

Project Name:

- Please type and single space all proposals.
- Please answer in English.
- Please answer **all** of the questions in the order listed.
- Please use headings as provided.
- Please submit only one copy.

Strategic Capacity Development Area (Tick One) or state below:

Economic Development	
Education	
Community Health	
Regional Socioeconomics	
Agriculture	

Other: _____

Suitability Checklist (Answer All)

	Yes	No
Entity is legally registered in Guyana		
Entity has a Board of Directors		
Entity has good financial stewardship		
Entity is a Not-for-Profit Non-Governmental Organization or International Organization		
Entity has detailed administrative records of previous projects		
Entity has a functioning bank account in its own name		
If an International Organization- Entity has local partner supporting implementation (Leave blank if not applicable)		

Entity may be asked to submit records of proof of the above.

Company Information

Information	Responses
Date of Application	
(Name of Organization to which grant would be paid (please use exact legal name)	
Address	
Chief Executive Officer / Executive Director	
Contact Person and Title (if not Executive Director)	
Telephone Number	
Fax	
Email	
Website	

Project Snapshot:

Implementation Agent(s):

Project Location(s) (*only projects within Guyana are eligible for consideration*):

Proposed Start Date:

Project Duration:

Project Cost:

The Project Application for funding has 8 sections:

- 1. Organizational Background**
- 2. Project Proposal Summary**
- 3. Capacity Building**
- 4. Project Implementation and Management Plan**
- 5. Project Monitoring and Evaluation Project Result**
- 6. Communication Plan**
- 7. Budget**
- 8. Conclusion**

1. Organizational Background (one-half page maximum)

- Organization Name is
- Operational NGO/Partners entity
- Organizational Objectives:

2. Project Proposal Summary (two to five pages)

- What is the main purpose of the project and the need that you are seeking to meet?
- How is the proposal aligned with Guyana and specific target communities' priorities?
- Does this effort complement other ongoing programs?
- Population that you plan to serve and how it will benefit from the project.
- Strategies and tactics you will employ to implement your project.
- Proposed staffing pattern for the project including names and titles of the individuals who will lead the project. (*Attach curriculum vitae for all individuals.*)
- Anticipated length of the project.
- Highlight any current or previous similar programs and accomplishments. Please emphasize the achievements of the recent past (1-4 years).

3. Capacity Building (one page maximum): *In order to ensure that there is lasting community benefit from every project, local capacity building should be a component of every proposal. How your project build capacity of beneficiaries?*

4. Project Implementation and Management Plan

- List specific activities that will occur as part of the project
- Provide project implementation strategies

- Please provide a timeline for executing each activity, including a chart detailing milestones and deliverables to be achieved under each listed milestone.

5. Project Results Monitoring and Evaluation (maximum 1 page)

Please explain how you will measure the effectiveness of your activities. Evaluation should be able to show the specific impact over the short, medium, and long term.

- Describe your criteria for a successful program and the results you expect to achieve by the end of the funding period.
- What are the goals and performance indicators that you will measure?
- What measurements/baseline data will you be collecting prior to project commencement (in order to measure results at the conclusion of the project)?
- Example: The following are the project results which will be realized upon completion:
 - a) Short-Term (Completion – 6 months)

INSERT SHORT TERM RESULTS HERE

- b) Medium-Term (6 months – 2 years)

INSERT MEDIUM TERM RESULTS HERE

- c) Long-Term (2 years & Onward)

INSERT LONG TERM RESULTS HERE

6. Communications Plan (half page maximum):

→ Explain how, if this project is approved, goals and achievements of this project will be communicated to the community, media, other stakeholders. Detail how ExxonMobil Guyana / Partners involvement would be communicated.

7. Budget

The table below outlines the costs associated with the project.

Category	Month/Year	Month/Year	Month/Year	Total
Personnel/Labor				
Equipment/Materials				
Training/Travel				
Contracts				
Other				

8. Conclusion (Half Page maximum)

Add any relevant details specific to the your proposal here

9. Additional Information on Criteria

This section will include a summary of GGI Strategic Capacity Development Assessment Tool Areas

Appendix- Internal Use

Proposal Recommended for Approval:

Lead Country Manager:

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Name Signature

.....

Date

Greater Guyana Initiative Sub-Committee Lead:

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Name Signature

.....

Date

SCD Area Point of Contact/Reviewer:

.....

Name Signature

.....

Date

Comments / Rationale for Support: