



Small Grants Applications – Grading Criteria

Completed small grants applications will be judged according to the following guidelines. Points will be given rating the strength of the proposal according to each category. Project proposals earning more points will be given greater priority and are more likely to be funded.

The grading categories are as follows:

Sustainability

0-5 points

Priority will be given to projects showing a greater degree of sustainability by showing how project activities will continue to benefit the community after funds are expended. Projects should also be environmentally sustainable and cannot exhaust or exploit natural resources.

Clarity

0-5 points

Priority will be given to project proposals which clearly explain the plan for motivation of the community, project implementation, distribution of funds, project management and assessment of project success.

Benefit

0-5 points

Priority will be given to projects meeting urgent community needs. The number and type of beneficiaries served will also be taken into consideration.

Community

0-5 points

Priority will be given to projects with a greater percentage of community participation, whether this participation is in the form of financing, manual labor or material goods.

Organization

0-5 points

Priority will be given to community groups that show they have the organizational skills necessary to implement and manage small projects within their communities.

Please also note that the project **MUST** support the purpose for which the Caribbean Development Organization was established. Please read CDO's mission statement and ensure that your project is aligned with the goals of the organization. Project proposals for areas that are not encompassed by the goals listed in the mission statement cannot be accepted.



Caribbean Development Organization, NFP

"Opening doors to opportunity"

Small Grants Application Form			
Organizational Information			
Name of Organization		Date of Application	
Address		Department	Country
Contact person	Position / Title		Organization's phone number
Is your organization part of a larger organization or agency? If yes, include name and address.		E-mail address:	
Name the officers of your organization:			
Name	Position / Title		Phone number
# of members in your organization:		Is your organization registered with local or national governments?	Date organization was formed:
Men	Women		
How often does your organization meet?	Meeting place		# members attending meetings
What is your organization's mission or purpose?			
What are the principal activities of your organization's work? What is the geographical area of your work?			
How is money controlled in your organization? Who is responsible for distributing funds?			

List your organization's three most recent or largest projects that it has already accomplished:			
Project description	Year	Funding acquired / source	
Project Application			
Project name	Geographical location		
What are the objectives of this project?			
What problem within your community does this project aim to solve or ameliorate?			
Short description of the project:			
Number of beneficiaries of this project:			
Adult males	Adult females	Young males	Young females
Please answer the following questions fully on a separate piece of paper:			
<ol style="list-style-type: none"> 1. How will you motivate community members or advertise the project before funding arrives? 2. Is the community making at least a 25 percent contribution in project costs or effort? 3. Describe how the project will be implemented and funds managed. 4. How long will the project take to complete? 5. How will the project sustain itself after funds are used up? 6. How will you judge the success of your project? 7. Describe positive and negative impacts your project may have on the environment. 8. Can photographs be submitted with progress reports? 			
Please submit any other supporting documents related to your project. Supporting materials may include:			
<ul style="list-style-type: none"> • Blueprints or building plans • Receipts or quotes for estimated costs • Copies of organizational information / registration • Photographs • Information about the community 			

Project Supervision

The Caribbean Development Organization requires that all projects have a supervisor that can serve as a contact person between the Caribbean Development Organization and the organization receiving funds. The project supervisor must be a person that is NOT a beneficiary of the project. This person does not have to be involved in the day-to-day implementation of the project, but must conduct periodic site visits. The person may be a previously approved Caribbean Development Organization in-country contact. Project supervisors should preferably be able to communicate in English, so that monthly progress reports in English can be submitted. Periodic site visits may also be conducted by Caribbean Development Organization staff members to assess progress.

Authorized supervisor of project	Supervisor's organization / place of work	Phone number
Address		E-mail address

Progress Reports

The Caribbean Development Organization requires monthly progress reports (See Progress Report Form). The first report is due one month after funds have been distributed, and by the last day of every month thereafter. The progress reports prepared by the organization must be submitted to the approved project supervisor and the Caribbean Development Organization. The supervisor will approve and sign their copy of the progress report and forward it to the Caribbean Development Organization. It is preferable that the report contains pictures showing the progress of the work. The frequency of progress reports may be changed, depending on complexity or length of the project, with prior approval of the Caribbean Development Organization.

Application Signature

To be signed by an officer of the organization:

I, _____ understand that by filling out this application I am not guaranteed the funds I have requested above. Approval of the application depends on the strength of the project proposal (as judged against the criteria listed below), alignment of the project goals with Caribbean Development Organization's goals and principles, and availability of funds requested.

I understand that funds given to my organization by the Caribbean Development Organization are to be used only for costs associated with project implementation as shown in the budget above. Funds may not be used for personal benefit of any member of the organization or members of the community outside the organization. If funds are used for purposes other than those shown in the project budget, the Caribbean Development Organization may withhold and/or recover given funds.

I understand that, upon receiving any funds from Caribbean Development Organization for the project listed above, I am required to submit monthly progress reports until six months after the completion date of the project.

_____	_____	_____
Signature	Print name	Date