CARSI Economic Support Funds
Project Proposal Cover Sheet

Country: **BELIZE** Project No. (To be assigned by U.S. Embassy)

Date of Submission: _____

Project Title: _____

Name of Organization: _____

Mailing Address: _____

Street Address: _____

Telephone: _____ Fax: _____

Alternate Telephone: _____ E-Mail: _____

Principal Officer: _____ (name and position)

Project Contact: _____ (name and position)

Proposed Project Duration (not more than two years): _____

FINANCES:

Total ESF Funds Requested _____ (US$)
Total Cost Share *(optional)* _____ (US$)
Total Project Cost _____ (US$)

The following items are required in your proposal:

____ Cover Sheet (This page filled in)
____ Completed and signed SF-424, SF-424a and SF424b
____ Table of Contents
____ Executive Summary
____ Proposal Narrative
____ Budget Narrative
____ Detailed Line-Item Budget
____ Additional attachments: Organizational Capability; Project Monitoring Plan; Resumes of Key Persons; Proof of Organization's Legal Status; Letter of Support from Government agency (ies) you will be partnering with

Project Proposal Template Instructions

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Required Registration:

All organizations, whether based in the United States or in another country, must have a **Unique Entity Identifier (UEI) and an active registration with the SAM.gov**. A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards.

For all application documents, please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered, including budgets and attachments,
- All documents are formatted to 8 ½ x 11 paper, portrait orientation only, and
- All Microsoft Word documents are single-spaced, 12-point Calibri font, with a minimum of 1-inch margins.

Completed and signed SF-424, SF-424a [and SF424b], as well as, if applicable, your organization's most recent audit. (See Tab D). These are accessible under the related documents tab on www.grants.gov

Table of Contents (*not to exceed one [1] page in Microsoft Word*) that includes a page-numbered contents page, including any attachments.

Section 1. Executive Summary

Provide a statement of work or synopsis of the project, including a concise breakdown of the project objectives, activities and expected results. Briefly describe how the project is innovative, sustainable and will have a demonstrated impact.

Section 2. Background of Organization

Provide full description of the organization and its expertise to organize and manage all aspects of this project. Describe key personnel that will be directing, managing and/or significantly involved in the implementation of the project and/or the management of the budget. Include names, titles and relevant previous experience that supports their role in the project. Include experience with previous or current federal awards and any other organizational strengths that will support the implementation or management of the proposed project.

Section 3. Project Description

Provide detailed information about the proposed project and all components.

- *Problem Statement and Rationale* - Provide a clear, concise, and well-supported statement of the problem to be addressed and how the project will achieve or contribute to achieving a solution and a measurable outcome.
- *Project Goal and Objectives* – Define the overall goal of the project and define objectives that will lead to the accomplishment of the goal. The objectives must be specific, measurable, attainable, realistic and placed within a reasonable time frame. (SMART objectives).
- *Project Activities* - Describe the program activities and how they will help achieve the objectives.
- *Project Partners* – Describe project partners and their expertise. Indicate any previous experience collaborating with partners. (Letters of support/commitment from partners can be included as attachments)
- *Program Monitoring and Evaluation Plan* – Define key performance indicators to measure realistic progress towards objectives and describe how progress will be monitored throughout the project. Please refer to **Tab A. *Project Proposal Guidelines*** and **Tab B. *Program Monitoring Plan*** of the NOFO for a detailed explanation of all elements that should be included in this section.
- *Sustainability* – Describe how you expect project impact will be sustained over time and by whom.

Section 4. Budget and Budget Narrative
Please refer to NOFO **Tab C. Budget Guidelines** and the **Budget Guidelines and Worksheet Attachment** for all details concerning this section.

A detailed line-item budget is a financial plan that outlines the costs and resources needed for a project to be successful completed. Supporting the budget is the budget narrative which should communicate to U.S. Embassy Belmopan any information that might not be readily apparent in the budget, not simply repeat with words what is stated numerically in the budget.

Budget template and Budget Narrative sample template are available under the related documents tab on www.grants.gov . ***Costs must be in U.S. dollars.***

Section 5. Attachments
- *Project Monitoring plan:* Please refer to **Tab A. *Project Proposal Guidelines*** and **Tab B. *Program Monitoring Plan*** of the NOFO for a detailed explanation of all elements that should be included in this section.
- *Roles and responsibilities of key project personnel:* Provide short bios highlighting relevant experience. Given page number limits, CV's are not recommended for submission
- *Timeline/workplan:* Describe timeline for all project components, including activities, evaluation, and close-out.

- *Other Supporting Documentation:* Attachments may include letters of support, memoranda of understanding (MOU)/agreement, etc.

Note: U.S. Embassy Belmopan retains the right to request additional documentation for those items not included on this form.