



## **IMPROVING LIVES GRANT 2019**

### **GUIDELINES**

#### **(i) COMPETITION**

It is the intention of the Inter-American Development Bank (the “IDB” or “Bank”) to identify ten (10) of the most inspiring and creative initiatives that focus on addressing the challenges and/or needs of the Latin American and/or Caribbean communities located in the Washington, DC metropolitan area (the “WDC area”) (the “Initiatives”), and award the nonprofit organizations implementing the Initiatives with grants of up to USD 25,000.00 (twenty-five thousand United States of America dollars) each (the “Grant,” and, collectively, the “Grants”), subject to the terms and conditions outlined herein or in other Bank documents (the “Terms and Conditions”).

For the purposes of the Improving Lives Grant (this “Competition”), the WDC area shall include: (i) the District of Columbia; (ii) Calvert, Charles, Frederick, Montgomery and Prince George’s Counties in the State of Maryland; and (iii) Arlington, Clarke, Culpeper, Fairfax, Prince William and Loudoun Counties in the Commonwealth of Virginia.

#### **(ii) AWARD(S)**

At the IDB’s sole discretion, and subject to obtaining internal approvals, the availability of funds, and any other requirements that may be specified in the Terms and Conditions, the IDB may award Grants to up to ten (10) nonprofit organizations implementing the Initiatives.

The Grants may be used as seed capital to implement a new Initiative or to enhance/expand a recently implemented Initiative.

The awards are expected to be announced to the winners (the “Winners”), as defined below, by no later than October 1, 2019. All ten (10) nonprofit organizations will receive their award at the IDB Headquarters, located in Washington, D.C., in October 2019, or at any date determined by the IDB.

#### **(iii) IDB COMMUNITY RELATIONS PROGRAM**

The IDB’s Community Relations Program seeks to contribute to improving lives within the Latin American and Caribbean communities in the WDC area by supporting local nonprofit organizations through corporate philanthropy, volunteerism, in-kind donations and fundraising campaigns.

The IDB Improving Lives Grant proposes a comprehensive approach by combining financial assistance and potential pro bono, skills-based volunteerism to assist nonprofit



organizations with programs that support Latin American and/or Caribbean communities in the WDC area.

## **A. Requirements**

### **(i) THE COMPETITION**

It is the intention of the IDB to identify nonprofit organizations implementing ten (10) of the most inspiring and creative Initiatives that address the challenges and/or needs of the Latin American and/or Caribbean communities located in the WDC area.

At the IDB's sole discretion, and subject to the Terms and Conditions, the IDB may award each of the Winners with grants of up to USD 25,000.00 (twenty-five thousand United States of America dollars) each.

The dollar amount of each Grant awarded will be determined at the sole discretion of the IDB, as specified in each individual letter agreement to be entered by and between each Winner and the IDB (the "Letter Agreement"). In no event shall any Grant exceed USD 25,000.00 (twenty-five thousand United States of America dollars).

The Grants shall be used by the Winners for the purpose of implementing, enhancing and/or expanding the Initiative described in the project proposal (the "Proposal"), in accordance with the terms and conditions specified in the Letter Agreement.

The Winners may use up to 7% (seven percent) of the total Grant for administrative costs related to the implementation, enhancement and/or expansion of the Initiative, subject to the terms and conditions specified in the Letter Agreement.

Applicants are encouraged to provide cost sharing and/or additional funding in support of the Proposal. When cost sharing is offered, it is agreed that the applicant must provide the amount of cost sharing in the budget template, as stipulated in the Proposal.

### **(ii) REQUIREMENTS FOR ELIGIBILITY**

Participating organizations must: (1) be classified as nonprofit organizations with tax-exempt status under Section 501(c)(3) or Section 509(a) of the Internal Revenue Code; (2) be registered and operating within the WDC area; and (3) have at least three (3) years of legal existence.

All Proposals shall direct their services primarily to the neediest segments of the Latin American and/or Caribbean communities in the WDC area and shall have a creative and/or innovative approach to an identified challenge and/or need of said communities.



Applications must be submitted online through the Benevity platform and must include the following documents:

1. IRS Tax Exemption Certificate 501(c)(3) or 509(a)
2. Budget summary (applicants must use the budget summary template)
3. Organization's current budget (2019)
4. Organization's most recent audited financial statements (not older than 3 years)
5. Organization's projected budget (2020/2021)

**(iii) INELIGIBILITY**

Organizations that are managed by individuals who are employed by the IDB or have close family members employed by the IDB are ineligible to apply. This restriction applies to the spouse, to relatives up to the fourth degree of relationship by blood (consanguinity) or by adoption, and relatives up to the second degree of relationship by marriage (affinity).<sup>1</sup>

**(iv) GRANTS NOT SUPPORTED**

Grants will not be awarded for:

- Academic research programs
- Individual petitions for scholarships
- Individuals applying on their own behalf, including grant requests for travel or studies
- Political activities
- Religious activities
- Capital campaigns/infrastructure projects/galas

**(v) SELECTION CRITERIA**

The proposed Initiatives should demonstrate their contribution to improving lives within the Latin American and Caribbean communities in the WDC area. Each initiative will be evaluated based on the following criteria:

**a. Initiative Proposal (80%)**

*Initiative Description & Video (20%):*

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<sup>1</sup> Spouse, domestic partner, mother, father, brother, sister, child, uncle, aunt, nephew, niece, (son-, daughter-, brother-, sister-) in-law, grandparent, great grandparent, great-great grandparent, grandchild, great grandchild, great-great grandchild, first cousin, step- (parent, children, brother, sister), (parent- or grandparent-) in-law, spouses of brothers-in-law or sisters-in-law, great ( uncle, aunt, nephew, niece).

- Description: What challenge or need does the proposed Initiative address, and how does doing so contribute to improving lives within the Latin American and/or Caribbean community members?
- Video: Applicants must upload a video of no more than 2 minutes that describes the initiative and answers the following questions:
  - What challenge or need in the Latin American and/or Caribbean communities does this Initiative address? What is the cause of this challenge or need? What is its magnitude?
  - Why should your organization's Initiative be selected?
  - Is this a new project or an enhancement to/expansion of an existing one? If an existing one, when did it start and what has it achieved?

Note that the IDB will not rate the quality of the video production, but the quality of the content.

*Impact & Metrics of Success (20%):*

- How does your Initiative improve the quality of lives within the Latin American and/or Caribbean communities?
- How will your organization quantify and evaluate the impact and success of your initiative?

*Creative/Innovative Approach (20%):*

- How does your Initiative address a challenge or need of the Latin American and/or Caribbean communities either through a new approach or by adding value to an existing one, including improvement of methods, design, implementation and/or measurement of results?
- What are the unique characteristics of the Initiative?

*Sustainability (10%):*

- What other resources will you need to continue improving lives through your Initiative?
- Are you partnering with other entities in the WDC area for this Initiative? If so, which?
- Are you considering cost sharing and/or additional funding in support of the activities?

*Budget (10%):*

- What is the total cost of your Initiative and the amount of your funding request?
- What is the period that this request will cover (beginning and end dates)?
- What are the dates of your organization's fiscal year?



- Is your organization's yearly budget less than USD 5 million?

*Pro Bono Proposal and Institutional Capacity (20%)*

- All applicants should provide a description and assessment of opportunities for the participation of IDB pro bono volunteers in the execution of the Initiative.
- How does your organization plan to implement this pro bono proposal (goals, objectives, institutional capacity, demonstrated need for the services and time needed)?
- What is the primary anticipated impact of the pro bono proposal?
- Does your organization have a demonstrated ability to engage and utilize volunteers?
- Provide the name and contact of the person who will be responsible for implementing the pro bono proposal.

**(vi) DEADLINES**

The deadline for submitting applications is **May 25, 2019, at 11:59 pm (EST)**.

All questions should be directed to IDB Community Relations at [idbcommunityrelations@iadb.org](mailto:idbcommunityrelations@iadb.org). The deadline for submitting questions is **May 22, at 11:59 pm (EST)**.

Winners will be announced no later than October 1, 2019. The period of implementation will be **from October 2019 to September 2020 (inclusive)**.

The Winners will be required to submit a midterm report by **April 30, 2020**, and a final report by **September 30, 2020**, as specified in each Letter Agreement.

**(vii) LETTER AGREEMENT**

Each Winner shall sign a Letter Agreement with the IDB that will set forth the terms and conditions upon which the Grant will be awarded, and will include the Proposal as an attachment.

**(viii) MISCELLANEOUS**

All participating organizations represent that the individual submitting the organization's Proposal is duly authorized to bind its organization to the Proposal as submitted. All participating organizations also represent that they have read the Terms and Conditions, and have the necessary experience, skills and resources to execute their Proposal as presented. Submission of Proposals affirms the understandings set forth in the Terms and Conditions.



All participating organizations may be asked to clarify and/or amplify their Proposals at the Bank's sole discretion.

All Proposals will be evaluated exclusively on the basis of the materials submitted and the organization's ability to meet the selection criteria. All organizations represent that the information contained in their Proposals will be the basis for the Bank's understanding and evaluation of their Proposals. All participating nonprofit organizations should ensure that their Proposals clearly explain all issues addressed in the Terms and Conditions. Incomplete or inadequate Proposals or misrepresentation in responding to the required criteria will result in a rejection of the Proposal.

Grants will be made at the sole discretion of the IDB, and subject to the Terms and Conditions. In no event shall any participating organization have any recourse to appeal the IDB's decision not to award a Grant.

Any effort by a participating organization to influence the IDB in the process of examination, clarification, evaluation and comparison of Proposals, or in decisions regarding the awarding of a grant, may result in the rejection of the participating organization's Proposal.

The IDB reserves the right to reject any and all Proposals for any reason or for no reason without recourse, to request substitution and/or clarification of any information provided, to ask for interviews with a participating organization's management staff and/or to visit the participating organization's site, as deemed necessary at the sole discretion of the IDB.

After receipt of Proposals, information relating to the evaluation process shall not be disclosed to participating organizations or to any persons whatsoever.

The IDB may select up to ten (10) Initiatives and award up to ten (10) Grants as soon as practicable after receipt of, and evaluation of, all submitted Proposals. However, if for any reason whatsoever the Competition cannot be carried out, executed or fully completed as originally foreseen, the IDB reserves the right, at its sole discretion, to cancel, terminate, modify or suspend the Competition, regardless of the stage in which it is in, and will not incur any responsibility towards participating organizations or any third party.

The IDB reserves the right to terminate any agreement resulting from the Competition at any time upon written notice, when in the discretion of the Bank a participating organization has failed to uphold the Terms and Conditions upon which a Grant has been awarded or has failed to implement the project as specified in the Proposal that shall be attached to any such agreement, as may be amended from time to time.

## **B. About the Organizers**



The IDB works to improve lives in Latin America and the Caribbean (LAC). Through financial and technical support for countries working to reduce poverty and inequality, we help improve health and education, and advance infrastructure. Our aim is to achieve development in a sustainable, climate-friendly way.

With a history dating back to 1959, today we are the leading source of development financing for Latin America and the Caribbean. We provide loans, grants, and technical assistance, and we conduct extensive research. We maintain a strong commitment to achieving measurable results and the highest standards of integrity, transparency, and accountability.

IDB's Community Relations Program seeks to improve lives within the Latin American and Caribbean communities in the WDC area by supporting local nonprofit organizations through corporate philanthropy, volunteerism, in-kind donations and fundraising campaigns.