



## Baltic-American Security Exchange Application

Dear Applicant:

Thank you for your interest in applying for funding for a Baltic-American Security Exchange from the Baltic-American Freedom Foundation.

The objective of the Security Exchange is to support national security enhancement efforts by the three Baltic states consistent with the mission of the Baltic American Freedom Foundation and based on an unwavering commitment by the United States of America to Baltic security.

Funded program projects will facilitate the exchange of critical knowledge and establish useful contacts between Baltic and U.S. security experts and make other tangible contributions in Estonia, Latvia, and Lithuania aimed at advancing resilient and stable societies.

Proposals may be initiated by Baltic or U.S. entities, private or public, either separately or in collaboration. Proposed projects of up to one year in duration may take the form of individual security expert exchanges, training and development fellowships, meeting participation, consultation visits, or other types of projects designed to address appropriate national security concerns.

As detailed on the Application Form, a strong proposal will include an outline of project objectives, a timeline, a specific and well-researched budget, a detailed implementation plan, and criteria for evaluating the expected impact of the project. Review of the proposal and final approval will be the responsibility of a designated representative of the BAFF Board of Directors and the Chairman.

Proposals will be evaluated quarterly, with applications due on the first of February, June, September, and November, annually until further notice. All application documents, as specified in the Application Checklist, must be submitted at one time, by email attachment to [BASE@balticamericanfreedomfoundation.org](mailto:BASE@balticamericanfreedomfoundation.org).

For further assistance, please contact us.

Sincerely,

Ilze Doskina  
Regional Program Manager, Baltic States  
Baltic-American Freedom Foundation (BAFF)  
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## Application Checklist

- Application Form with signatures of contact persons named in Section I.
- Narrative with Sections clearly identified as below, addressing the following:
  - Project Summary as detailed in Section II.
  - Exchange Participant CVs or recruitment/selection plan, as described in Section III.
  - Letters of Support, as described in Section IV.
  - Budget, as described in Section V.
  - Implementation and Evaluation Plan, as described in Section VI.

Please submit the signed Application form and accompanying narrative at one time via email attachment to [security@balticamericanfreedomfoundation.org](mailto:security@balticamericanfreedomfoundation.org) by the stated deadline. Late applications will be held and considered along with those received by the next stated deadline.

## Section I. Applying Organization or Organizations, as Appropriate

Baltic Organization:
Primary Contact Person:
Email Address:
Telephone (country code/number):
U.S. Organization:
Primary Contact Person:
Email Address:
Telephone (country code/number):

## Section II. Project Summary

Provide a description of the security exchange project you are applying for. Include:

- Objective of the exchange
- How many people will participate in the exchange (e.g., a training and development program, an individual expert traveling to participate in a meeting, or a group participating in a consultation visit)
- Where the exchange will take place (e.g., a Latvian expert completing training in the U.S., or a U.S. expert group visiting Estonia, or reciprocal visits between Lithuania and the U.S.)
- When the exchange will take place and for how long (e.g., one week for a consultation visit, or up to one year for a training and development program)
- Nature of the collaboration between the Baltic and U.S. applying entity (only if applicable)

Please note: BAFF may request additional detail to support any part of the proposed project.



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## Section III. Exchange Participant CVs

Include CVs of participants. If participants have not yet been identified, describe the recruitment and/or selection process. (An additional application for visa sponsorship may be required. In this case, BAFF may participate in the participant selection process.)

## Section IV. Letters of Support

Include letters of support from hosting and receiving organizations, or from other authoritative sources familiar with the proposed project. Letters should be addressed directly to the Baltic-American Freedom Foundation and may include further detail or justification for the funding request.

## Section V. Budget

Include a spreadsheet with a detailed budget for the exchange described in Section II. Among the allowable items are programmatic training costs, airfare, travel and health insurance, local transportation, accommodations, and meals (or aper diem to cover local transportation, accommodations, meals and other miscellaneous travel expense). Also allowed are venue expenses and certain group dining or reception costs directly associated with the exchange. Please explain any items not described above. List items and amounts to be co-funded, if applicable.

All budget items must be stated in USD. BAFF may request additional detail to support any budget item. Funds

## Section VI. Implementation and Evaluation

Describe the process for implementing the expected outcomes of the exchange. For example, if an objective of the exchange is to develop a new cybersecurity program, explain how the program will be implemented and how its effectiveness will be sustained.

Describe how the effectiveness of the exchange will be measured and evaluated. Include the timeframe for



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## Terms and Conditions

The following section serves to outline the terms and conditions of receiving BAFF support for the proposal submitted. Please read the following information carefully and confirm that you have read, understood, and agree to these terms by signing and dating this agreement before submitting.

1. The applicant organizations (the "Applicant Organizations") named in Section I. of the Application are applying to receive funds from the Baltic-American Freedom Foundation ("BAFF") through its administrator, the Council on International Educational Exchange ("CIEE") to implement a program (the "Program") supporting the security of the Baltic states and the United States of America through professional exchanges and international collaboration on topics of mutual interest.
2. The Applicant Organizations selected by BAFF and CIEE agree to receive funds to implement the program under the terms of this agreement (the "Agreement").
3. The Applicant Organizations assume all responsibility for each Program Participant, including each Program Participant's suitability and reliability, the views expressed and the quality of the Program presented, and any and all contractual agreements between the Applicant Organizations and the Program Participant. BAFF and CIEE specifically disclaim any legal or financial responsibility for Program Participants or arrangements between Applicant Organizations and Program Participants. This includes, but is not limited to, all travel before, during, or after the funded program by a Program Participant; the quality or availability of any entity that provides goods and services for the Program; lack of, access to, or quality of medical care that may be required; airfare and any refunds requested or required. All Program Participants, and neither BAFF nor CIEE, are responsible for their acts along with any resulting loss or damage associated with the Program.
4. The views expressed by the Program Participant are his or her own and do not represent the views of BAFF.
5. Any documents released to the media or otherwise presented by the Applicant Organizations regarding the Program shall contain the message, "This program is made possible by funding from the Baltic-American Freedom Foundation (BAFF). For more information about BAFF scholarships and programs, visit [www.balticamericanfreedomfoundation.org](http://www.balticamericanfreedomfoundation.org)."
6. The Applicant Organizations agree to hold harmless BAFF and CIEE for damages or loss to any party associated with the Program. BAFF and CIEE make no representation or warranty of any kind, expressed or implied, as to the suitability of the Program, and BAFF and CIEE disclaim all such warranties to the full extent of the law.
7. BAFF and CIEE reserve the right to select a limited number of Applicant Organizations to receive funding based on the findings of the selection committee as to which Applicant Organizations best embody the values, goals, and objectives of BAFF.
8. Monetary amounts awarded to successful Applicant Organizations may vary depending on the scope and location of the individual proposal. BAFF and CIEE reserve the right to adjust monetary awards at their discretion. Furthermore, BAFF and CIEE reserve the right to reject the application of any Applicant Organizations and/or to refuse sponsorship

to any Applicant Organizations or Program Participants that BAFF and CIEE do not deem appropriate to participate in the Program.

9. Should the Program not come to fruition for any reason, the Applicant Organizations agree to immediately return all funds granted to implement the Program.
10. Any dispute concerning, relating, or referring to this Agreement, the brochure of any other literature concerning the Program, or the Program itself, shall be resolved exclusively by binding arbitration pursuant to the Federal Arbitration Act, 9 U.S.C. §§1-16, either according to the then existing Commercial Rules of the American Arbitration Association (AAA) or pursuant to the Comprehensive Arbitration Rules and Procedures of the Judicial Arbitration and Mediation Services, Inc. (JAMS). Such proceedings will be governed by substantive (but not procedural) Maine law and will take place in Portland, Maine. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any disputes relating to the interpretation, applicability, enforceability, conscionability, or formation of this contract, including but not limited to any claim that all or part of this contract is void or voidable. By agreeing to these terms and conditions, the Applicant Organizations (and BAFF and CIEE) are waiving the right to a trial by jury.
11. Selected Applicant Organizations will be required to sign a document detailing all responsibilities associated with the award.

I certify that I am authorized by the [Baltic] Applicant Organization to sign this Agreement.

I agree

Name:

Date:

I certify that I am authorized by the [U.S.] Applicant Organization to sign this Agreement.

I agree

Name:

Date: