

Job Creation for At Risk Neighborhoods Economic Support Funds

Department of State

Public Opportunity Title: Job Creation for At Risk Neighborhoods
Announcement Type: Request for Applications – New Grant Agreement
Public Opportunity Number:
CFDA: 19.700
Funding Amount: \$1,500,000

Issuance Date: April 4, 2014
Deadline for Questions: April 18, 2014 at 11:59 p.m. Belize Time
Deadline for Applications: May 11, 2014 at 11:59 p.m. Belize Time

Program Office: The U.S. Embassy in Belmopan, Belize
Grant Program: Central America Regional Security Initiative
Assistance Type: Grant Agreement
Eligibility Category: U.S. or overseas-based non-governmental and non-profit organizations (NGOs), Public International Organizations (PIOs) and Educational Institutions

Est. Project Start Date: October 1, 2014
Est. Project End Date: Variable
Notional Award Ceiling: \$500,000
Notional Award Floor: \$100,000
Expected # Awards Funded: 5 to 7

ELIGIBILITY

Eligible applicants are U.S. or overseas-based non-governmental and non-profit organizations (NGOs), Public International Organizations (PIOs) and Educational Institutions. Grants will be awarded directly to the organization. Provide documentation of legal status with the grant proposal. After determining grant recipients, selected organizations may be subject to an audit of financial accounting systems and procedures before receiving U.S. government funds.

Cost Sharing or Matching

This program does not require any financial cost sharing or matching; however, in-kind contributions are highly encouraged. Applicants may form a consortium with private or public sector involvement or contributions. The program does strongly encourage partnership with at least one public sector institution or private company which may participate in-kind or with financial support.

CONTACT INFORMATION

For assistance with the requirements of this solicitation, contact **Cheryl Dupree or Denise Fuller**, Grants Officer Representatives, U.S. Embassy
Email: belmopangrants@state.gov (*Preferred method of communication*)
Phone: +501 822-4011 x4306

Any questions concerning this RFA should be submitted in writing to belmopangrants@state.gov. The deadline for submission of questions for this RFA is April 18, 2014, 11:59 PM Belize Time. Responses to questions will be made available to all potential applicants through an amendment to this RFA and posted on grants.gov. A bidders event will be held thereafter on a date to be determined. Responses to all questions at the bidders event will be posted on grants.gov. Participants interested in participating in the bidders event should write to the aforementioned email address.

CONTENT

I. Executive Summary.....	4
II. Background.....	4
III. Program Objectives.....	4
IV. Eligibility Requirements.....	7
V. Application and Submission Information.....	7
VI. Award Administration.....	15
VII. Disclaimer.....	16

I. EXECUTIVE SUMMARY

U.S. Embassy Belmopan invites eligible organizations to submit proposals for activities in Belize to strengthen citizen security by providing job-creating and leadership opportunities, as well as conflict resolution skills training, to youth and marginalized communities. Contingent upon the availability of funds and quality of proposals, U.S. Embassy Belmopan intends to issue 5 to 7 awards in an amount not to exceed \$1,500,00 in total funding.

II. BACKGROUND

This funding will support U.S. Government objectives under the Central America Regional Security Initiative (CARSI), including strengthening citizen security. Within Central America (Belize, Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, and Panama), CARSI is enhancing the capabilities of national law enforcement, border and customs, prosecutorial, judicial, and prison agencies. These improvements are strengthening partner governments' ability to fight burgeoning narco-, human-, and arms-trafficking, gangs, and associated street and organized crime, which threatens the security of governments in the region. The success of programs under the CARSI framework will enhance citizen safety and advance a wide range of other U.S. and regional shared security priorities. These improved capabilities will also provide a stronger platform for sustained bilateral and multilateral partnerships between the U.S., Central American nations, and other regional states.

The five goals of CARSI are:

1. Create safe streets for the citizens of the region;
2. Disrupt the movement of criminals and contraband within and among the nations of Central America;
3. Support the development of strong, capable and accountable Central American Governments;
4. Re-establish effective state presence and security in communities at risk; and
5. Foster enhanced levels of security and rule of law coordination and cooperation among the nations of the region.

The funds supporting this RFA are part of CARSI assistance in Belize and will focus on Goal 1.

III. PROGRAM OBJECTIVES

Proposals will confront the root causes of violence and crime in Belize in a creative and effective way and seek to create positive cultural and social conditions, which are the foundations of a peaceful and orderly society. Root causes in Belize include, but are not limited to, a lack of economic development, entrepreneurial skills and/or tradecraft, conflict resolution skills, and/or opportunity for youth. Proposals will cultivate positive social values such as civic pride, respect for each other, respect for law and order,

integrity, importance of education and a sense of responsibility for citizens and our community. Marginalized youth are empowered when given a voice and opportunities in both the global and local village. Equipping marginalized youth and/or communities with economic opportunities and/or business training can help them reach their true potential as entrepreneurs and improve citizen security.

Applicants should address at least one of the following program objectives:

Objective 1: Providing job creation opportunities for youth and marginalized communities as an alternative to crime and violence. Opportunities should contemplate innovative cross sector collaboration and demand side engagement. The work should focus on two or more beneficiary communities to maximize the benefits and results of the project. Activities may include, but are not limited to: vocational programs; employer needs assessments; business mentoring programs.

Objective 2: Providing youth and marginalized communities with education and leadership opportunities that foment cultural and social development and create self-confidence building mechanisms. Opportunities should focus on promoting civil society and civic participation through educational activities in order to create safer streets. Activities may include, but are not limited to: women and girls' empowerment activities; English language, reading, science, environment and math programs; sports, dance, theatre, music and art programs.

Objective 3: Providing at risk youth and marginalized communities with conflict resolution skills in ways that will reduce violence and provide future academic and employment opportunities. The work should focus on one or more beneficiary communities to maximize the benefits and results of the project. Activities may include, but are not limited to: anti-bullying education; international justice and mediation programs (similar but not limited to the goals of the Seeds of Peace Organization); programs focused on anti-gang intervention or promoting social inclusion and tolerance; leadership and mentoring programs.

DESIRED RESULTS AND ILLUSTRATIVE INDICATORS

By the completion of the project, grantees will contribute to more resilient and productive communities by providing opportunities to young people.

The recipient(s) will develop a project-level Performance Monitoring Plan (PMP) with annual and end-of- project targets and results anticipated for key performance indicators. The following table shows examples of indicators as well as illustrative targets. It is important to note that these are only for reference. The recipient shall be responsible for proposing, monitoring and reporting on its own indicators and targets during and after the project.

Outputs are the results of what your organization does. Outcomes are changes that take place because of your organization’s work. For example, the number of participants who successfully complete a job training course or received job placement through your activities are outputs. The outcomes of your project are the differences that will have been made by delivering your objectives and achieving your outputs. For example an outcome could be increased job placement as a result of the training, or reduction in local unemployment rates.

Output indicators and *illustrative* targets for the project are provided below. The recipient should review these; however, as mentioned, the recipient shall be responsible for proposing its own indicators and targets.

<i>Example Output Indicators</i>	<i>Illustrative targets:</i>
Job Placement: Young people are placed in internships, mentorships, fulltime employment, or provided with entrepreneurial opportunities.	# of mentorship programs. # of job placements. Start micro loans for “x” young entrepreneurs.
Life skills: Young people receive training and opportunities to become active members and leaders of their communities.	# of participants in youth sport league, conflict resolution training, interpersonal relationship skills, or other programs. # of young people graduate from training and establish community groups of their own.

Outcome indicators for the project are provided below. The recipient is expected to identify targets for these indicators based on what it can reasonably achieve within the performance period of the project, and based on the expected overall project results described above.

<i>Example Outcome Indicators</i>	<i>Illustrative targets:</i>
Resilient Communities: Reduction in crime, especially among young people.	Reduction in local crime rates in the beneficiary community. Reduction in local unemployment rates.
Productive Communities: Teens will demonstrate knowledge, skills, attitudes, and behavior necessary for fulfilling lives that contribute to their communities.	Decrease in high school dropout rate in a community. Decrease in youth unemployment in a community. Increase in youth lead community activities.

TIP: Make these results achievable and appropriate to the level of funding and expected applicant pool capacity.

IV. ELIGIBILITY REQUIREMENTS

Eligible applicants are U.S. or overseas-based non-governmental, non-profit organizations (NGOs), public and private educational institutions, and public international organizations (PIOs). Grants will be awarded directly to the organization. Applicants must provide documentation of legal status with the grant proposal. The U.S. Embassy encourages organizations that have not previously received international program funding from the U.S. Government to apply under this announcement.

Applicants are not required to include funding from other donors. However, applicants are encouraged to partner with non-U.S. Government sources (such as Belizean Government institutions or private companies) that include in-kind and/or cash contributions.

V. APPLICATION AND SUBMISSION INFORMATION

Award Period: Variable. The U.S. Embassy in Belize anticipates that most awards would be between 12-24 months. All award money must be spent by the end of the grant period.

Award Amount: U.S. Embassy Belize expects to fund 5 to 7 proposals for a total program value not to exceed \$1,500,000 in U.S. Government funding, contingent upon the availability of funds. Although U.S. Embassy Belmopan is unlikely to fund proposals for less than \$100,000 or for more than \$500,000 in U.S. Government funding (total funding for projects can and should exceed the U.S. Government funding through cost-sharing), the Embassy may make exceptions for especially compelling proposals.

U.S. Embassy Belize urges prospective applicants to immediately confirm their organization and any proposed sub-recipients have a current Dun and Bradstreet (DUNS) number as well as a current Central Contractor Registration (www.sam.gov).

Application Submission Process: Applicants must submit applications by email to belmopangrants@state.gov by the aforementioned deadline with the subject line: **“ESF 2014”**. DO NOT SUBMIT YOUR APPLICATION MULTIPLE TIMES.

For questions about this solicitation, contact Cheryl Dupree or Denise Fuller, Grants Officer Representative, U.S. Embassy Belmopan, at:

Email: belmopangrants@state.gov (*Preferred method of communication*)

Subject line: ESF 2013

Phone: +501 822-4011 x 4306 or 4370

Application Deadline: All applications must be submitted **on or before Sunday, May 11, 2014 by 11:59 p.m. local time in Belize**. Applications submitted after 11:59 p.m. on Sunday, May 4, 2014 will be ineligible for consideration. Appendices, attachments, exhibit, etc. for applications already submitted will not be accepted after the deadline. **Begin the application process early**, as this will allow time to address any technical difficulties that may arise in advance of the deadline. There will be no exceptions to this application deadline.

Application Content: Applicants must follow the instructions and conditions contained herein and supply all information required. **Failure to furnish all information or comply with stated requirements will result in disqualification from the competition.** Applicants must set forth full, accurate, and complete information in English. The penalty for making false statements in proposals to the USG is prescribed in 18 U.S.C.1001.

Application Requirements:

For all application documents, please ensure:

- 1) All pages are type-written.
- 2) All documents are formatted to 8 ½ x 11” paper with portrait (vertical) orientation.
- 3) All documents are numbered, including budget and attachments.
- 4) All documents are single-spaced, 12 point Times New Roman font with a minimum of 1-inch margins.
- 5) Proposals must abide by word limits defined in each Section. The proposal must consist of the following:

Section 1 – Cover Sheet

The Cover Sheet is Attachment A. Please include a project title, name of the soliciting organization, and Data Universal Numbering System (DUNS) number as a header on your cover letter. If the organization has not acquired a DUNS number then please obtain one free of charge by calling 1-866-705-5711. Applicants must be registered on sam.gov in order to apply.

Section 2 – Project Summary (not to exceed 500 words)

The Project Summary should include the following:

1. A short **problem statement** describing the location and need of the project.
2. **Summarized goals** and objectives of the project.
3. **Expected results** of the project including outputs, outcomes, and relevant indicators.
4. Any **collaborating partners** (governmental or non-governmental).

Section 3 – Program Narrative (not to exceed 1000 words)

The program narrative should include the following:

1. Clearly specify the **goals and objectives** of the project, relative to the problem statement.
2. Proposed **activities** to show how objectives and goals will be met.
3. **Sustainability plan** that explains how the proposed project and its results will continue to have an impact after the project concludes.
4. Describe the means, if any, that the organization will use to **publicize the project’s successes**
5. **A clear timeline** of major activities. The project goals and implementation plan may support or expand existing projects funded with other resources.

Section 4 – Monitoring and Evaluation Plan (not to exceed 500 words)

The monitoring and evaluation plan should include the following:

1. **The expected outcomes** as a measure of the extent to which outputs are understood, absorbed, or affect a change.
2. **The expected outputs** which are the product, service or public good that was delivered via the grant funding.
3. **Equally important: how success will be measured and evaluated** via performance indicators.

Successful monitoring and evaluation depend on the following:

- Setting objectives that are specific, measurable, attainable, results-focused, and placed in a reasonable time frame (SMART);
- Linking program activities to stated objectives;
- Developing key performance indicators that measure realistic progress towards the objectives.

Sample Evaluation Plan (Note: This is for illustrative purposes. Applicants should provide their own specific plans.)

Activity: Training Course						
Indicator Type	Indicator Name	Source	Target FY15Q1	Results FY15Q1	Target FY15Q2	Results FY15Q2
Output	# of women trained in vocational training	training records	10		12	

Outcome	% of standards implemented in participant's host country as a result of participant's direct or indirect participation	embassy reporting	75%		80%	
Activity: Jobs Training						
Indicator Type	Indicator Name	Source	Target FY15Q1	Results FY15Q1	Target FY15Q2	Results FY15Q2
Output	Job Placements	training records	12		12	
Outcome	Local Unemployment Rate	Dept. of Labor	16%		12%	

Section 5 - Organizational Capability (not to exceed 250 words)

The program narrative should include the following:

1. Information about the organization including management structure.
2. Previous experience with affected communities and in the country/region.
3. Identify the proposed project management structure and staffing plan for the proposed project (including the need to hire new staff, if necessary.).

Section 6 - Appendices:

Submission must include the following appendices. Only the appendices listed below may be included as part of the application:

- (a) **Completed** and signed SF-424, SF-424a and SF424b (Application for Federal Assistance)
- (b) **Budget (Required)**: See sample attached. Please note that the budget must be in US dollars (USD). The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent. Applications should identify any shared or in-kind costs borne by applicants. The line-item budget should include the following budget categories:
 - A. PERSONNEL
 - B. FRINGE BENEFITS
 - C. TRAVEL
 - D. EQUIPMENT
 - E. SUPPLIES
 - F. CONTRACTUAL
 - G. CONSTRUCTION (not applicable)
 - H. OTHER
 - I. TOTAL DIRECT CHARGES
(Sum of A-H Subtotals)
 - J. INDIRECT CHARGES

Please note that funds cannot not be used to support construction. In most cases, successful applications will focus on programming including necessary supplies and will not emphasize the purchase of equipment.

- (c) **Budget Narrative (Required)**: includes an explanation and justification for each line item in the detailed budget spreadsheet, as well as the source and a description of all cost-share offered. The budget narrative should any information that might not be readily apparent in the budget, not simply repeat with words what is stated numerically in the budget.
- (d) **Resumes (Required)**: A resume(s), not to exceed 1 page in length, must be included for the proposed key staff person(s), such as the Project Director. If an individual for this type of position has not been identified, the applicant may submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a resume.
- (e) **Proof of Organization's Legal Status (Required)**: A scanned copy of the NGOs or NPOs legal status.
- (f) **Letters of Intent from Partnering Organizations (If Applicable)**: A signed letter of intent from each partner organization identifying the nature of support for the proposal. Letters of intent should include the type of relationship to be entered into (formal or informal), supporting roles and activities of the partner in relation to the proposed project activities and any targeted financial support in-kind or direct. The individual letters cannot exceed 1 page in length, and applicants are limited to submitting up to 5 letters per proposal.

Sample Budget:

A. PERSONNEL	INL Cost	Cost Share	
-H.Q.-based project -dedicated staff salary (X months)	X% of \$X/yr		
-Field-based Country Director salary (x months or year)	X% of \$X/yr		
Subtotal Personnel			
B. FRINGE BENEFITS			
-H.Q.-based project -dedicated staff fringe (X months)	X% fringe		
-Field-based Country Director fringe (x months or year)	X% fringe		
Subtotal Fringe Benefits			
C. TRAVEL			
a) Field Travel			
<u>Activity 1: Needs Assessment Workshop</u>			
-Staff Travel (# staff)	\$X/RT flight/# staff		
-Staff Per Diem (X days)	\$X/day/# day/# staff		
-Participant Travel (# participants)	\$X/trip/# pax		
-Participant Per Diem (X days)	\$X/day/# day/# pax		
<u>Activity 2: Training program</u>			
-Staff Travel (# staff)	\$X/RT flight/# staff		
-Staff Per Diem (X days)	\$X/day/# day/# staff		
-Participant Travel (# participants)	\$X/trip/# pax		
-Participant Per Diem (X days)	\$X/day/# day/# pax		
Subtotal Travel			
D. EQUIPMENT			
-H.Q.-equipment	\$X/unit		
-Field-equipment	\$X/unit		
Subtotal Equipment			
E. SUPPLIES			
-H.Q. Printing and Photocopying (X months)	X% of \$X/yr		
-Field Markers and dry erase board	\$X/set		
-Field Telephone (X months)	X% of \$X/yr		
-Field Office Supplies (X months)	X% of \$X/yr		
Subtotal Supplies			
F. CONTRACTUAL			
a) Consultant Fees			
-Policing Specialist/Honoraria (X days/hours)	\$X/consult		

-Translation Fees (X pages)	\$X/page		
Subtotal Contractual			
G. CONSTRUCTION	N/A		
H. OTHER			
a) Other Direct Costs			
-Field Office Rent (X months)	X% of \$X/mo		
Subtotal Other			
I. TOTAL DIRECT CHARGES (Sum of A-H Subtotals)			
J. INDIRECT CHARGES			
a) Indirect Costs/NICRA (X% of costs)			
Subtotal Indirect Charges			
K. TOTAL COSTS (Sum I-J)			

Note: This budget is designed to serve as an example of the format for budget submissions and is NOT exhaustive. Individual line items included in each applicant's budget should reflect specific program activities. (pax = participants)

A. Personnel – Identify staffing requirements by each position title and brief description of duties. For clarity, please list the annual salary of each position, percentage of time and number of months devoted to the project. (e.g., Administrative Director: \$30,000/year x 25% x 8.5 months; calculation: $\$30,000/12 = \$2,500 \times 25\% \times 8.5 \text{ months} = \$5,312.$)

B. Fringe Benefits - State benefit costs separately from salary costs and explain how benefits are computed for each category of employee; specify type and rate.

C. Travel - Staff and any participant travel:

- 1) International airfare
- 2) In-country travel
- 3) Domestic travel in the U.S., if any
- 4) Per diem/maintenance: Includes lodging, meals and incidentals for both participant and staff travel. Rates of maximum allowances for U.S. and foreign travel are available from the following website: <http://www.policyworks.gov/>. Per diem rates may not exceed the published U.S. government allowance rates; however, institutions may use per diem rates lower than official government rates. Please explain differences in fares among travelers on the same routes. Please note that all travel, where applicable, must be in compliance with the Fly America Act.

D. Equipment – Please provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year and an acquisition cost of \$5000 or more per unit.

E. Supplies - List items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone: \$50/month x 50% = \$25/month x 12 months).

F. Contractual –

a) Subgrants. For each subgrant/contract please provide a detailed line item breakdown explaining specific services. In the subgrant budgets, provide the same level of detail for personnel, travel, supplies, equipment, direct costs, and fringe benefits required of the direct applicant.

b) Consultant Fees. For example lecture fees, honoraria, travel, and per diem for outside speakers or independent evaluators: list number of people and rates per day (e.g., 2 x \$150/day x 2 days).

G. Construction – For this solicitation, construction costs are not applicable.

H. Other - these will vary depending on the nature of the project. The inclusion of each should be justified in the budget narrative.

J. Indirect Charges - See OMB Circular A-122, "Cost Principles for Non-profit Organizations"

1) If your organization has an indirect cost-rate agreement with the U.S. Government, please include a copy of this agreement. This does not count against submission page limitations.

2) If your organization is charging an indirect rate, please indicate how the rate is applied--to direct administrative expenses, to all direct costs, to wages and salaries only, etc.

3) Do not include indirect costs against participant expenses in the Bureau budget, as it generally does not pay for these costs.

Review Process: A US Embassy Belmopan Review Committee will review proposals for eligibility. Eligible proposals will be subject to compliance of Federal regulations and guidelines. The Committee will evaluate and award proposals submitted based on the following criteria:

- | | |
|--|------------|
| 1) Quality of Program Idea | 25% |
| <ul style="list-style-type: none">• Proposal exhibits originality, prioritizes innovation and precision, and is feasible within the time frame of the project• Extent to which proposal addresses each of the requested solicitation objectives, i.e. deliverables, work products• Proposed activities clearly address a demonstrated need, proposal identifies and maximizes synergies where available, while clearly avoiding direct duplication | |
| 2) Program Planning/Ability to Achieve Objectives | 25% |

- Proposed methodology or approach has clear potential to directly advance stated WHA policy and program goals
 - Each activity is clearly developed and detailed. Objectives are clear, specific, attainable, measurable, and placed in a reasonable time frame
 - Extent to which the applicant engages sub-recipients or local stakeholders in project design, implementation, monitoring, and evaluation; a clear division of labor should be included
 - Proposal includes contingency plans for potential challenges in executing the original work plan
- 3) Multiplier Effect and Sustainability **10%**
- Clearly delineates how elements of the program will have a multiplier effect
 - Clearly delineates how impact will be sustainable beyond the life of the grant
- 5) Program Monitoring and Evaluation Plan **10%**
- Narrative explaining proposed monitoring and evaluation methodology with clear detail given to data points and frequency of measurement; inputs and outputs clearly link to outcomes with clear potential to achieve impact
 - Table or other framework clearly linking activities with output- and outcome-based performance indicators with baselines and (yearly and cumulative) targets and frequency of both formal and informal monitoring and evaluation
- 6) Institution's Record and Capacity **10%**
- The proposal demonstrates an institutional record of successful programs in the proposed country or region relevant to the proposal, sector, or identified work products associated with the RFA
 - Personnel and institutional resources proposed are adequate and appropriate to achieve the project's objectives
- 7) Cost Effectiveness **20%**
- The level of administration costs are appropriate to the work proposed, including any cost share that leverages WHA funds
 - The direct costs of the proposal, including salaries and benefits, are explained and justified for the work involved
 - All budget items are necessary and costs are linked to project objectives

V. AWARD ADMINISTRATION INFORMATION

Award Notices: The grant award shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the U.S. Government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. Organizations whose applications will not be funded will be notified via email.

Proposal activities should be executed from Date of Award through October 1, 2015 or October 1, 2016, if a two year grant. All award money should be spent by September 30, 2015, if a one year grant, or September 30, 2016, if a two year grant.

The U.S. Government reserves the right to reject any or all proposals received.

Reporting Requirements: Grantees are required to submit quarterly reports and a final report. Progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period. Progress reports must be submitted via email.

VI. DISCLAIMER

Issuance of this RFA does not constitute an award commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. Government reserves the right to reject any or all proposals received. Issuance of any Federal Assistance Award as a result of this RFA is contingent upon the availability of funds. U.S. Embassy Belize reserves the right to award more or less funding than stated herein or make no awards as might be determined to be in the best interest of the U.S. Government.

The information contained in this RFA is authoritative and may not be modified by any Embassy representative. Explanatory information provided by the Embassy that contradicts this RFA will not be binding on the Embassy. If a proposal is selected for funding, the Department of State and U.S. Embassy Belize have no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the Department of State and U.S. Embassy Belize.

Attachment A
Project Proposal Cover Sheet

Country: **BELIZE**
Embassy)

Project No. (To be assigned by U.S.

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: _____

FINANCES:

Total ESF Funds Request _____ (US\$)

Total Project Cost: _____ (US\$)