in the US), title of project, project summary, project budget, organization budget, requested amount, previous OSI support, funds support obtained or requested from other sources, project start and end dates. Please note that OAS has space limitations for certain fields so keep answers brief. Attached is an application form which includes all the questions you must complete in OAS.

B. *A narrative proposal:* please describe your organization, the project's goals, justification, objectives, activities, outcome, and sustainability. The Burma Project/Southeast Asia Initiative does not require that you use a particular format but an optional narrative proposal template is attached in the grant application form

C. *An itemized budget:* please attach an itemized budget using the Burma Project/Southeast Asia Initiative budget template which asks for the total project costs, the amount requested from OSI, and the amounts secured and requested from other donors. Line items in the budget should clearly match the activities described in the narrative proposal. A narrative budget justification is encouraged.

An organization may submit one application to the Burma Project/Southeast Asia Initiative per year. Applicants seeking funding for more than one project should include all funding requests in one proposal. The Burma Project/Southeast Asia Initiative makes grants for a period of up to 12 months. Applicants who seek funding for more than 12 months must apply yearly.

The Burma Project/Southeast Asia Initiative proposal application deadlines are **January 15 and July 15**. OAS begins accepting proposals one month prior to each deadline and closes at midnight (ET) the day of the deadline. It allows an applicant to set up an account and save and edit the application in various stages before it is completed. OSI cannot view an application until the applicant hits the "submit" button. If you have problems submitting your proposal online, review instructions on our website or by clicking on the "?" button in the top right-hand corner of the OAS homepage. If you need technical assistance or would like to submit feedback on OAS, please email grants@sorosny.org.

We announce funding decisions three months after each deadline. We aim to release payments within a month or two after announcing decisions but processing payments may take longer.