# Simón Bolívar Foundation

COVID-19 SMALL GRANTS PROGRAM-HOW TO APPLY FOR A GRANT

*2020*

The COVID-19 Small Grants Program aims to empower local organizations that work to lessen the suffering of individuals affected by COVID-19 pandemic effects and its aftermath in Venezuela .

Priority will be given to proposals with activities, that:

- Increase access to medicine and health-care services for COVID-19 risk population and communities;

- Increase capacity of health professionals including:  Physicians, nurses and other caregivers and/or social workers to serve and treat coronavirus affected patients through education and support;

- Support preventative health care, nutrition and well-being initiatives, and

- Contribute to improve infrastructure capacity at hospitals and/or community clinics

# COVID-19 SMALL GRANTS PROGRAM-AWARDS

The Foundation estimates it will award at least $200,000 through the COVID-19 Small Grants Program. The majority of grant awards will be in the amount of $20,000 per year/per Project. The maximum grant award will be $50,000 per year/per project

Estimated Timeline

| | |
|---|---|
| March 26, 2020 | Application portal open |
| April 3, 2020 | Deadline for early applicants |
| April 17, 2020 | Final Deadline for regular applicants. Application portal closes |
| April 4- April 20, 2020 | Proposal evaluation and organization screening of early applicants |
| Late April 2020 | Notification for early applicants and beginning of agreement process for approved proposals |
| April 20-May 4, 2020 | Proposal evaluation and organization screening of regular applicants |
| Mid May 2020 | Notification for regular applicants. Agreement process for approved proposals, vendor registry and then funding. This process is may vary depending on the grantee |

# COVID-19 SMALL GRANTS PROGRAM-PROPOSAL REVIEW

The Foundation evaluates all proposals together with an independent volunteer community Advisory Team. The Team is composed of leaders who have in-depth knowledge and expertise in the non-profit field and/or in an area of health. The Team reviews and scores proposals using established criteria and rubric. Proposals will be scored on their ability to achieve impact in:

1. Address of the Foundation Small Grants Program priorities
2. Budget and Cost-effectiveness
3. Project design/plan
4. Project impact
5. Implementation time frame

RUBRIC SCORING

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| Does not meet criteria at all | Somewhat meets criteria | Mostly meets criteria | Meets basic criteria | Does a good job of meeting criteria | Exceeds criteria | Far exceeds criteria |

Evaluators will numerically score each of the five rubric areas. The highest scoring proposals will be considered for funding.

| Scores less than 3 | Scores between 3 and 5 | Scores 6 and above |
|---|---|---|
| 1. PROJECT PROPOSAL MEETS PROGRAM PRIORITIES | | |
| • Does not address any program priorities effectively | • Meets expectations for one funding priority | • Strong alignment and connection to one or more funding priorities |

Program Priorities Reminder:
- Increase access to medicine and health-care services for COVID-19 risk population and communities;
- Increase capacity of health professionals including: Physicians, nurses and other caregivers and/or social workers to serve and treat coronavirus affected patients through education and support;
- Support preventative health care, nutrition and well-being initiatives, and
- Contribute to improve infrastructure capacity at hospitals and/or community clinics

# SCORING RUBRIC

| Scores less than 3 | Scores between 3 and 5 | Scores 6 and above |
|---|---|---|
| **2. BUDGET AND COST-EFFECTIVENESS** | | |
| • Budget does not include sufficient line items or sufficient amounts for activities<br>• May not meet expectation to achieve project objectives with proposed budget | • Budget includes sufficient detail and sufficient amounts for all proposed activities<br>• Meets expectation achieve project objectives with proposed budget | • Budget is highly detailed and includes a clear and realistic picture of how funds will be expended for proposed activities<br>• Far exceeds expectation to achieve project objectives with proposed budget |
| **3. PROJECT DESIGN/PLAN** | | |
| • Project has no or unclearly stated goal(s) and objective(s)<br>• Activities are not logically linked towards achieving any goals or objectives | • Project has at least one goal and/or objective addressing program priority<br>• Proposal has a basic plan with activities that build towards achieving stated goal(s) and objective(s) | • Project has SMART (Specific, Measurable, Attainable, Relevant and Timely) goal(s) and/or objective(s) addressing one or more program priorities<br>• Project has a highly detailed plan with suitable activities to meet goals and objectives |

# SCORING RUBRIC

| Scores less than 3 | Scores between 3 and 5 | Scores 6 and above |
|---|---|---|
| **4. PROJECT IMPACT** | | |
| • Community or beneficiaries are minimally benefitted<br>• Beneficiaries don't gain appropriate or useable skills/knowledge or appropriate services<br>• Project may have negative impact on beneficiaries or community | • Community or beneficiaries receive benefits during course of project<br>• Beneficiaries gain skills/knowledge or receive adequate services | • Benefits will outlast the project or program<br>• Beneficiaries gain high value skills or knowledge or receive high quality service delivery<br>• Project addresses root causes of a problem or issue |
| **5. IMPLEMENTATION TIME FRAME** | | |
| • Project can be implemented effectively in 4-6 months. | • Project can be implemented effectively in 2-4months. | • Project can be implemented effectively in 1-2 months. |

# ONLINE GRANTS PORTAL

The Foundation will accept proposals on its online grants management system. Organizations will need to create an account and complete the application. You can find the application under "grantmaking"

http://www.simonbolivarfoundation.org/



Welcome to the Simon Bolivar Foundation Portal

## Organization Contact Information

*Organization Name

*Organization Address (line 1)

Organization Address (line 2)
Include suite or office number

*Organization City

*Organization State

Select ▼

*Organization Zip Code

*Organization Phone
Format: 555-555-5555

Organization Fax
Format: 555-555-5555

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Fill in your organization's contact information. All fields with an * are mandatory

SAVE  Close

SAVE & CLOSE

| 1 Organization Contact Information | **2 Organization Mailing Information** | 3 Contact/Fiscal Sponsor Information | 4 Organization Information | 5 Request Information | 6 Internal Review |

## Organization Mailing Information

If your organization uses a different mailing address, please update the information below with the correct mailing address.

\*Organization Mailing Address (line 1)

Organization Mailing Address (line 2)

\*Organization Mailing City

\*Organization Mailing State

\*Organization Mailing Zip Code

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Fill in your organization's contact information. All fields with an * are mandatory

SAVE    Close

SAVE & CLOSE

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# APPLICATION-CONTACT/FISCAL SPONSOR INFORMATION

## Contact/Fiscal Sponsor Information

*Contact First Name

[                    ]

*Contact Last Name

[                    ]

Contact Job Title

[                    ]

*Contact Phone Number
Format: 555-555-5555

[                    ]

Extension # (if applicable)

[                    ]

*Contact Email Address

[                    ]

*Does your organization utilize a fiscal sponsor?
○ Yes
○ No

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If your organization is a 501c3-click "no"

A fiscal sponsor is a 501c3 organization who agrees to be the legal entity to receive a grant on your organization's behalf if it doesn't have charitable status with the IRS.

[SAVE]  Close

[SAVE & CLOSE]

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## Organization Information

NOTE: The size of the text boxes below may be expanded, if there are lines in the bottom right corner of the box.
To expand the text box, drag the bottom right corner to the right and/or down.

*Organization or Fiscal Sponsor Identification Number (EIN)

Format: 12-3456789

*Organization Mission

Provide a brief summary of your organization's mission.  (*maximum 500 characters*)

*Number of Full-Time Staff

*Number of Part-Time Staff

*Number of Volunteers

*Organizational Budget

NOTE: Organizational budget may not exceed $3 Million.

*Does your organization have audited financial statements?

○ Yes

○ No

Fill in your organization's information.

# APPLICATION-ORGANIZATION INFORMATION

\*Please list the primary sources of funding for your organization for the last 3 years.

\*Provide a list Board of Directors and Officers and their work/community affiliations.

(*maximum 500 characters*)

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Please note that all organizations, it's staff members and board members will be screened.

## Request Information

NOTE: The size of the text boxes below may be expanded, if there are lines in the bottom right corner of the box.
To expand the text box, drag the bottom right corner to the right and/or down.

*Project Name

*Grant Amount Requested
NOTE: The maximum grant amount is $50,000.

*Full Program Budget

*Project Start Date

*Project End Date

*Is this an existing project?
○ Yes
○ No

*Target Number of Direct Beneficiaries

*Target Number of Indirect Beneficiaries

Direct beneficiaries can be defined as individuals who participate directly in the project and benefit from its implementation. For example, a patient.

Indirect beneficiaries are often, but not always all those living within the zone of influence of the project. For example, a patient's family.

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# Application-Request Information

*Proposal Summary

Provide a short description of the proposed project. (*maximum 500 characters*)

What specifically does your organization hope to accomplish by the end of the project?

i.e. Promote public awareness on an issue, provide technical assistance, advocacy, etc...

| *Goals & Objectives |
|---|
| 1. |

Please provide information on activities to be conducted.

i.e. Conduct workshops, after school programs, academic tutoring

| *Activity | *Description |
|---|---|
| 1. | |

*Achievements/Outcomes

- If your organization is submitting a proposal for an existing or ongoing project, please provide information on past achievements and outcomes of the project.
- If your organization is submitting a proposal for a new project, please describe your organization's record of achievements and/or outcomes that will demonstrate potential for success in the proposed project. (*maximum 1,000 characters*)

These questions are for the project that you are proposing. Only include information for the activities, goals, outcomes that will be achieved using the funds from this specific grant. Do not include past activities or activities that will not be funded by the SBF.

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**Budget: Please provide an itemized breakdown of the grant amount being requested.**

List and identify the Program Implementation Costs
Day-to-day management of the approved projects

| *Line Item | *Budget Amount |
|---|---|
| 1. | |

List and identify the Operation and Administrative Costs

| *Line Item | *Budget Amount |
|---|---|
| 1. | |

*Provide a list of key staff for the project.
(*maximum 500 characters*)

*By clicking box below, I hereby certify that the information provided herein is true and accurate.
☐ Yes, I agree.

NOTE: Your application has not been submitted until you click the SUBMIT button below.

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Organizations may request up to 20% in their budget for Operation and Administrative Costs

**Program Implementation Costs**
Any budget line item for activities or expenses that directly impact beneficiaries. For example, medicine, travel, program staff salary, etc.

**Operation and Administrative Costs**
Any budget line item for activities or expenses that cover general operating costs of your organization. For example, internet, administrative personnel, accounting, equipment.

# WHAT'S NEXT?

- Your proposal will be reviewed and evaluated by the Advisory Team using the established criteria
- The Advisory Team will make its funding recommendations to the Foundation
- The Foundation will make final funding decisions in April and May, 2020 depending on the applicants.
- The Foundation will inform applicants of funding decisions April and May, 2020 depending on the applicants
- Your organization may always check its application status on the online grants management portal

Please note that the Foundation will conduct due diligence on all applications including, but not exclusive of:

- Confirming charitable status with the IRS
- Screening of all listed staff, volunteers and partners (local and international) in U.S. and International Databases (International trade watch lists, law enforcement agencies, anti-money laundering checklists, financial watch lists, country-wide restrictions list, Dow Jones Watch List