

**INTER-AMERICAN FOUNDATION  
PART 1: COVER SHEET**

**Project Title:**

**Project Objective:** (Do not exceed 50 words.)

**Duration:** Months \_\_\_\_ The duration of the support requested should be consistent with the nature and complexity of the proposed activity.

**DESCRIPTION OF ORGANIZATION**

**Name of Organization:** Enter legal name of organization.

**Organization ACRONYM:**

**Address**

Street Address:

\_\_\_\_\_

Postal Address (where

applicable): \_\_\_\_\_

City: \_\_\_\_\_, Province (Dept./State) \_\_\_\_\_

Country \_\_\_\_\_ Postal Code \_\_\_\_\_

**Telephone:** \_\_\_\_\_  
Country/area code Telephone Number

**Telephone:** \_\_\_\_\_  
Country/area code Telephone Number

**Fax:** \_\_\_\_\_  
Country/area code Telephone Number

**Electronic Mail:** \_\_\_\_\_ for access through the Internet.

**Ogranziational Contact Person(s):** Enter the name of the person(s) primarily responsible for contact with the IAF.

Mr.  Mrs.  Ms.  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(last name) (first name) (position)

Mr.  Mrs.  Ms.  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(last name) (first name) (position)

**Organization's Founding Year:** \_\_\_\_\_  
**Date of Legal Incorporation:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Mon / Day / Year

**Anticipated number of individuals participating in project activities:** \_\_\_\_\_

**Amount requested from the IAF:** \$ \_\_\_\_\_ (in US dollars)

**Funding History:** Include sources, years and amounts received.

<u>Source</u>	<u>Years</u>	<u>Amount</u>

**Organizational Background:** Brief description of the applicant organization, including its mission, structure (operating and governing), membership and achievements

**Mission** (Do not exceed 100 words.)

**Governing Structure** (Do not exceed 100 words.)

**Operating Structure** (Do not exceed 100 words.)

**Membership** (if applicable) (Do not exceed 100 words.)

**Achievements** (Do not exceed 100 words.)

**INTER-AMERICAN FOUNDATION  
PART 2: NARRATIVE**

The application is the first step in developing a potential relationship with the IAF. This is your opportunity to share how you developed your ideas. Please answer all of the questions below. **Responses to the questions cannot exceed 10 pages double-spaced in 12-point type.** If your project is pre-selected, the IAF will contact you for additional information.

**Context**

1. Describe your community or the communities or constituencies with whom you work.
2. How do you engage community members or constituents?
3. Have they worked together in the past? How and why?
4. Identify the problem(s) you are addressing (the scope, nature, causes and social or economic impact).
5. There can be many ways to address a problem. How were different preferences within the community considered?

**Project**

6. Describe the activities you will undertake.
7. Explain your work plan and provide a proposed schedule.
8. What partners or organizations are involved in this project?
9. Discuss anticipated outcomes, both immediate and long-term.
10. What makes your project innovative or different?
11. Explain why the project is feasible.
12. Discuss potential challenges to the project and how your organization will address them.
13. How will activities continue after funding from the IAF ends?

**INTER-AMERICAN FOUNDATION  
PART 3: BUDGET**

Estimated project budget must be in U.S. dollars. Please list by line item the amount requested from the IAF as well as any other resources that will be dedicated to the project. Identify at least one lettered sub-item for each of the applicable numbered line items. Use footnotes to specify the source of all resources. Clarify whether counterpart contributions are offered in cash or in kind (goods, services, office, meeting, storage or other space, etc.). Provided on the following page is a list of examples of sub-items.

Line Items	Request IAF	Proponent Counterpart		Beneficiary Contributions		Other Contributions	
	Cash	Cash	In-Kind	Cash	In-Kind	Cash	In-Kind
1. Administration a. b. etc.							
2. Construction a. etc.							
3. Dissemination a. etc.							
4. Equipment a. etc.							
5. Grant Fund a. etc.							
6. Honoraria a. etc.							
7. Investment Capital a. etc.							
8. Loan Fund a. etc.							
9. Materials/Supplies a. etc.							
10. Operational expenses a. etc.							
11. Other a. etc.							
12. Preliminary Activities a. etc.							
13. Real Estate a. etc.							
14. Salaries a. etc.							
15. Training a. etc.							
16. Travel							

a. etc.							
17. Vehicles a. etc.							

**Examples of budget line items**

	<b>Budget line items</b>	<b>Examples of sub-items</b>
1	Administration	Rent, public utilities, office supplies and furnishings, insurance.
2	Construction	Buildings, structural improvements.
3	Dissemination of information	Publications, printing, seminars, audio-visual media.
4	Equipment	Tractors and other farm equipment, cold storage and other equipment, machinery, computer or office equipment.
5	Grant fund	Support for small development projects.
6	Professional fees	Payments to consultants for technical assistance in areas such as production and marketing, or for conducting surveys, studies or evaluations.
7	Investment capital	Working capital, operating capital for an enterprise.
8	Loan fund	Revolving loan fund for production or marketing.
9	Materials and supplies	Fertilizers, seeds, medical and other supplies.
10	Operational expenses	Production, marketing, general or project maintenance.
11	Other	Miscellaneous expenses, organizational development, meetings.
12	Preliminary activities	Legal expenses, market study.
13	Real estate	Tangible and fixed assets related to land or buildings.
14	Salaries	Payments to permanent staff or people directly associated with the project, and legally required benefits and social security.
15	Training	Teaching materials, supplies, publications, and printed matter.
16	Travel	Transportation, per diem.
17	Vehicles	Purchase or rental of cars, motorcycles, trucks, pickup trucks; insurance; fuel and lubricants; maintenance.