

## **Youth and Communities to Strengthen Citizen Security Economic Support Funds**

### **Department of State**

**Program Office:** The U.S. Embassy in Belmopan, Belize  
**Funding Opportunity Title:** Community and Economic Development to Combat Crime  
**Announcement Type:** Grant Agreement  
**Deadline for Applications:** Sunday, June 3, 2012 by 11:59 p.m.

### **ELIGIBILITY**

Eligible applicants are non-governmental organizations (NGOs), non-profit organizations (NPOs), International Government Organizations (IGO) and Educational Institutions. Grants will be awarded directly to the organization. NGOs and NPOs must 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 US government funds.

#### Cost Sharing or Matching

This program does not require any financial cost sharing or matching; however, in-kind contributions are highly encouraged. NGOs and NPOs 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 **Barry Cuthbertson or Faustino Shal**, CARSI Program Specialists  
**Email:** [belmopangrants@state.gov](mailto:belmopangrants@state.gov) (*Preferred method of communication*)  
**Phone:** +501 822-4011 x4361 or 4360

## **CONTENT**

Executive Summary.....	3
Background.....	3
Eligibility Requirements.....	3
Application and Submission Information.....	4
Award Administration.....	6
Disclaimer.....	6

## **I. EXECUTIVE SUMMARY**

### **REQUESTED PROGRAM OBJECTIVES:**

US Embassy Belmopan invites organizations to submit proposals outlining program concepts and capacity to advance the Central America Regional Security Initiative (CARSI) goal of strengthening citizen security. In addition to the US Embassy Belmopan, the U.S. Secretary of State Hillary Clinton prioritizes the focus on at-risk youth. The proposal will confront the root causes of violence and crime 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, the lack of economic development, the lack of skills and/or tradecraft, the lack of conflict resolution skills, and/or the lack of opportunity for youth. The proposed award 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 us 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. Selected applicants will be required to provide reports of their activities and updates to [belmopangrants@state.gov](mailto:belmopangrants@state.gov).

The U.S. Embassy in Belmopan plans to award a total of \$500,000 USD for a project period of one to two years. Applicants may apply for amounts of \$25,000 USD up to \$200,000 USD. The U.S. Embassy may award up to twenty grants which do not exceed the total of \$500,000 USD. The Embassy reserves the right not to award any funds based on the quality of the proposals received.

## **II. BACKGROUND**

This funding will support USG 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.

## **III. ELIGIBILITY REQUIREMENTS**

Eligible applicants are non-governmental organizations (NGOs), non-profit organizations (NPOs) and International Government Organizations (IGO). Grants will be awarded

directly to the organization. NGOs and NPOs 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.

#### **IV. APPLICATION AND SUBMISSION INFORMATION**

**Award Period:** Proposal activities should be executed from Date of Award through October 1, 2013 or October 1 of 2014, if a two year grant. All award money should be spent by October 1, 2013, if a one year grant, or October 1, 2014, if a two year grant.

**Award Amount:** \$500,000 USD in total is available for this grant program. Applicants may apply for amounts of \$25,000 USD up to \$200,000 USD. Up to twenty awards will be granted totaling, and not exceeding, \$500,000 USD. The maximum amount per an individual award is \$200,000 USD and the minimum amount is \$25,000 USD.

**Application Submission Process:** Applicants must submit applications by email to [belmopangrants@state.gov](mailto:belmopangrants@state.gov) Subject line: "ESF 2012"  
DO NOT SUBMIT YOUR APPLICATION MULTIPLE TIMES.

For questions about this solicitation, contact Barry Cuthbertson or Faustino Shal, CARSI Program Specialist, U.S. Embassy Belmopan, at:

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

Subject line: ESF 2012

Phone: +501 822-4011 x4361 or 4360

**Application Deadline:** All applications must be submitted **on or before Sunday, June 3, 2012 by 11:59 p.m. local time in Belize**. Applications submitted after 11:59 p.m. on Sunday, June 3, 2012 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 on 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 to 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 at [http://www.dnb.com/US/duns\\_update](http://www.dnb.com/US/duns_update)

### **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** of the project.
3. **Expected results** of the project.
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.

## **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) **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. A short 200 word budget narrative may be included. 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
- H. OTHER
- I. TOTAL DIRECT CHARGES  
(Sum of A-H Subtotals)
- J. INDIRECT CHARGES

(See Tab B). Please note that funds cannot not be used to support construction.

- (b) **Resumes (Required):** A resume, not to exceed 1 page in length, must be included for the proposed key staff person, 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.
- (c) **Proof of Organization's Legal Status (Required):** A scanned copy of the NGOs or NPOs legal status.
- (d) **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. Letter 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.

**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 proposals submitted for the following review criteria:

- 1) Quality of Program Idea
- 2) Program Planning/Ability to Achieve Objectives
- 3) Multiplier Effect
- 4) Sustainability
- 5) Program Monitoring and Evaluation Plan
- 6) Institution's Record and Capacity
- 7) Cost Effectiveness

## **V. AWARD ADMINISTRATION INFORMATION**

**Award Notices:** The grant award or co-operative agreement 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 in writing.

**Anticipated Time to Award:** Awarded proposals should expect to be notified no later than June 15, 2012. Unfunded proposals should expect to be notified by June 15, 2012.

Proposal activities should be executed from Date of Award through October 1, 2013 or October 1 of 2014, if a two year grant. All award money should be spent by October 1, 2013, if a one year grant, or October 1, 2014, 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 electronic mail.

## **VI. DISCLAIMER**

If a proposal is selected for funding, the U.S. Embassy has no obligation to provide any additional future funding in connection with the award.