

U.S. Embassy Port of Spain- Request for Proposals

Description

The Embassy of the United States of America in Port of Spain seeks to fund creative and sustainable projects containing a clearly outlined **U.S. component**. Each project must aid in societal and/or institutional growth in Trinidad and Tobago. The Embassy invites organizations meeting the outlined eligibility criteria to submit grant proposals. This is an open competition for non-profit and/or NGOs and social enterprises with offices headquartered in Trinidad and Tobago.

Proposals should address the following issues:

- Creating a more open society
- Improving the rule of law
- Improving mutual understanding between the United States and Trinidad and Tobago

The maximum amount per award for each proposal is US\$10,000.

Specifications

The proposal must never exceed **5 pages** (double-spaced) in 12-point, Times New Roman font with 1-inch margins.

Proposals **must include a U.S. Component and the following**:

1. Project Summary- Why do you want this funding?, Describe your project
2. Duration- Expected Start date and End Date
3. Objectives- What are the key milestones and/or events you wish to accomplish
4. Organizational capacity- What experience does your organization have in carrying out the proposed events/ project
5. Key Personnel- Who is going to be in charge of administering this project? What similar or useful experience does he/she have that will be drawn upon in carrying out this project?
6. Previous grants received- U.S. Government or otherwise
7. Budget- All amounts must be stated in U.S. Dollars
8. Contact details- Contact person name and email, Organization phone and address

NB: Grants may not be used for salaries, construction, purchase of equipment over \$500 USD or for refreshment/catering expenses.

Requirements of Approved Grantees

- Must show proof of a registered DUNS number for their organization ([Click here to request your D-U-N-S Number via the Web](#)). This is not required for individuals.

- Must supply the Embassy Point of Contact (POC) with quarterly progress and financial status reports, in format specified by POC.
- Any unused portion of grant funds shall be reported by the grantee in their final financial status report to the POC and repaid to the Embassy.
- Applicable Embassy and/or program logos must be displayed on any items or at any events produced as a result of sponsored projects.
- All proposals will be subject to the standard Terms and Conditions of Department of State grants.

Application Submission Process

Applicants must submit concept papers **ELECTRONICALLY ONLY** using ircpos@state.gov.

Only applicants whose proposals have been selected for award will be contacted.

Eligibility

Proposals from a representative of a non-profit and/or NGOs and social enterprises with offices headquartered in Trinidad and Tobago will be given preference. Please note that any non-Trinbagonian applicants to this grant opportunity must show that they are partnered with/or have already obtained on-the-ground support of a local organization.

Grant period may not exceed 180 days.

The Department 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, applications that include additional in-kind or cash contributions from non-U.S. Government sources will be considered more competitive.

Disclaimer

If a proposal is selected for funding, the U.S. Department of State has 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 discretion of the U.S. Department of State.

Proposals exceeding the page limit will be judged on the information contained in the first 5 pages only.