



IMPROVING LIVES 2018 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 primarily address the challenges and/or needs of the Latin American and/or Caribbean communities located in the Washington, DC metropolitan area (the “WDC are”) (the “Initiatives”), and award nonprofit organizations implementing the Initiatives with grants of up to U.S. \$25,000.00 (twenty five thousand dollars of the United States of America) 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 this Competition the WDC area shall include: (i) the District of Columbia; (ii) the Counties of Calvert, Charles, Frederick, Montgomery and Prince George’s in the State of Maryland; and (iii) the Counties of Arlington, Clarke, Culpeper, Fairfax, Prince William and Loudoun 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 to enhance/expand a recently implemented initiative or a seed capital to implement a new one.

The awards are expected to be announced to the winners (the “Winners”), as defined below, no later than October 1, 2018. All ten (10) nonprofit organizations will receive their award at the IDB Headquarters located in Washington, D.C., in September 2018, or at any other date determined by the IDB in the future.

(iii) IDB COMMUNITY RELATIONS PROGRAM

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

The 2018 IDB Improving Lives Grant (the “Competition”) proposes a comprehensive approach by combining financial assistance and potential pro bono skills-based volunteerism to assist nonprofit organizations in improving the quality of life of the 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 U.S.\$25,000.00 (twenty five thousand dollars of the United States of America) 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 of U.S.\$25,000.00 (twenty five thousand dollars of the United States of America).

The Grants shall be used by the Winners for the purpose of implementing, enhancing and/or expanding the initiative described in the proposal for project implementation (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. There is no minimum or maximum percentage of cost sharing and additional funding required for the Grants. 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

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.

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



Applications must be submitted online through the [YouNoodle](#) 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. Nonprofit organization's Current Budget (2018).
4. Last Audited Financial statements (not older than 3 years).
5. Nonprofit organization's Projected Budget (2019/2020).

(iii) INELIGIBILITY

Individuals who 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) and by adoption, and up to the second degree of relationship by marriage (affinity).¹

(iv) GRANTS NOT SUPPORTED

- 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 that they are capable of improving lives of the Latin American and Caribbean communities in the WDC area. Each initiative will be evaluated based on the following criteria:

a. Initiative Proposal (80%)

20% Initiative Description & Video: Challenge or need of the Latin American and Caribbean communities addressed, and how the proposal describes how the organization will achieve the initiative objectives.

¹ NOTE: 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, and spouses of brothers-in-law or sisters-in-law, great (grandchild-uncle-aunt-nephew-niece-grandparent).

- A video lasting no more than 2 minutes must be uploaded, showing the initiative and answering the following questions. The IDB will not rate the quality of the video, but instead the quality of the *content*.
 - What challenge or need in the Latin American and Caribbean communities does this initiative address?
 - How has this initiative proven the validity of the challenge or need?
 - Why should your nonprofit organization's initiative be selected?
 - Is this a new project or an enhancement to an existing one? If an existing one, when did it start?
 - What is the current situation of the beneficiary or community that you try to support with this solution?
 - What obstacle is that beneficiary or community facing?
 - What is the cause of this challenge or need that you are describing?
 - What is the size or magnitude of this challenge? Numbers are welcome.

20% Impact: Ability/mechanism to measure success.

- How does your initiative improve the quality of lives among the Latin American and/or Caribbean people you serve?
- How are you going to measure the impact of your initiative? How will you evaluate its success? How would you quantify the impact of your initiative?

20% Creative/Innovative Approach: Ways to address a challenge or need of the Latin American and Caribbean communities either through a new approach or adding value to an existing one with a creative point of view, including improvement of methods, design, implementation and/or measurement of results.

- Are you highlighting the creativity/innovation and the unique character of the initiative?

10% Sustainability: Funding beyond current cycle.

- How do you plan to fund this initiative in the year following the grant?
- What other resources will you need to continue improving lives through your initiative?
- Are you partnering with other NGOs in the WDC metropolitan area for this initiative? If so, with which one(s)?
- Are you considering cost sharing and/or additional funding in support of the activities?

10% Budget: Funds and cost sharing (see attached Budget Summary template).

- Total cost of your initiative and amount of funding request.
- Period that this funding request will cover (beginning and end dates).
- Your Organization's fiscal year (beginning and end dates).
- Please complete the attached budget summary template.
- Is your organizational yearly budget less than US\$5 million?



b. Pro Bono Proposal (20%)

10% Pro bono proposal

- How your organization is planning 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?
- Demonstrated ability to engage and utilize volunteers into your organization.

10% Institutional capacity

- All applicants should provide an assessment of the specific challenges and opportunities at their institution for having IDB pro bono volunteers.
- Name and contact of the person who will be ultimately responsible for implementing the pro bono component should be included.

(vi) DEADLINES

For any questions or clarifications with respect to the requirements, the IDB's contact is listed below and all communication with the IDB shall be directed as follows: IDB Community Relations, idbcommunityrelations@iadb.org. The deadline for submitting questions is **April 25th, at 12:00 pm (EST)**.

The deadline for submitting applications is **April 27th, 2018, at 12:00pm (EST)**.

Winners will be announced no later than September 30, 2018, and the period of performance will be **from October 2018 to September 2019**, both included.

The Winners will be required to submit a midterm report by **April 30th, 2019**, and a final report by **September 30th, 2019**, 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 initiative Proposal as an attachment.

(viii) MISCELLANEOUS

All participating nonprofit organizations represent that the individual submitting the organization's Proposal is duly authorized to bind its organization to the Proposal as submitted. All participating nonprofit organizations also represent that they have read the Terms and Conditions, and have the experience, skills and resources to perform their



initiative as outlined in their respective proposals. Submission of proposals affirms the understandings set forth in the Terms and Conditions.

All participating nonprofit 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 by each participating nonprofit organization. Proposals shall be evaluated on the basis of a participating organization's ability to meet the selection criteria. Incomplete or inadequate Proposals, lack of attention to any particular item or items, or misrepresentation in responding to the required criteria may result in a rejection of a participating organization's Proposal. To ensure that all Proposals are evaluated in an equivalent fashion, each participating nonprofit organization must submit a Proposal that conforms to the Terms and Conditions. All participating 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 these terms and conditions.

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 to a particular nonprofit organization.

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 award of a grant, may result in the rejection of the participating nonprofit 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 nonprofit organization's site, as deemed necessary at the sole discretion of the IDB.

After receipt of the Proposals, information relating to the evaluation process shall not be disclosed to participating nonprofit 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 in any responsibility towards participating organizations or any other 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 increased integrity, transparency, and accountability.

The IDB is particularly interested in fostering creativity and innovation to listen, inspire, experience and co-create solutions for LAC.

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