



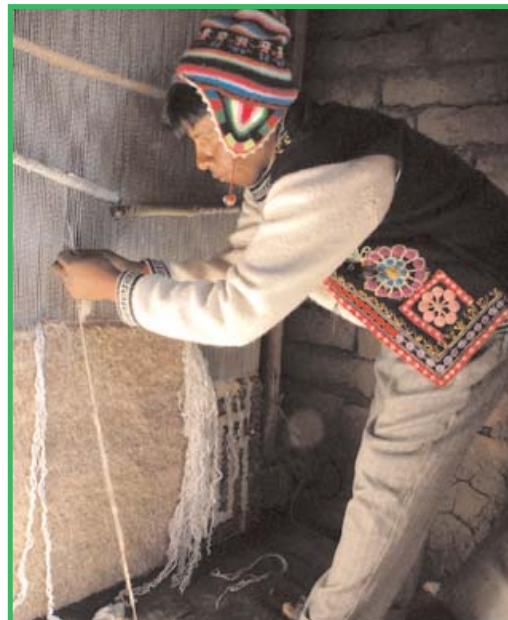
# Inter-American Foundation

## Call for Proposals

**T**he Inter-American Foundation (IAF) invites proposals for its grant program. The IAF funds the self-help efforts of grassroots groups in Latin America and the Caribbean 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.

**IMPORTANT:** The IAF only supports projects in Latin America and the Caribbean. Application guidelines in an easy printable file and the grant application in MS Word or PDF formats are available at [www.iaf.gov](http://www.iaf.gov).

**Proposals may be submitted throughout the year and will be reviewed as they are received.**



Patrick Breshin

**Eligibility: The IAF only supports projects in Latin America and the Caribbean. 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 project it funds:**

- \* innovative solutions to development problems;
- \* creative use of the community's resources;
- \* 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;
- \* partnerships with local government, the business community and other civil society organizations;
- \* potential for strengthening all participating organizations and their partnerships;
- \* feasibility;
- \* evidence of eventual sustainability;
- \* counterpart contributions from the proponent, the beneficiaries and other sources;
- \* the potential to generate learning;
- \* measurable results;
- \* evidence of beneficiaries' enhanced capacity for self-governance.

## How to Apply

### Procedures

- \* Applications in Spanish, Portuguese, English, French or Haitian Creole will be accepted throughout the year.
- \* 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 applications submitted by fax. Applications can be sent via e-mail to [proposals@iaf.gov](mailto: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 five 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 12 months.
- \* Please contact the foundation representative for your country if you have any questions.

### Proposal Format

The IAF's application, located on the IAF Web site <[www.iaf.gov](http://www.iaf.gov)>, 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:** Proposals that exceed the above parameters will be rejected. Failure to submit all required material results in disqualification. Do not include attachments.

Visit the IAF Web site to download forms in PDF or Word.

**For more information see the IAF's Web site <[www.iaf.gov](http://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. Currently, the IAF does not fund requests for less than \$25,000 or for more than \$400,000. Grants are usually disburseable over one to three years but this period may be extended if necessary.

### Can an organization submit multiple proposals?

- \* No. The IAF will consider only one proposal per proponent organization in any given year.

### 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. Allowable overhead 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. Usually the lower the overhead, the more attractive the proposal.

### What percentage is expected in counterpart?

- \* Counterpart must be a component of the budget for the proposed project, but no minimum amount is required. Higher counterpart 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.

### When can I expect a response to the proposal?

- \* Your organization will receive confirmation of receipt. If your project is pre-selected, the IAF will contact you for additional information within five months of submission.

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