

SMALL GRANTS PROGRAM

THE WORLD BANK SOFIA OFFICE



INFORMATION PACKAGE

January 2006



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Постоянно представителство в България
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January 31, 2006

To Whom It May Concern

Dear Partner in Development:

Small Grants Program Fiscal Year 2006: An Invitation

We are delighted to let you know that the World Bank Sofia Office has received a funding for a Small Grants Program (SmGP) for Civic Society Organizations (CSOs) in Bulgaria. The purpose of the SmGP for Bulgaria in 2006 is to strengthen delivery capacity of selected domestic CSOs to support the *youth development in the country*. The SmGP supports activities whose primary objective is civic engagement. This year's SmGP is targeted at all regions of Bulgaria.

We would like to invite all interested candidates to submit proposals for possible funding under the SmGP. We kindly invite you to visit our web site at www.worldbank.bg where you can find details on how to apply, types of proposals which will be considered, as well as the selection criteria.

The size of individual grants will usually range between US\$3,000 to US\$7,000 and will never exceed the maximum amount of US\$15,000. Half of the budget should be in-kind contribution or leveraged from additional sources. Applications should be submitted in Bulgarian with a project summary sheet in English in one copy by mail or by hand not later than 5:00 p.m. on Friday, March 17, 2006 to the following address:

Small Grants Program Team
INTERPRED – World Trade Center
The World Bank Sofia Office
36, Dragan Tsankov Blvd.
1057 Sofia, Bulgaria

If you need more detailed information please contact us at the following e-mail address: smgp@worldbank.bg or refer to our web site.

Sincerely,

Boryana Gotcheva
Acting Country Manager

Attachment

Attachments:

1. Guidelines for the Civil Society Organizations
2. Standard Application Form
3. Selection Criteria
4. Checklist
5. Grant Agreement Letter (sample for information)
6. Final Report Form (sample for information)
7. Project Summary Sheet

**The Small Grants Program
The World Bank
2006
Guidelines for Civil Society Organizations**

About the Program

About the Program

The Small Grants Program supports activities related to civic engagement by providing small grants administered through World Bank Country Offices.

The Small Grants Program seeds and supports activities that empower and enable citizens to take initiatives to enhance and influence development outcomes, activities that strengthen mechanisms for inclusion, accountability and participation as well as activities that also strengthen partnerships with public sector, other civil society organizations, and the private sector.

Box 1 Outcomes of Civic Engagement

Civic Engagement can...

- **Promote public consensus and local ownership** for reforms and for national poverty reduction and development strategies by creating knowledge-sharing networks, building common ground for understanding, encouraging public-private cooperation, and sometimes even diffusing tensions;
- **Give voice to the concerns of primary and secondary stakeholders**, particularly poor and marginalized populations, and help ensure that their views are factored into policy and program decisions;
- **Strengthen and leverage impact of development programs** by providing local knowledge, identifying potential risks, targeting assistance, and expanding reach, particularly at the community level;
- **Bring innovative ideas and solutions to development challenges** at both the local and global levels;
- **Improve public transparency and accountability** of development activities, contributing to the enabling environment for good governance.

Before You Apply

The World Bank Small Grants Program is able to fund only a very small percentage of the requests it receives. Many requests are declined, not because they lack merit, but because they do not match either the current objectives, or the criteria of the Small Grants Program. Your activity may fall within the objectives and criteria, but the demand far surpasses the availability of funds. Before applying, take time to read the Guidelines to determine if there is a match.

Who Can Apply?

- Civil society organizations based in a developing country and working on issues of development can apply for a grant;
- Civil society organizations must be in good standing and have a record of achievement in the community and record of financial probity;
- Priority will be given to organizations not supported by the Program in previous years (organizations are not eligible for more than three grants from the Small Grants Program within a five-year period).

What Kind of Activities are Supported?

The Small Grants Program supports activities whose **primary objective is civic engagement**. In addition:

- Activities may include, but are not limited to workshops and seminars to enhance civic engagement skills and/or knowledge; appropriate communication campaigns to *influence* policymaking or public service delivery; or innovative networking efforts to build the capacity of the particular sector.
- The activity should be completed within one year of the date the grant is awarded.
- Priority shall be given to organizations that have not been supported by the Program in previous years.

What Kind of Activities are not Supported?

Small Grants can not fund: Research programs, formal academic training programs, operational projects, ongoing institutional core support (such as equipment), scholarships, fellowships, study programs, individuals applying on their own behalf, or non-legal entities. Proposed activities should not compete with or substitute for regular World Bank instruments; the activity should be clearly distinguishable from the Bank's regular programs.

What Size of Grants are Awarded?

Most grants are in the range of \$3,000 to \$7,000 with a maximum of \$15,000. The Small Grants Program rarely funds more than half of the proposed budget for an activity, and therefore prefers that its grants help leverage additional contributions from other sources. Applicant organizations are asked to describe how a grant from the World Bank might help them to raise matching funds from other donors.

How to Apply for a Grant?

The Small Grants Program is administered out of participating World Bank Country Offices. Not all Country Offices administer the Small Grants Program. Requests and proposals should not be sent to the World Bank Headquarters, as decisions are not made at the Headquarters.

Guidelines and application forms are available from the participating World Bank Country Office. The Small Grants Program makes decisions only once a year.

Applicants are advised to read the criteria and the application form carefully before submitting an application to the participating Country Office.

Grants are usually awarded by a Small Grants Committee, convened in the World Bank Country Office. Applications are screened and reviewed to ensure that the criteria is met. The Small Grants Program gives prompt consideration to all proposals. The review may take up to four months to complete. Given the very large number of requests, personal visits and phone calls to the World Bank Office by the grantees are discouraged.

Additional resources for CSOs are available from the World Bank website, www.worldbank.org.

Examples of Activities Supported by the Small Grants Program

Organization Name: "Ecolinks-GSUPROOS "

Project Summary:

The project facilitates the involvement of civil society in the process of education and integration into society of young people with early delinquent behavior. Civil society needs to exercise control and be able to monitor the activities of the state with regard to such a specific marginalized group. In this case the civil society organization performs these functions - entering and monitoring the system of educating juvenile delinquents; and assisting/partnering with state and local authorities in integrating these people into society.

Target group: School in the village of Ostritsa

Organization Name: " Union School Board of Ljuben Karavelov School "

Project Summary:

This project opens the door for civil society, in partnership with local authorities, to lobby for and implement activities related to improving the education of a specific marginalized group -- ethnic Roma from the Municipality of Devnya. Civil society organization will interact with local government and school authorities to facilitate the inclusion of Roma children in school. Roma families and parents will be involved as partners and stimulated to develop a dialogue with educational authorities to lobby for the better education of their children.

Target group: Minority Ethnic Groups in Devnia Municipality

Organization Name: " International School Educo"

Project Summary:

This project seeks to involve local community members living on the territory of Mladost District, Sofia in caring for disadvantaged children living in the community (one-parent children, children of poor families, etc.) The project develops social capital within the community and teaches community members to take care of each other in partnership with institutions, rather than just wait on authorities for support.

Target group: Children without Parents

Organization Name: " Izhod Foundation"

Project Summary:

This project seeks broad partnerships among central and local authorities and community members for building social capital and trust among different ethnic groups. The project brings in the idea of the grassroots initiative as a bridge among coexisting ethnic groups, by popularizing different cultures, art, folklore, etc.

Target group: Young People from the Ethnic Communities

For Office Use Application Number: _____ Date Received: _____
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Grant Application Small Grants Program

Insert Name of Country Office, WORLD BANK

Executive Summary (Please type using no more than one page)

1. Date:
2. Name of organization:
3. Title of the project:
4. Contact person and title:
5. Address:
6. City, Country, Postal Code:
7. Telephone:
Fax:
Email: _____ Website (if available): _____
8. Mission statement of the applicant organization
9. Purpose of funding request and how this activity relates to civic engagement
10. Target population and number benefiting from the proposed activities
11. Expected outcomes of the activity
12. Plans for learning and knowledge sharing
13. Period this funding request will cover
14. Amount of request (Details under Activity Income)
15. If your organization has received previous support from the World Bank, please list the year, amount, and describe for what purpose:
16. Authorizing signature of the applicant organization's executive director or board chair:

Signature:

Name (print):

Title:

Purpose of the Grant

17. Describe briefly the need or issue you will address. Include a description of the constituency served (including number participating) and how they will participate/benefit?
18. How will the proposed activity promote civic engagement for empowerment? How will the activity enable marginalized citizens to have greater control over local and community level development activities?
19. List the activity goal(s) and measurable objective(s).
20. Is the activity new or ongoing on the part of the applicant organization? If the activity is ongoing, how will your organization support this activity in the future?
21. Provide a brief timetable for implementation of activity.
22. What other organizations, if any, will be participating in the activity? Describe their roles.
23. List the names and qualifications of key staff/volunteers responsible for activity implementation.

Evaluation

24. Please list the specific outcomes of your activity. What assessment methods/strategies will you use to track and measure outcomes? (e.g. interviews, surveys, focus groups, community feedback, etc.)
25. Describe briefly what will be different at the end of the grant period.
26. How will the activity's results be used and/or disseminated?

Activity Income

27. Total applicant contribution.

a. In kind (describe):	US\$ _____	
b. Cash:	US\$ _____	
		Total: US\$ _____

28. Funding leveraged by applicant from other donors:
(List all sources and give estimated amounts)

<u>Source</u>	<u>Amount</u>	
a.	US\$ _____	
b.	US\$ _____	
		Total: US\$ _____

29. Total requested from the World Bank: US\$ _____
30. Total activity income from all sources: US\$ _____

Budget for the Proposed Activity

Please (1) provide the necessary information for each budget item, and (2) indicate the funding source(s) that will cover the expense. Use as much space as necessary. All items must be related to the activity.

<u>Item</u>	Contribution from Applicant	Contribution from Other Donors	Contribution from the World Bank	Total
Professional Fees (list consultants and fees)				
Travel (specify)				
Equipment (specify)			World Bank Funding not allowed for equipment	
Supplies, Printing, Copying, Communications, Postage, and Delivery (specify)				
Evaluation (specify)				
Total Expenses:				

Attachments

Please attach the following documents to your proposal, if available:

- ✓ Complete list of the applicant organization's senior staff and board of directors;
- ✓ Most recent annual financial statement listing income sources (audited if available);
- ✓ Organization's projected income and expense budget for current fiscal year, listing income sources;
- ✓ Copy of the applicant organization's registration status;
- ✓ Latest annual report.

Selection Criteria

- Reputation and relevance of the NGO within the community it serves – 10
- Fit of the proposal with the objectives determined for the FY06 Small Grants Program round – 30
- Practicality and innovativeness of the proposal (including accuracy and reasonableness of costs) – 15
- How the project might help generating additional financial support – 15
- Clear rationale as to how the project will support the sustainability of the NGO/community work, and direct identification of beneficiaries – 30

Total score 100

Checklist:

Before sending your application to the World Bank Sofia Office, please make sure you have included the following items:

- *Application Form;*
- *Complete list of the applicant organization's senior staff and board of directors;*
- *Most recent annual financial statement listing income sources (audited if available) or latest annual report;*
- *Organization's projected income and expense budget for current fiscal year, listing income sources;*
- *Copy of the NGO's most recent court registration;*
- *Project Summary Sheet;*
- *Two references.*

*Without this your application will **NOT** be processed.*

Approved applicants will be requested to provide a legal entity current status court registration.

Application must be submitted (by mail or by hand) not later than March 17, 2006 till 5 p.m. to:

*Small Grants Program Team
The World Bank Sofia Office
INTERPRED/World Trade Centre
36, Dragan Tsankov Blvd.
1057 Sofia*

Additional copies of the information package can be obtained from our web site at <http://www.worldbank.bg>

Required Grant Agreement Letter
[IBRD/IDA Letterhead]

[Date]

[Executive head of recipient organization or other authorized person, Address]

Dear _____,

I am writing on behalf of the International Bank for Reconstruction and Development (the Bank) to indicate the Bank's agreement to make to [full name of recipient] (the Recipient) a grant in the amount of [amount in words] (US\$ _____) (the Grant). This grant is made as part of the Bank's FY2006 Small Grants Program, and in response to the proposal from the Recipient dated [date of proposal].

The **purpose of the grant** is to support [*briefly describe the activities financed by the grant*].

The Bank shall arrange to have the funds paid to the Recipient upon receipt of a signed copy of this Letter of Agreement.

The Recipient shall exercise the same care in the administration of the Grant as it exercises in the administration of its own funds, having due regard to economy and efficiency and the need to uphold the highest standards of integrity in the administration of public funds.

In the event that any grant funds remain uncommitted by [date of end of grant period], such funds shall be returned to the Bank or used as per the prior written agreement of the Bank.

The Recipient shall maintain separate records and ledger accounts in respect of the Grant and disbursements and provide the Bank with a statement of account showing the use of the Grant funds no later than three months following the completion of the activity.

Not later than three months after the end of the activity, the Recipient shall submit to the Bank a report summarizing the activities financed by the Grant and assessing the results achieved by the activities compared to their objectives. A final report form is enclosed.

Your contact in the Bank regarding this grant will be [name of contact person] of the [name of Bank unit].

By confirming its agreement below, the Recipient represents that it is authorized to enter into this Letter of Agreement and to withdraw the Grant for the purposes stated above.

Please confirm your agreement to the foregoing on behalf of the Recipient by signing, dating and returning to us the enclosed copy of this Letter of Agreement. Upon receipt by the Bank of the copy of this Letter of Agreement countersigned by you, this Letter of Agreement will become effective as of the date of countersignature. Please also submit your bank account information.

The Bank feels gratified in awarding these funds to your organization to undertake an initiative which is socially relevant and innovative in promoting partnerships and civic engagement. We wish you success in your activity.

Sincerely,
Country Director

AGREED:

[full name of recipient]

By: [print name]

Title: [print title] Date: _____

WB SGP Grant # _____

Final Report Small Grants Program

Insert Name of Country Office, WORLD BANK

Organization Contact Information

1. Date:
2. Name of grantee organization:
3. Contact person and title:
4. Address:
5. City, Country, Postal Code:
6. Telephone:
7. Fax:
8. Email:

Narrative Report

Please provide the information requested for this section in no more than two single-spaced pages.

9. How did the grant contribute to civic engagement for empowerment of marginalized and vulnerable people?
10. List outcomes of activity on beneficiaires/participants.
11. What are the key lessons learned from activity implementation?
12. Describe the participation of partner organizations, including any funds that have been raised from other sources.
13. How are you using and sharing the lessons learned from this activity, both internally and externally?

Financial Report

14. Please provide a statement of accounts including contributions from your organizations and funding leveraged from other sources.
Explain any variances of 10% or more between budgeted and actual expenses for any item.
15. Please attach any relevant materials from the activities.

Authorizing signature of the applicant organization's executive director or board chair:

Signature:

Name (print):

Title:

Project Summary Sheet (in English)

Project Name	NGO name	Budget USD	Location
<p>1. "Name of the Project"</p> <p><u>Summary:</u></p> <ul style="list-style-type: none"> • target groups: • outputs: 			