Strategic Capacity Development Area (*Tick One*)

GGI Priority Areas	
Economic Development	
Education	
Community Health	

Suitability Checklist (Answer All)

	Yes	No
Local legally registered Not-for-Profit Non-Governmental Organization in Guyana		
Functioning Board of Directors and/or Management Committee		
Good financial stewardship and an active bank account		
Experience in successfully implementing capacity building development projects within the last 5 years.		

Entity will be asked to submit records of proof of the above.

Company Information

Information	Responses
Date of Application	
(Name of Organization to which grant would be paid (please use exact legal name)	
Address	
Chief Executive Officer / Executive Director	
Contact Person and Title (if not Executive Director)	
Telephone Number	
Email	
Name of Implementing Agency (if applicable)	
Contact Person and Title	

Project Title:

Project Snapshot:

Project Location(s)	
Start Date	
Project Duration	

The Project Application has 8 sections:

1. **Organizational Background**
2. **Project Proposal Summary**
3. **Capacity Building**
4. **Project Implementation and Management Plan**
5. **Project Monitoring and Evaluation Project Result**
6. **Communication Plan**
7. **Budget**
8. **Conclusion**

1. **Organizational Background (Half page maximum)**

   → Organization Name
   → Operational Partner entity
   → Organizational Objectives

2. **Project Proposal Summary (one to three pages)**

   → What is the main purpose of the project and the need being addressed?
   → How is the proposal aligned with Guyana and specific target communities' priorities?
   → Does this effort complement other ongoing programs? Please explain.
   → Specify the target population being served and explain how they will benefit from the project.
   → Indicate strategies you will employ to implement your project.
   → Highlight any similar current or previous projects within the past 1-5 years and specify achievements.

3. **Capacity Building (one-page maximum):** *In order to ensure that there is lasting community benefit, local capacity building should be a component of every proposal. How does your project build capacity of beneficiaries?*

4. **Project Implementation and Management Plan**

→ Proposed staffing plan including names and designations of key personnel. *(Attach curriculum vitae)*
→ List specific activities that will occur as part of the project.
→ Please provide a Workplan detailing timeline for executing each activity, milestones and deliverables to be achieved.
→ Project Implementation Strategies
→ Identify project risks and state actions to mitigate, monitor and manage same.

5. **Project Results Monitoring and Evaluation (maximum 1 page)**

Please explain how you will measure the effectiveness of your activities. Evaluation should be able to show the specific impact over the short, medium, and long term.

→ Describe your criteria for a successful program and the results you expect to achieve by the end of the funding period.
→ What are the goals and performance indicators that you will measure?
→ What measurements/baseline data will you be collecting prior to project commencement in order to measure results at the conclusion of the project?
→ Example: The following are the project results which will be realized upon completion:

a) Short-Term (Completion – 6 months)

INSERT SHORT TERM RESULTS HERE

b) Medium-Term (6 months – 2 years)

INSERT MEDIUM TERM RESULTS HERE

c) Long-Term (2 years & Onward)

INSERT LONG TERM RESULTS HERE

6. **Budget**

Category	Month/Year	Month/Year	Month/Year	Total
Staffing and Operations				
Equipment				
Training/Materials				
Travel				
Contracts				

Category	Month/Year	Month/Year	Month/Year	Total
Miscellaneous				

The categories listed in the budget outline above represents some key expense areas. The list is not non-exhaustive and categories may be added.

7. Communications Plan (half page maximum):

→ Explain how the goals and achievements of this project will be communicated to the community, media, other stakeholders.
→ Detail how GGI Co-Venturers' role and involvement will be communicated.

8. Conclusion (Half Page maximum)

Add any relevant details specific to your proposal here.