



Inter-American Foundation

2004 Call for Proposals

No. 29

The Inter-American Foundation (IAF) invites proposals for its 2004 program. The IAF funds the self-help efforts of grassroots groups to improve living conditions of the disadvantaged and the excluded, enhance their capacity for decision-making and self-governance, and develop partnerships with the public sector, business and civil society. The IAF does not identify problems or suggest projects; instead it responds to initiatives presented. Projects are selected for funding on their merits rather than by sector.

The new deadline for proposal submission is June 30, 2004. All proposals must conform to the new guidelines posted on January 30, 2004. Proposals submitted before January 30, 2004, will not be considered unless they are tailored to the new guidelines and resubmitted. No proposals will be reviewed before June 30, 2004.



Pre-school children participating in an education program supported by IAF grantee Acción para la Educación Básica (EDUCA) in metropolitan Santo Domingo, Dominican Republic.

The following are ineligible for IAF grants:

- * proposals presented or directed by government entities;
- * proposals from individuals;
- * proposals presented or directed by entities outside the country in which the project is located;
- * proposals from groups that do not contribute financial or in-kind resources to the proposed activities;
- * proposals associated with political parties or partisan movements;
- * purely religious or sectarian activities;
- * pure research;
- * welfare projects of any kind, charitable institutions or proposals solely for construction projects and/or equipment;
- * requests for grants under US\$25,000 or more than US\$400,000;
- * projects whose objectives do not encourage a shared capacity for self-help.

The IAF looks for the following in a proposal it will fund:

- * Innovative solutions to development problems.
- * A diverse array of community voices in project development and execution;
- * Substantial beneficiary engagement in (a) the identification of the problem addressed, (b) the approach chosen to solve it, (c) the design of the project, and (d) management and evaluation of activities;
- * Benefits that increase the capacity for democratic governance;
- * Partnerships with other community stakeholders: local government, the business community, and educational, religious, labor and other civil society organizations;
- * Potential for strengthening all participating organizations and their partnerships;
- * Technical feasibility;
- * Evidence of eventual sustainability;
- * Counterpart contributions from the proponent, the beneficiaries and other sources;
- * The potential to generate learning;
- * Measurable tangible results and evidence of intangible results.

How to apply

Procedures and Process

- * Applications in Spanish, Portuguese, English, French or Haitian Creole will be accepted throughout the year. **To be considered for funding in 2004, the proposal must be received by June 30, 2004.**
- * Mailed applications should be sent directly to the Inter-American Foundation, Program Office, 901 North Stuart Street, 10th Floor, Arlington, VA, 22203, USA. The IAF will not accept grant applications submitted by fax. Applications can be sent via e-mail to proposals@iaf.gov. **E-mailed applications must include the country of submission on the subject line.**
- * Please submit your application only once and wait for confirmation before contacting the IAF.
- * The initial review will take four to six months and will yield a small number of projects to be analyzed further through site visits. Proponents no longer under consideration will be notified. Depending on the complexity of the project and the number of site

visits required, reviews of successful proposals may take up to 18 months.

- * Please contact the foundation representative for your country if you have any questions.

Proposal Format

The IAF's application has three required parts:

- * Part 1: Cover Sheet. This must be completed with the requested information.
- * Part 2: Narrative. Responses to the questions cannot exceed 10 pages double-spaced in 12-point type.
- * Part 3: Budget. Follow the model.

IMPORTANT: Failure to submit all required material results in disqualification. Do not include attachments. Proposals that exceed the above parameters will be rejected.

For more information see the IAF's Web site <www.iaf.gov>.

Frequently Asked Questions

What is the amount of an IAF grant and the duration of IAF's support?

- * The size of an IAF grant depends on the needs of the proponent organization and the amount of counterpart resources mobilized. Recent IAF grants have varied from \$25,000 to \$400,000 over one to four years. Currently, the IAF does not fund requests for less than \$25,000 or for more than \$400,000.

Can an organization submit multiple proposals?

- * No, proponent organizations can only submit one proposal per funding cycle.

What percentage of the total grant can fund overhead (administration, professional fees, operational expenses, salaries and materials)?

- * In general, the IAF does not fund proposals that request more than 50 percent in overhead expenses. Usually the lower the overhead, the more attractive the proposal.

Can IAF grants include salaries?

- * Salaries are a legitimate expense.

What percentage is expected in counterpart funding?

- * Counterpart funding must be a component of the budget for the proposed project, but no minimum amount is required. Higher counterpart funding makes a proposal more attractive. Counterpart may be in cash donations or in kind, including, but not limited to, land, supplies, infrastructure, labor, and office, storage and meeting space.

What administrative expenses may be included in the proposed budget?

- * Allowable administrative expenses include operations, rent, utilities, insurance, salaries, office equipment and supplies and other costs listed on the proposed budget form in the budget section of these guidelines.

When can I expect a response to the proposal?

- * Your organization will receive confirmation of receipt. Within four to six months of the June 30 deadline, you will be notified of the status of the proposal.

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