



Caribbean  
Vulnerable  
Communities



OECS

Eligibility Assessment (please answer Yes or No to the questions below.)		
1. Do Persons affected by GBV, MSM, LGBT, Sex Worker (SW), Marginalized Youth (MY) or People who use drugs (DU) work, volunteer and/or serve on the board at your organisation? <i>If you answered yes, please skip to question 4.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
2. If No, are you a sponsoring organisation helping a new GBV, MSM, LGBT, SW,DU or MY organisation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. If No, does your organisation have formal relationships with <b>Persons Affected by GBV,MSM/LGBT/SW/MY, DU communities?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Is your organisation located in: St. Vincent and the Grenadines, Antigua and Barbuda, St. Lucia, Dominica, St. Kitts and Nevis and Grenada?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
5. Is your organisation a registered nonprofit or charity, non-governmental organisation (NGO), or community-based organisation (CBO)? <i>If you answered yes, please skip to question 7.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
6. If No, does your application identify a sponsor organisation that <u>is</u> a registered nonprofit or charity, non-governmental organisation (NGO), or community-based organisation (CBO)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Is your project narrative 6 pages or less?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>If you checked “No” to questions 1, 2, and 3, to both questions 4 and 7, or to both questions 5 and 6 it is likely that you are not eligible to apply and that your proposal will not be accepted for review nor approved for funding.</b>		

**CVC Community Mini-Grants For Safe Spaces in the OECS**  
Please read the instructions before completing this **Application Form**.

1. Please provide a title for your project (no more than 72 characters including spaces)		
Region		Enter the total amount (USD) requested from CVC:
Please select the general category that best describes your proposal, based on the priority areas listed by CVC		
List a maximum of 3 types of activities or interventions you are proposing (e.g. peer education, human rights awareness campaign)		

**2. PROPOSED PROJECT BACKGROUND**

Please enter a 1 or 2 sentence description of the project.	
Please describe the affected, MSM/LGBT/SW/MY /DU community/population that will be involved in and benefit from this project.	

<b>3. APPLICANT ORGANISATION</b>			
Enter the full legal name of the organisation applying for this award.			
Enter the organisation's address			
Street address			
City		Country	

<b>4.1 APPLICANT ORGANISATION DIRECTOR</b>			
Enter the first (given) and last (family) names of the applicant organisation's director or chief executive (i.e., the person in charge, who is authorized to enter into agreements on behalf of the organisation). Include job title (e.g., executive director, president), e-mail address, telephone number, Skype name, and fax number.			
Name: First / Last		Title	
E-mail		Telephone	
Skype name		Fax	

<b>4.2 PROJECT CONTACT PERSON</b>			
Enter the first (given) and last (family) names of the person who will have primary responsibility for implementing/ monitoring and reporting on the project at the applicant organisation. Include job title (e.g., project coordinator), e-mail address telephone number, Skype name, and fax number. If the project person is the same as the director, please enter contact details for another person.			
Name: First / Last		Title	
E-mail		Telephone	
Skype name		Fax	

<b>5. APPLICANT ORGANISATION BACKGROUND</b>				
Please enter the applicant organisation's mission statement. If you do not have one, in 1 or 2 sentences describe the organisation's overall goal or reason for existence.				
Organisation's main E-mail Address				
Organisation's Website				
Is your organisation a registered NGO, not-for-profit enterprise, or charity?				
In what country is your NGO registered?				
Please provide a brief description of organisation NGO or charity registration status (e.g. NGO registered since 2001 or non-profit registration pending approval expected Sept. 2011).				
What is the organisation's total annual budget (in USD) for the next 12 months? (Organisations with an annual budget of more than \$1 million USD are <b>not</b> eligible to apply.)				
Please list sources of funding and in-kind resource support for applicant organisation. Please list by name, location, amount, year and nature of the project) all organisations providing \$5,000 (US) or more in the past two years.				
Funder's Name	Funder's location	Funding Amount (in USD)	Year	Is/was the funding, MSM/LGBT/SW/MY , DU specific?


<b>6. SPONSOR ORGANISATION (if applicable)</b>				
A sponsorship is a relationship between an eligible organisation and one that is newly formed. Such sponsorships allow organisations that are not yet formally registered to access funding for an approved project. Sponsorship proposals should describe in detail all technical support the sponsoring organisation will provide to the applicant organisation. Clearly delineate budgetary allocations between partners, and in the project narrative include the plan for the sponsoring partner's oversight of expenditures, project implementation, and monitoring. Please include a letter of agreement from the sponsor with this application.				
<b>Enter the full legal name of the sponsor organisation</b>				
Enter the organisation's address				
<b>Street Address</b>				
<b>City</b>		<b>Country</b>		<b>Province/Postal Code</b>
<b>Organisation's Main E-mail Address</b>				
<b>Organisation's Website</b>				
<b>SPONSOR ORGANISATION CONTACT</b>				
Enter the first (given) and last (family) names of the sponsor organisation's director or chief executive (i.e., the person in charge, who is authorized to enter into agreements on behalf of the organisation). Include job title (e.g., executive director, president), e-mail address, telephone number, Skype name, and fax number.				
<b>Name: First / Last</b>		<b>Title</b>		
<b>E-mail</b>		<b>Telephone</b>		
<b>Skype name</b>		<b>Fax</b>		
<b>Please enter the sponsor organisation's mission statement. If they do not have one, in 1 or 2 sentences describe the organisation's overall goal or reason for existence</b>				
<b>Please describe the relationship between the applicant and sponsor organization</b>				

<b>7. REFERENCES</b>				
Provide the name, title, organisation affiliation, e-mail address, and telephone number of three individuals who are familiar with your organisation but are not staff or board members. These references should be able to describe the organisation's capacity to implement the proposed project. References may be contacted directly by CVC staff as part of assessing the proposal. <b>Do not</b> ask these individuals to send letters of reference, and <b>do not</b> include reference letters in the application. Be sure and seek permission from the individuals before listing them as a reference.				
<b>Name</b>	<b>Title</b>	<b>Organization Affiliation</b>	<b>E-mail</b>	<b>Telephone</b>

<b>8. EXTRA CONFIDENTIALITY CONCERNS?</b>
---

Throughout the review and award process, CVC/COIN routinely respects the privacy of the applicant and is committed to protecting from disclosure any confidential or proprietary information contained in a submitted proposal. However, because of volatile social/political contexts and security concerns, you may indicate a need for additional confidentiality (please check only **ONE**).

<ul style="list-style-type: none"> <li>• <b>Indicating NO means that we will maintain routine confidentiality about your proposal, but will feel free to communicate about your organisation to other funders and partners in the interest of mobilizing support.</b></li> <li>• <b>Indicating YES means that we will inform reviewers that extra confidentiality is needed, and that we will limit what we communicate about your organisation to other funders, partners, or the public.</b></li> </ul>	No	
	Yes	

### 9. PROJECT NARRATIVE

Please describe your proposed project in a narrative that is no more than 6 pages long and not less than 3 pages (not including this application form). Please use 12 point font. See instructions for additional guidance.

**Use format for DIRECT SERVICE INTERVENTIONS and/or POLICY, ADVOCACY and RIGHTS-BASED PROPOSALS**

<b>Background</b>	
<b>Objective</b>	
<b>Process / Activity</b>	
<b>Short-Term Outcomes and</b>	
<b>Monitoring &amp; Evaluation Plan</b>	
<b>Qualifications</b>	

