



**INTER-AMERICAN FOUNDATION  
GRANT APPLICATION  
PART 1: COVER SHEET**

**Project Title:**

**Project Summary:** (Do not exceed 50 words.)

**Duration:** \_\_\_\_\_ Months. The duration of the support requested should be consistent with the nature and complexity of the proposed activity.

**Amount requested from the IAF:** \$ \_\_\_\_\_ (in US dollars)

**DESCRIPTION OF ORGANIZATION**

**Name of Organization:** Enter legal name of organization.

**Organization ACRONYM:**

**Address:**

Street Address: \_\_\_\_\_

Postal Address (where applicable): \_\_\_\_\_

City: \_\_\_\_\_, Province (Dept./State) \_\_\_\_\_

Country \_\_\_\_\_ Postal Code \_\_\_\_\_

**Telephone:** \_\_\_\_\_  
Country/area code Telephone Number

**Telephone:** \_\_\_\_\_  
Country/area code Telephone Number

**Fax:** \_\_\_\_\_  
Country/area code Telephone Number



**Governing Structure** (Do not exceed 100 words.)

**Operating Structure** (Do not exceed 100 words.)

**Membership** (if applicable) (Do not exceed 100 words.)

**Past Achievements** (Do not exceed 100 words.)

**INTER-AMERICAN FOUNDATION  
PART 2: NARRATIVE**

The application is the first step in developing a potential relationship with the IAF. This is your opportunity to share how you developed your ideas. Please address the following:

**Context**

1. Describe the community/communities expected to participate, including all characteristics you believe relevant.
2. How are the community members or constituents engaged in your project?
3. Have you worked together in the past? How and why?
4. Identify the situation(s) you are addressing (the scope, nature, causes and social or economic impact).
5. How was this focus determined and who participated?

**Project**

6. Describe the activities you will undertake.
7. Explain in narrative form your work plan and provide a proposed schedule.
8. What partners are involved in this project and what are they committed to contributing?
9. Discuss anticipated outcomes, both immediate and long-term.
10. What makes your project innovative or different?
11. Explain why your project is feasible.
12. Discuss potential challenges to the project and how your organization will address them.
13. How will your efforts continue after funding from the IAF ends?

**INTER-AMERICAN FOUNDATION  
PART 3: BUDGET**

Estimated project budget must be in U.S. dollars. Please list by line item the amount requested from the IAF as well as any other resources that will be dedicated to the project. Identify at least one lettered sub-item for each of the applicable numbered line items. Use footnotes to specify the source of all resources. Clarify whether counterpart contributions are offered in cash or in kind (goods, services, office, meeting, storage or other space, etc.). Provided on the following page is a list of examples of sub-items.

Line Items	Request IAF	Proponent Counterpart		Beneficiary Contributions		Other Contributions	
	Cash	Cash	In-Kind	Cash	In-Kind	Cash	In-Kind
1. Administration a. b. etc.							
2. Construction a. etc.							
3. Dissemination a. etc.							
4. Equipment a. etc.							
5. Grant Fund a. etc.							
6. Honoraria a. etc.							
7. Investment Capital a. etc.							
8. Loan Fund a. etc.							
9. Materials/Supplies a. etc.							
10. Operational expenses a. etc.							
11. Other a. etc.							
12. Preliminary Activities a. etc.							
13. Real Estate a. etc.							
14. Salaries a. etc.							
15. Training a. etc.							
16. Travel a. etc.							
17. Vehicles a. etc.							

<b>TOTALS</b>							
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**Examples of budget line items**

	<b>Budget line items</b>	<b>Examples of sub-items</b>
1	Administration	Rent, public utilities, office supplies and furnishings, insurance.
2	Construction	Buildings, structural improvements.
3	Dissemination of information	Publications, printing, seminars, audio-visual media.
4	Equipment	Tractors and other farm equipment, cold storage and other equipment, machinery, computer or office equipment.
5	Grant fund	Support for small development projects.
6	Professional fees	Payments to consultants for technical assistance in areas such as production and marketing, or for conducting surveys, studies or evaluations.
7	Investment capital	Working capital, operating capital for an enterprise.
8	Loan fund	Revolving loan fund for production or marketing.
9	Materials and supplies	Fertilizers, seeds, medical and other supplies.
10	Operational expenses	Production, marketing, general or project maintenance.
11	Other	Miscellaneous expenses, organizational development, meetings.
12	Preliminary activities	Legal expenses, market study.
13	Real estate	Tangible and fixed assets related to land or buildings.
14	Salaries	Payments to permanent staff or people directly associated with the project, and legally required benefits and social security.
15	Training	Teaching materials, supplies, publications, and printed matter.
16	Travel	Transportation, per diem.
17	Vehicles	Purchase or rental of cars, motorcycles, trucks, pickup trucks; insurance; fuel and lubricants; maintenance.

**Please submit all applications via email to [proposals@iaf.gov](mailto:proposals@iaf.gov).**

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