



SIMÓN BOLÍVAR FOUNDATION

“HOY INVITA SIMÓN” SMALL GRANT FOOD PROGRAM

In light of the COVID-19 (Coronavirus) pandemic, The Simón Bolívar Foundation Inc. (the "Foundation"), a 501(c)(3) private foundation of CITGO Petroleum Corporation, has undertaken several initiatives that can help alleviate the effect of this disease in and out of Venezuela. This time the Foundation is launching a grant program called Hoy Invita Simón to help fund food initiatives in local communities hard hit by the economic and social impact of the pandemic.

As a result of the quarantine implemented with the arrival of COVID 19, many individuals have lost their jobs, or have been furloughed. Unemployment rates have skyrocketed, and families are struggling to get food on their tables. The situation can be particularly challenging for minority groups and immigrants.

At the same time, small businesses, including restaurants, food trucks and caterers, have been affected by the quarantine, due to staying at home orders, or with limited capacity to operate as the economy restarts.

The “Hoy Invita Simón ” grant program seeks to provide funds to eligible charitable organizations that are tax-exempt under Section 501(c)(3) of IRS Code that organize food drives for individuals in need without discrimination, but with special attention to members of the Venezuelan diaspora and other vulnerable populations who are suffering because of COVID-19. This is an open call to organizations to present proposals that can range from providing a warm meal on a one-day event to food drives to provide food supplies to families in need, to be implemented for several days, or weeks. Special attention will be given to those applicants who at the same time engage local businesses or organizations from the Venezuelan diaspora. This program is in line with two of the Foundation’s objectives: 1. Access to medicines, nutrition, and wellbeing, and 2. Empowering NGOs and local organizations.

The Foundation has allocated up to \$100,000 to be awarded in small grants to proposals to implement this program in different cities across the U.S.

Funding Priority:

Priority will be given to proposals that better target communities in need, with a special aim at also reaching members of the Venezuelan diaspora in need, in different cities across the United States. The proposals should specifically present a gap analysis, indicating the need for the program, population benefited, execution plan, and a communication strategy defining how the target population will be



reached. The foundation encourages strategic associations with local businesses and organizations, aiming at having a multiplier effect.

Applicants must certify tax-exempt status under Section 501(c)(3) of IRS Code or provide a fiscal sponsor, which is a 501 (c)(3) organization who agrees to be the legal entity to receive a grant on the applicant's behalf if it doesn't have a charitable status with US Tax Authority (IRS). If proposed programs utilize food vendors, the vendors, inclusive of restaurants and caterers must have all the required permits to operate. Though the food program should aim to reach the Venezuelan diaspora in need, it by no means can discriminate or exclude other individuals in need based on their nationality or any other criteria.

The Foundation will appoint an Evaluation Team, which will review all proposals. Proposals need to meet all established criteria. However, the Foundation will make all final decisions relating to the Program and grant awards, in its sole discretion.

The Evaluation Team reviews all proposals using established criteria per the scoring rubric included below. The criteria outlined in the rubric establish guidelines to assist the Evaluation Team members to perform their independent analysis of all proposals. The rubric is not intended to be all-inclusive and additional factors may be used to qualify proposals.

Proposals will be evaluated on their ability to achieve impact in the following areas:

1. Addresses the "Hoy Invita Simón" objectives: provide food to the vulnerable population, aiming to reach members of the Venezuelan diaspora in need, while working with small businesses or organizations.
2. Budget and Cost-effectiveness
3. Project design/plan
4. Project impact
5. Implementation time frame.

SCORING RUBRIC

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



Scores less than 3	Scores between 3 and 5	Scores 6 and above
PROJECT PROPOSAL MEETS PROGRAM PRIORITY		
<ul style="list-style-type: none"> Does not address the program priority effectively 	<ul style="list-style-type: none"> Meets expectations to provide supplies for priority 	<ul style="list-style-type: none"> Strong alignment and connection to priority, including scope and time
BUDGET AND COST-EFFECTIVENESS		
<ul style="list-style-type: none"> Budget does not include sufficient line items or sufficient amounts for activities May not meet expectation to achieve project objectives with proposed budget 	<ul style="list-style-type: none"> Budget includes sufficient detail and sufficient amounts for all proposed activities Meets expectation achieve project objectives with proposed budget 	<ul style="list-style-type: none"> Budget is highly detailed and includes a clear and realistic picture of how funds will be expended for proposed activities Far exceeds expectation to achieve project objectives with proposed budget
PROJECT DESIGN/PLAN		
<ul style="list-style-type: none"> Project has no or unclearly stated goal(s) and objective(s) Activities are not logically linked towards achieving any goals or objectives 	<ul style="list-style-type: none"> Project has at least one goal and/or objective addressing program priority Proposal has a basic plan with activities that build towards achieving stated goal(s) and objective(s) 	<ul style="list-style-type: none"> Project has SMART (Specific, Measurable, Attainable, Relevant and Timely) goal(s) and/or objective(s) addressing one or more program priorities Project has a highly detailed plan with suitable activities to meet goals and objectives



PROJECT IMPACT		
<ul style="list-style-type: none"> Community or beneficiaries are minimally benefitted Beneficiaries don't gain appropriate or useable skills/knowledge or appropriate services Project may have negative impact on beneficiaries or community 	<ul style="list-style-type: none"> Community or beneficiaries receive benefits during course of project Beneficiaries gain skills/knowledge or receive adequate services 	<ul style="list-style-type: none"> Benefits will outlast the project or program Beneficiaries gain high value skills or knowledge or receive high quality service delivery Project addresses root causes of a problem or issue
IMPLEMENTATION TIME FRAME		
<ul style="list-style-type: none"> Project can be implemented effectively in 2-4 months. 	<ul style="list-style-type: none"> Project can be implemented effectively in 1-2 months. 	<ul style="list-style-type: none"> Project can be implemented effectively in less than 1 month.

Application Due Date and Grant Period:

The Foundation will accept grant proposals on a rolling basis until all funds are awarded, up to \$100,000. Please see the timeline below. The Foundation estimates grants awards with an estimated beginning date of July 2020 for successful candidates of the Hoy Invita Simón Program, within the Small Grants Program, subject to execution of the agreement in its totality, including a detailed program, budget, and metrics. Please plan your organization's grant activities accordingly. The Foundation reserves the right to amend the estimated dates or terminate the Program at any time and without notice.

Estimated Timeline

June 19, 2020	Application portal opens
July 10, 2020	Deadline for applicants. Application portal closes
July 10 onwards 2020	Rolling basis evaluation of proposals and organization screening



July 10, 2020 onwards	First notifications to applicants. Agreement process for approved proposals, vendor registry, and then funding. This process may vary depending on the grantee.
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Grant Awards

The Foundation estimates it will award a total amount up to \$100,000 through the “Hoy Invita Simón” Program. The majority of grant awards will be for \$20,000 per Project. The maximum grant award will be \$50,000 per year/per project. Funding will be available for:

- Program Implementation: Day to day management of the approved projects.
- Operation and Administrative Costs: Non-program staff salaries (i.e. accountant), utilities, rent, supply expenses, and other expenses as described in the approved projects. Operation and Administrative costs shall not exceed 20% of the total approved funding request and should be supported for audit trail purposes.

All grants may be subject to the recipient organization’s execution of a formal grant agreement with the Foundation that incorporates the approved proposal and other terms and conditions to ensure these grants are used for the charitable purposes intended by this program.



GENERAL ELIGIBILITY REQUIREMENTS AND EXCLUSIONS Eligible Organizations Must:

- Submit proposals in English for program activities that address program priorities and target beneficiaries
- Provide copies of the organization’s governing documents and current Directors and Officers
- Certify tax-exempt status under Section 501(c)(3) of IRS Code or provide a fiscal sponsor, which is a 501 (c) (3) 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 US Tax authority (IRS).
- Not discriminate based on race, religion, creed, national origin, disability, handicap, age, sexual orientation, marital status, veteran status or any other basis prohibited by applicable law
- Must not employ any individual that is employed by (and is not a spouse or equivalent, ancestor, child or child's spouse/equivalent, grandchild or grandchild's spouse/equivalent, or great-grandchild or great-grandchild's spouse/equivalent of anyone employed by) the Foundation, CITGO Petroleum Corporation ("CITGO"), Petróleos de Venezuela S.A. ("PDVSA"), or any affiliate or subsidiary of the Foundation, CITGO or PDVSA; and/or any governmental agency with responsibility for decisions affecting the business interests of the Foundation, CITGO, PDVSA, or any affiliate or subsidiary of the Foundation, CITGO or PDVSA.
- Meet the compliance requirements and any other requirements of the Foundation to be awarded a grant.

Funding Exclusions for Grant Programs:

- Individual needs, including scholarships, sponsorships and other forms of financial aid
- Fundraisers through third party organizations
- Goodwill advertising, souvenir journals or dinner programs
- Sectarian activities of religious organizations
- Political causes, candidates, organizations or campaigns
- Books, magazines or articles in professional journals
- Capital projects and/or endowments (exceptions made for professorships and scholarships related to endowments in selected universities)
- Sports sponsorships



- Door prizes or raffles
- Organizations currently funded that have not submitted all required reports
- Any other areas excluded by the Foundation

APPLICATION QUESTIONS

The Foundation recommends preparing responses to the application questions below prior to starting the online application. This is provided for informational purposes only. Applications will only be considered through the online system.

ORGANIZATION INFORMATION

Organization Name:

Organization Phone:

Organization Physical Address:

No P.O. Boxes will be accepted* **City:

State:

Zip:

Contact Name:

Contact Phone:

Contact Email:

Website:

Employer Identification Number (EIN):

Organizational Budget:

Full Project Budget:

Grant Amount Requested:

PROJECT INFORMATION

- **Project Title** (*maximum 50 characters*):
- **Is this a new/pilot or continuing project?**
- **If it is a continuing project, how long has it been in existence?**
- **Project Start and End Dates:**
- **Estimated number of beneficiaries to be impacted by the program:**
- **Description of beneficiaries:** (*maximum 250 characters*):



- **Organization Mission Statement:** *(maximum 500 characters)*
- **Project Justification:** *(maximum 1,000 characters)*
Brief summary of the need or the problem the project will address.
Why is it a priority for your organization?
- **Goals and Objectives:** *(maximum 1,000 characters)*
What **specifically** does your organization hope to accomplish by the end of the project?
- **Strategies and/or Activities:** *(maximum 1,000 characters)*
Provide a brief and general idea of how the project will be conducted. List strategies or approaches the project will follow or utilize (e.g., promote academic achievement, leadership development, educational services); and/or list the types of activities that your organization will conduct (e.g., workshops, after school programs, academic tutoring, etc.).
- **Past Accomplishments and Impact**
If this is a continuing project, please describe its impact on its beneficiaries and/or the community *(maximum 500 characters)*.
- **List accomplishments and/or successful strategies or approaches implemented by your organization that highlight how it achieves its mission (maximum 500 characters).**
- **List of Board of Directors and Officers:** *(maximum 500 characters)*
Provide a list of Board of Directors and Officers and their work/community affiliations.
- **Primary Sources of Funding:** *(maximum 500 characters)*
List the primary sources of funding for your organization and programs for the last 3 years. If available, provide the ratio of public to private funding.

Reporting Requirement for Organizations Receiving Grant Awards

Organizations that are awarded grant funds are required to report on the progress and final impact of their project as outlined in their grant agreement. Grantees will be required to report on metrics (number of beneficiaries) and provide a financial report using a Foundation template. Additional reporting requirements include:

- I. **Organization Information**
 - a. Name of Person Preparing Report
 - b. Title
- II. **Goals & Objectives / Program Activities**



- a. Please provide the goals and objectives of the Charitable Program which should reflect the goals and objectives set forth in Exhibit A of this Agreement.
- b. Please provide a short description of the implemented activities in this reporting period. Note whether planned activities have been completed. If not, please explain any delays or changes.

III. Benefits and Outcomes

- a. If applicable, please provide any information on the changes that occurred as a result of the activities and outputs, such as changes in the participants' behavior, knowledge, skills, status and level of functioning, and to what extent these changes are likely to contribute towards achieving the Charitable Program's goals and objectives.
- b. Beneficiary Feedback. If available, provide information on feedback and experiences of beneficiaries and stakeholders. Include meaningful examples that magnify the success or identify challenges with the Charitable Program.
- c. If applicable, provide information on any successes, problems, or issues faced during implementation in this reporting period. Describe how your organization will build on success or address challenges. List any lessons learned. What happened? How is learning incorporated to improve program implementation?

IV. Attachments / Acknowledgement

- a. Financial report. Download template, complete report, and upload.
- b. Attach other documents to support your organization's obligations under this Agreement. Such documents may include, but are not limited to, a list of attendees for an activity, a program, flyer, brochure, and photos. Please note that any and all documents submitted become the property of The Foundation. The Foundation has the right to utilize any such documents in accordance with Section 3 of this Agreement.
- c. Acknowledgment. Certify that the information provided in the progress report is true and accurate by signing and dating the document.