Resources for Community Resilience

Grant Manual

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VNG International

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List of Annexes

Abbreviations and Acronyms

COCI	Chamber of Commerce & Industry
CSO	Civil Society Organization
CSPFR	Civil Society Partnership Facility for Resilience Project
ESS	Environmental and Social Standard
FCA	Financial Capacity Assessment
GBV	Gender Based Violence
GRM	Grievance Redress Mechanism
GM	Grant Manual
GoSM	Government of Sint Maarten
ILO	International Labor Organization
LBT	Learning Benchmark Training
M&E	Monitoring and Evaluation
NRRP	National Recovery and Resilience Plan
OHS	Occupational Health and Safety
PDT	Pre-Disbursement Training
PIU	Project Implementation Unit
POM	Project Operations Manual
PTC	Project Technical Committee
R4CR	Resources for Community Resilience
SEAH	Sexual Exploitation, Abuse and Harassment
TA	Technical Assistance
VNGI	International Cooperation Agency of the Association of Netherlands Municipalities
WB	World Bank

Purpose of the Grant Manual

Under the World Bank (WB) administered trust fund program 'Reconstruction of Sint Maarten', the Civil Society Partnership Facility for Resilience Project (CSPFRP), more commonly known as the Resources for Community Resilience (R4CR) program, includes a Grant Scheme as funding mechanism for community and social rehabilitation initiatives on St. Maarten.

The Grant Scheme is meant to achieve the main objective of R4CR to improve the capacity of Civil Society Organizations (CSOs) to support reconstruction and resilience activities at community level and contribute to service provision in the aftermath of hurricane Irma in 2017[1].

The R4CR program covers the three identified priority sectors of the National Recovery and Resilience Plan (NRRP), namely: community recovery and resilience, economic recovery and resilience, and government recovery and resilience, and follows the main principles as identified in the plan: inclusivity, transparency, sustainability, multi-sector orientation and long-term development.

This Grant Manual (GM) is an instruction guide for CSOs currently active on Sint Maarten that would like to apply for funds available under this Grant Scheme. The GM describes the different steps to be followed from the official announcement and call for proposals to the assessment, selection, contract awarding and finally implementation. The GM will be reviewed regularly to adopt lessons learned and good practices from implementation.

Attached to this GM are a number of standard templates that must be used while preparing an application. The GM is thus an instruction guide to understand what is expected from applicants and what applicants can expect from the Grant Scheme and ensures there will be transparency and equal and fair participation.

[1] CSOs are considered as the wide array of Non–Governmental Organizations (NGOs) and not for profit organizations that have a presence in public life and express the interest and values of their members and others, based on ethical, cultural, political, scientific, religious or philanthropic considerations (World Bank, civil society, http:/www.worldbank.org/en/about/partners/civil-society32).

1. Grant Scheme - General Information

Following consultations with communities, the Grant Scheme will finance small grants provided to local CSOs generating project proposals to implement activities focused on reconstruction, resilience and service provision. No major civil works nor new constructions will be financed. Rather, projects to be financed will constitute those requiring rehabilitation and be of relatively small magnitude compared to other, large-scale investment projects. Support will not include any land acquisition nor activities related to the displacement of populations. Applications will be submitted and grants awarded following a screening against predetermined eligibility criteria.

The prime stakeholders are the citizens and communities of Sint Maarten who suffered from hurricane Irma. They will benefit from rehabilitated cultural, environmental, health, social and educational services, capacity building and technical assistance (TA). Target groups will continuously be consulted before and during implementation to make sure that the main objective, reconstruction and improving services and building resilience, will be addressed.

The Grant Scheme offers two different modalities during four years of implementation (2020-2024). In the first year two ‘Quick Win’ rounds (6 months each) are launched. In following years a maximum of five regular application rounds will be organized, which will follow the steps as described in section 2 below. The regular call for proposals will cover a longer time-frame than the 6 months implementation period during the ‘Quick Wins’.

Project activities can cover subject categories such as:

- Community councils/neighborhood initiatives and initiatives for relief;
- Day care centers/afternoon school programs and activities;
- Sports and recreational activities/facilities;
- Nature and environment (re-/upcycling) and animal welfare activities;
- Art, cultural, archaeological and heritage activities;
- Psycho-social and emotional support;
- Poverty relief;
- Youth employment/entrepreneurship;
- Skills development;
- Tackling Gender Based Violence (GBV)

The PIU, in charge for the day-to-day coordination of all project initiatives, will make sure that during each application round there will be a balanced representation of thematic areas listed above to underline the importance of all civic society areas and treat them in an equal manner.

Table 1 below presents a list of actions that apply to the R4CR Grant Scheme Cycle.

Table 1: Overview of actions during the Grant Scheme Cycle

Action
Target group consultations take place
General announcement made
Generic information sessions organized
Clarifications and answers to questions spread amongst applicants
Fixed deadline for submission of project proposals set
Full assessment made by evaluation team (administrative, social and financial)
Successful applicants meet at least 70% of the overall total score
Additional managerial and financial assessment possible before grant awarding
Grant agreement signed
Monitoring plan required
Pre-disbursement training obligatory for project staff organized
Learning benchmark training obligatory for project staff organized
Narrative and financial reporting obligations
Final audit statement required

2. Grant Scheme Cycle

2.1 Official Announcement

Relevant project information will be officially communicated through the media. In addition, generic information sessions will be organized where the PIU will provide an explanation of the overall R4CR program including areas to be covered, target groups, budget ceilings, time frame and conditions for participation. Potential applicants will be invited through various media and have the opportunity to ask questions and/or clarifications about the Grant Scheme during these sessions.

Due to the fact that in principle all CSOs must get an equal opportunity to submit an application which meets basic requirements, the PIU will, during the preparation stage of the overall project, organize generic information sessions and also provide TA to staff of organizations that are less adept with the submission of complex project proposals. Such support will not only provide CSOs with the necessary assistance during preparation leading to higher quality proposals, but also strengthen the internal technical capacity of CSOs resulting in better operating organizations.

2.2 Request for Clarification

Following the official announcement, the presentation of information and TA session, potential applicants may ask for a clarification on one or more aspects of the process. The PIU may conclude that additional information is necessary to clarify or modify aspects of the call for proposals. This need for adjustment can follow an official request made by a potential applicant, but can also result from an omission observed in the GM.

Applicants have an equal opportunity to raise concerns and questions on the Grant Scheme and the procedures and guidelines. Requests for a clarification or explanation must be sent in English (E-mail or hardcopy letter) to the PIU.[2]

To ensure that all applicants have equal access to the additional information provided through the request for clarification procedure, all questions and answers will be published anonymously on the R4CR program website (www.r4cr.org). In addition, the PIU will include a column on the website with Frequently Asked Questions (FAQ) in which clarifications will be given on main issues. In the interest of equal treatment of applicants, the PIU will only reply to questions that deal with the procedures and guidelines related to the call for proposals.

The PIU will not provide any information or response on the eligibility of an applicant, the suitability of a project application or budget or any other information that puts the applicant in an advantaged position in comparison to other potential applicants.

2.3 Submission of Applications

Applications submitted under the Grant Scheme will have to comply with the general notions of R4CR, as described in section 1 above. Eligible projects must provide evidence that they cover one or more of the identified priority sectors defined under the NRRP, namely: community recovery and resilience, economic recovery and resilience and/or government recovery and resilience.

Project proposals can cover the ten subject categories as defined in section 1: community councils/ neighborhood initiatives; day care centers/afternoon school programs and activities; sports and recreational activities/facilities; nature and environment (re-/upcycling) and animal welfare activities; art, cultural, archaeological and heritage activities; psycho-social and emotional support; poverty relief, youth employment/entrepreneurship, skills development and tackling gender based violence.

Special emphasis must be addressed to the most vulnerable groups in the society (i.e. single-person headed households, youth, elderly, displaced and disabled persons). Ultimately this must result in a more equitable, effective, efficient, responsive and accountable service provision.

Applicants can submit a proposal either as a separate organization or in partnership with other organizations and thus form a consortium. The composition of a consortium to implement a project will be considered an asset for which bonus points during the assessment process can be obtained. The main applicant will be considered the lead organization and must always be a locally registered CSO and as such be the direct contact point for the PIU. International NGOs can only become a supportive part of a consortium provided that they will not take the lead position. They cannot submit a request on their own behalf.

An applicant cannot take part in more than one application at a time irrespective of the exact position of the organization in the application (lead partner or sub partner). In case a partner still submits more applications, all applications in which this partner participates will be rejected. Applications submitted by a partnership of organizations must attach a signed partnership agreement.

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2 When the official announcement of a call for proposal is made, the PIU will communicate the specific dates and deadlines for submission of documentation. This will also be announced through various media sources.

The closing date for project applications will be communicated during the official announcement as described in sections 2.1 and 2.2 above. Applications need to be typed or written in English and signed by an authorized representative of the applicant.

A complete application package consists of a fully completed grant application form as hard copy or in electronic format attached to an E-mail message including annexes.

Applications submitted will be registered according to date and time of receipt. A confirmation of receipt of your application will be provided in hard copy (when hand delivered) or through E-mail (when sent by E-mail).

It is important to use the required standard templates as attached to this GM document when submitting an application (Annex 1, Annex 2, Annex 5 and Annex 6). Only complete application forms, required annexes and documentary proof will be accepted and transmitted to the evaluators for assessment. Additional documentation presented in the package (for example, brochures, leaflets, materials previously developed etc.) will be separated from the application package and will not be taken into account during the assessment.

2.4 Application Assessment

The assessment of applications will start immediately after the deadline for the submission of applications has passed. The assessment process is divided into two phases:

A Administrative Assessment

Information related to the registration and operation of the CSO:

- The lead applicant is a legal entity established as not for profit and is registered with the Chamber of Commerce & Industry (COCI) on Sint Maarten. An up-to-date registration document, not older than one calendar year, is attached;
- The lead applicant has submitted the internal regulations known as the ‘Articles of Incorporation’ or ‘Statutes’ and by-laws associated with being a not for profit entity;
- The lead applicant has attached implementation reports (both technical and financial) of the last two consecutive years. In case a CSO has been established more recently and financial reports of two consecutive years cannot be attached, the lead applicant has to include other proof of capability such as a profit and loss statement over the past period and an operational budget;
- In case of a consortium, all partners (lead and sub-partners) in the application are legal entities established as not for profit and are registered with the COCI on Sint Maarten. Recent registration documents for sub-partners, not older than two calendar years, are attached;
- In case of a consortium, each partner has submitted a signed partnership statement.

Information related to the submission of the application:

- The application is received by the PIU before the closing date and time of the call for proposals;
- The application is submitted in line with the format templates (Annex 1 – Template Technical Proposal and Annex 2 – Template Financial Proposal) as attached to this GM;
- The application is typed/written in the English language;
- The submitted application is complete and includes a project description and budget in line with Annex 1 and Annex 2 Templates attached to this GM;
- The requested amount does not exceed the indicated maximum amount per project;
- The submitted application has been signed on the final page;

- A hard or soft copy of the application has been submitted as described in section 2.3 above.

Applications that have passed the administrative assessment phase above will move on to the second phase, assessment of the project proposal. To avoid any conflict of interest, a team of assessors will perform this phase of evaluation on the quality of the proposal. Scores will be awarded following assessment criteria as included in the grant application scoring grid (Annex 4). The grid provides for a standardized rating system per pre-defined variables with a total maximum score of 100%. The grid includes three main categories on which scores can be attained: organizational capacity, quality of the technical proposal and the attached budget (financial proposal).

B. Project Proposal Assessment

Organizational Capacity

Since the (lead) applicant will be responsible for implementation of the activities, the organizational capacity (management, technical and financial capability) needs to be evaluated. The PIU assesses if the applicant has the adequate capacity to implement the proposed project and the grant provided will be used effectively. In addition, the PIU wants to know whether the (lead) applicant, being the contact point for the PIU, has the capacity to manage and administrate the grant as well. The (lead) applicant will, as such, be fully responsible for both the technical execution and financial management of the grant towards the PIU. All activities planned to achieve project results and outcomes are called technical implementation. Periodic reports describing the progress of a project are called technical reports. In the periodic financial reports a clear overview and explanation of expenditures made and the financial managerial responsibility is provided.

Technical – Quality of the Project Proposal

The proposal should present a technically sound approach to addressing issues or needs relevant to the R4CR program in a realistic manner. The approach should also be assessed in terms of appropriateness in the cultural and geographical context. The evaluation of the quality of the application is divided in five subcategories: quality of the project design, relevance, feasibility, impact and sustainability.

- The project design is the result not only of the accuracy of a technical solution, but also of the acceptance by all parties involved of the need for and the approach to implement the project.
- Relevance of the grant application is linked to the question whether the grant application and the proposed interventions are consistent with the target group requirements, needs, priorities and partners as well as with the R4CR program requirements and policies.
- The application will be assessed on its feasibility, meaning the capability of executing the approach or targets set within the proposed timeline and budget.
- Impact relates to tangible and intangible effects (consequences) of the proposed project for the beneficiaries and the target areas. These effects can be positive or negative, primary and secondary, short-term and long-term, directly or indirectly, intended or unintended.
- The application will include innovation initiatives, where appropriate, and indicate how to achieve sustainability/project continuation, if applicable, on the ground, after the project ends.

The template for the technical proposal (i.e. project plan) is attached as Annex 1 to this document. The assessment of the organizational capacity and quality of the project proposal will be made first. Applications which reach at least 70% of the scores on organizational capacity and on quality of the technical proposal will qualify for the second round where assessment of the financial proposal (budget) will be taken into account.

Financial Proposal - Budget

The Grant Scheme uses basic principles and cost categories for eligibility of costs to help applicants to prepare a solid budget and to set grounds for good financial management of the grant project. The budget will be assessed on compliance with our guiding principles of fairness, reasonableness and related to the proposed project objectives and activities. In addition, the budget will be assessed on inclusion of eligible costs, whether the estimated amounts correspond with the anticipated activities and outcomes, and whether the budgeted amounts are realistic for the implementation of the proposed activities.

In case the project will use volunteers, will be co-financed, or where a personal contribution is guaranteed, this must be made clear in the project budget and is considered an asset. In order to make the project sustainable (if applicable), it is strongly recommended to ensure the goal(s) and objective(s) not be dependent on a one-off contribution through the Grant Scheme, but to also guarantee future costs coverage through other (future) funding sources. Submission of a future financial plan is in such cases strongly advised.

The budget must be prepared following the standard template as provided in Annex 2 to this GM.

Expenditures will only be considered as eligible when:

- Costs are indicated in the total estimated budget for the project, which is part of the contract;
- Costs are incurred during the lifetime of the project with the exception of the costs for auditing of the final financial report[3];
- Costs are identifiable and verifiable, meaning that they can be recorded in the accounting system of the applicant and supported by original documents (bills, invoices and receipts);
- Expenditures comply with the requirements of applicable tax and social legislation;
- Costs are reasonable (fair market price), justifiable and comply with the requirements of sound financial management.

In Annex 3 to this GM, a complete list of (direct and indirect) eligible and ineligible costs is included.

When submitting an application in partnership with other organizations, the evaluation of the financial capacity is based on the capacity of the lead applicant. The lead applicant will be the contact point for the PIU and is thus responsible for the overall execution and financial management of the grant. Sufficient financial capacity of the lead applicant to manage and administrate the grant project is therefore a key requirement.

It is up to the discretion of the applicant to ensure that proposed costs are in line with the applicable government directives. Applicants should also be aware of the World Bank (WB) rules and regulations, related to the procurement of goods and services[4].

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3 In sections 2.7 and 2.9 below more specific information on the type of audit required is provided.

4 Guidelines: Procurement of Goods, Works, and Non-Consulting Services under IBRD Loans and IDA Credits & Grants – https://projects.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework#framework. Successful applicants are obliged to participate in the Pre-Disbursement Training (PDT) where attention will be addressed to the procurement under WB supported projects.

2.5 Selection, Negotiation and Contract Awarding[5]

After review of the application and before contract awarding, the PIU reserves the right to request a justification on entries in both the technical as well as the financial section of the application. This could result in a request for amendments and/or corrections, to reach a final accepted version of the proposal, both the technical as well as the financial part. The final budget is to be included as an annex to the grant agreement. Each technical and financial proposal submitted under the Grant Scheme will be assessed according to the criteria and guidelines as mentioned in section 2.4 above.

The total score of each submitted application will be the result of adding the scores for each section of the grant application scoring grid. After all applications have been scored, applications will be ranked based on their total score from high to low. Only applications that meet the administrative requirements and are awarded at least 70% of the overall total score on organizational capacity, quality of the application and budget, will be included in the final ranking list. A provisional list will be compiled of applications that will be awarded with a grant, starting with the number one on the ranking list and going down the ranking until the Grant Scheme budget envelope for a particular call for proposals is depleted.

The PIU is responsible for the final selection of the grantees and submits the list of proposed grantees to the Project Technical Committee (PTC) for final endorsement[6]. Applicants which have been provisionally selected will be informed in writing by the PIU and will enter into the negotiation phase.

Grants awarded to applicants can only be used for the execution of their grant application, as submitted and approved. The project design needs to be developed in such a way that it fits the predefined period of implementation.

The PIU will inform applicants that they have been provisionally selected on the merit of their proposal and implementing capacity. The PIU will prepare a draft contract agreement with the selected applicants after they have submitted the following documents:

- Bank detail verification form (Annex 5) together with a recent bank statement of the applicant to verify the current bank account number and holder;
- Legal verification form (Annex 6), which will be cross-checked with supporting documents provided by the applicant as indicated in section 2.4 above, under administrative assessment;

The PIU reserves the right to make an additional in-depth assessment of the managerial and financial capacity of each provisionally selected lead applicant before contract signing. The main purpose of this assessment is to make sure that the applicant has sufficient professional capacity to implement the proposed activities as described in the grant proposal, as well as to identify areas that require special capacity building interventions or major concerns that may prevent the PIU from issuing an award to the applicant.

The managerial assessment will particularly concentrate on governance and human resource development, more specifically on the diversity/independence of board members, transparency in

[5] Financial management requirements (including reporting and auditing requirements) will be specified in the contract agreement.

[6] The PTC will ensure that, during implementation of R4CR, neutrality and inclusiveness are visible in design but also functional in practice with so many different stakeholders involved that will have variant interests and expectations. The PTC will help manage risk and public perception around major sensitivities that can arise during project implementation.

decision-making processes, the communication lines and accountability of management. The financial assessment will primarily focus on planning and budgeting, basic accounting systems in place, internal control procedures, financial reporting and grant management.

Following the assessment, the PIU can decide the following:

- If the identified capacity is too weak, resulting in too high financial or managerial risks, the contract will not be awarded;
- To award a contract to the applicant under the condition that certain controls and tools proposed by the PIU will be adopted;
- To award a contract to the applicant under the condition that intensive training will address the identified weaknesses[7].

For all financial transactions made under the project, the PIU will use the bank account of the lead grantee, as submitted. The lead grantee must take the necessary measures to ensure that all processes on income and expenses for said project are separated from other transfers, i.e. potential other (donor funded) projects. The use of a unique three level coding system by the lead grantee is thus an obligation to clearly identify all transactions made under the given project funded by this Grant Scheme. In case of multiple projects, the first figure will mark the project, the second figure the category (e.g. activities, staffing or logistics) and he third figure the specific transaction (e.g. 1.1.1). All transactions related to the R4CR program will use this unique coding system which will differentiate from expenditures made under other projects. Clearly, a separate bank account, will also be accepted.

During contract negotiations, the PIU and the applicant will jointly discuss whether small adjustments of the grant application, budget, or organizational management system are necessary/required. Adjustments requested by the PIU are based on findings, comments and recommendations made by the assessors during the grant evaluation process and on the results of the financial capacity assessment. In case no agreement can be reached during contract negotiations, the PIU is not obliged to award the contract and can at all times decide not to sign the grant agreement, and vice versa.

Once all negotiations are finalized and documented, and the grant application and grant budget are adjusted to reflect the outcomes of the contract negotiations, the grant contract can be prepared for signing. The grant application and grant budget are an integral part of the contract. The grant contract will be prepared in two copies. Both original copies of the grant contract shall be signed by the authorized persons on behalf of R4CR and the applicant.

In case of a consortium, each applicant will need to sign the contract agreement. Both the PIU and the lead applicant will receive an original signed copy. In case of a consortium, each partner will receive a copy of the grant contract. No advance payments or any financial transfers will be released to the applicant until the duly signed original contract is received by the PIU.

2.6 Training and Capacity Building

The capacity building and training activities are divided over five separate phases as indicated in the table below.

[7] The MA may provide active support in strengthening the institutional capacity of organizations.

Phase	Topic	Description	When
1. Pre-grant Phase	Information sessions (A1)	Face to face and virtually	Each grant application round – starting at least two weeks before the official announcement of grant application round.
	Support on grant writing applications (A2)	Guidance of CSOs who need extra support	Each grant application round – during the application period
		Guidance of CSOs who applied in a previous round but have potential to become eligible in a next round	Previous to the next round and during the application period of the upcoming round
2. Project Preparation Phase	Pre-Disbursement Training (B1)	Via face-to-face meeting CSOs are made familiar with all aspects of the POM	At the start of the grant application round before the first advance payment is disbursed
3. Project Implementation Phase	Project implementation financial management and reporting (C1)	Individual guidance on procurement, request for quotations, advanced payment requests. This also includes support with the financial and technical monthly report.	On-going with a focus on the early stages of project implementation due to the fact that CSOs are not yet familiar with all the forms and procedures.
	Needs- and interest-based skills training (D)	A variety of workshops on different topics are offered. CSOs can select individually, where the PIU could encourage specific CSOs to participate.	Currently on-going where the practical workshop training program will be adjusted on a quarterly basis in close collaboration with Foresee Foundation.
	Learning Benchmark Training (B2)	This highly CSO engaged training session will allow grantees to share their experiences and network with other CSOs.	Usually towards the end of a grant round. However, based on grantees feedback the session can be divided in two, one halfway project implementation and one towards the end of project implementation.
4. Project Completion Phase	Learning Benchmark Training (B2)	This highly CSO engaged training/conference will allow grantees to share their experiences and network with other CSOs while also preparing them for the final reporting.	The final LBT for each project round, preferably a few weeks before the closing date.
	Needs- and interest-based skills training (D)	Workshops focusing on data collection, reporting and sustainable funding.	Ongoing with a focus on workshops relevant to the closing off of the project.

5. R4CR Program Closing in 2024	The High-Level Conference	Stakeholder conference on the results and best practices related to the R4CR program	To be held at the end of the four-year R4CR program.

The Pre-Grant phase (Phase 1) and the Project Preparation Phase (Phase 2) are relevant for organizations which consider the submission of an application under R4CR. Potential applicants are encouraged to attend one of the information sessions (A1) to be organized by the PIU where general information about the grant application process is shared. Organizations can also make an appeal to the PIU for technical assistance (TA) with the preparation of their proposal (A2). Once an application is awarded, successful organizations are obliged to participate in a PDT (B1) preceding the start of a project. During project implementation, organizations can be supported in different ways by the PIU to strengthen their internal capacity (Phase 3-5 in the table above).

2.7 Project Implementation

During implementation of the grant project, grantees are required to submit monthly technical and financial reports on the progress of their grant project. The reports provide the PIU with concrete and detailed information about project progress based on the activities executed and results achieved (quantitatively and quantitatively). Exact reporting periods and deadlines for the submission of reports will depend on the duration of the project and will be specified in the grant agreement, but are mainly prior to the next disbursement and project finalization.

Apart from reporting on the progress of the project, the PIU also requires insight in the use of the budget. All grantees are required to submit with their technical report, a financial report on the use of the grant budget. Financial reports will be assessed on compliance with the contractual agreement, on correct use of the format, the inclusion of real costs and the balance of advances received. In addition, the PIU will compare the use of the grant budget with the interim results achieved (as indicated in the monthly technical report) to ensure that the costs claimed follow the principles of fairness, reasonableness and are related to the proposed project activities and goals.

Templates of the technical and financial reports are included in the Project Operational Manual (POM), distributed to CSOs who have been selected for grant approval/project implementation. The PIU has the right to request additional information or reports from grantees and has the right to visit the office/work space of the lead grantee for an internal audit on compliance with the guidelines of the Grant Scheme. Grantees are required to keep all project related documents and records available for review by the PIU. Payment of advances depends on approval of the periodic technical and financial reports. Except for the first advance payment, no further transfers will be made without formal approval of the technical and financial report of the previous period with the required supporting documents (bills, invoices and receipts).

Regular technical and financial reports provide the PIU with insight into the implementation/progress of the project and use of the related funds. However, no original receipts, bills or invoices need to be sent to the PIU with the periodic reports, unless the PIU specifically requests so. Nevertheless, the grantee implementing the project is obliged to keep all original receipts within their financial system and make these available for a potential review either during project implementation or at project end. As a result, the PIU can only provisionally approve monthly reports, as this approval is based on the information provided by the grantee to the PIU. A final decision regarding the accuracy and eligibility of costs incurred by the grantee can only be taken following receipt of a final audit report.

One local external audit is foreseen for each project finalized by a CSO under R4CR, no later than one month after project completion. There are three possibilities to screen the proper use of financial resources by a grantee during project implementation, a full audit, a review of expenditures or a compilation. The costs for a full audit, review or compilation may be considerable and not in balance with the overall total project costs.

Under the R4CR program therefore, in the majority of the cases a special audit assignment which will give specific assurance of the project financial overview will be sufficient. The Terms of Reference (ToR) clearly describes the specific activities expected from an audit firm, which is indicative for the total costs. The ToR for an audit with instructions for the auditor is included in the POM and will be shared with selected grantees. Costs for the local audit must be included in the grant project budget and can thus be claimed separately following the submission of a copy of the auditor invoice to the PIU.

Audits will be performed by a registered audit firm in accordance with international audit standards. The auditors shall have a valid audit license and the audit form needs approval from the PIU prior to the start of the audit. For projects above the threshold of US$ 25,000, the PIU will withhold 5% of the overall budget until all expenditures are approved and accounted for.

During project implementation, it may be necessary to modify or amend the initial grant agreement for a rational justification. Modifications are generally made to revise project descriptions, budgets, or other fundamental changes to the agreement, such as an extension of the contracting period due to unforeseen circumstances. If a modification is needed, the grantee will contact the PIU to discuss the situation. If all parties agree that the grant should be amended, the grantee will prepare an official request in writing and send it to the PIU. The request should include details of the requested change, a justification for the change, and in the case of budgetary or activity changes, a revision showing the old budget, proposed change(s) and new budget by line item.

Modifications or amendments must be requested prior to the project close-out date and prior to incurring expenses related to the change(s). If this is not done, the PIU cannot approve the request and any additional expense(s) will be at the cost of the grantee. The PIU makes no commitment to cover expenses incurred outside the scope of the original grant if no written approval has been granted beforehand.

Suspension of the grant agreement will be based on an extraordinary situation which may arise during project implementation and has the potential to hamper the entire grant project (or a significant part thereof). Suspension may lead to the termination of a grant contract if the issue cannot be resolved within the acceptable time frame set by the PIU and by taking all necessary corrective actions. It is the aim of the PIU that projects are successfully implemented. Unforeseen circumstances however can and may develop during project implementation that can put the achievement of project objective(s) and goal(s) into question. For example, the grantee may become insolvent during implementation of the grant project or other conditions may develop that can hinder a successful implementation of the project. In such situations, there are terms and conditions that can force the PIU to suspend or terminate the grant contract unless otherwise agreed upon by all parties[8].

[8] One could think of future hurricanes, pandemics such as COVID-19, or other disasters which cannot be prevented.

All grant contracts can unilaterally be terminated in the event that donor support for the project is terminated or reduced, or a partner materially fails to comply with the terms and conditions of the grant contract. Since material failure is a relative term on which the PIU and the grantee may disagree, the PIU will work with the grantee to remedy instances of non-compliance before drastic actions such as termination becomes necessary. All instances of non-compliance must be supported with adequate documentation.

When a grantee fails to comply with the terms and conditions of the signed grant agreement, a written notice will be sent by the PIU, explaining the findings of non-compliance, and providing a reasonable amount of time for the grantee to correct any deficiencies. Under certain circumstances, both the PIU and the grantee may agree that a change in the external environment or unforeseen incidents may have made the project unfeasible, irrelevant, or otherwise undesirable to complete. In such instances, the PIU will, based on consultation with the grantee, inform in writing the date for termination of project activities and the grant as a whole.

2.8 Project Monitoring and Evaluation

Monitoring and Evaluation (M&E) is an important task enabling the PIU to ensure proper project implementation and to gain insight in achieved (interim) results and in lessons learned. Those lessons can contribute to an informed decision-making process on the impact of support initiatives at a later stage. The M&E task implies systematic and on-going data collection, information gathering, analysis and feedback. Grantees have an important role to play in M&E, as they are required to collect data and provide them to the PIU, in particular through their periodic reporting. Contributing to the collecting of relevant M&E data is a mandatory task for all grantees participating in the R4CR program, which is a fixed and non-negotiable assignment. The M&E function spans the entire project implementation period from start until the final closure evaluation.

After the grant agreement with the PIU has been signed, the PIU will discuss with the grantee the details of their grant project M&E system and plan. With the grant proposal, all grantees will have submitted a brief outline of the planned monitoring system, including indicators to measure targets, results and outputs. The PIU will support grantees through training and on-the-job coaching with the development of an M&E plan, which will need to identify how results will be measured with what means of verification, what tools for data collection will be used, when collection takes place, and whom will be responsible for the data collection.

Apart from data and information provided by grantees to the PIU through their periodic technical and financial reports, the PIU itself will also collect data on the progress of grant implementation/project progress by conducting surveys, reviewing of periodic reports, conducting field visits, via communication, and data sharing with relevant stakeholders.

2.9 Close-out Procedures

The grant contract between the PIU and the grantee specifies the exact implementation period of the grant project. After this period ends, the grantee is obliged to report on the use of the granted funds and the achievements within the grant project. Final reporting follows three steps, two of which will have to be taken by the grantee:

- A final technical report on project progress and achievements (quantitatively and qualitatively);
- A final financial report and audit statement on the proper use of the grant budget.

No closure of the grant contract can take place without approval of these final reports, which together cover the activities and expenditures during the project implementation period.
The third step, dissemination of results and lessons learned, will be the responsibility of the PIU.

The purpose of the final technical report is to describe and reflect on the entire project implementation period. Throughout project implementation, all grantees must have submitted periodic reports on a regular basis to the PIU, which ensured the PIU gained knowledge on and understanding all activities executed during the reporting period. However, the final technical report concentrates primarily on the results and impact of the activities executed and completed, especially in light of the intended project goals and objectives. It should be both a qualitative and quantitative summary of project achievements with relevant information for direct project stakeholders as well as for organizations that may potentially have an interest in, or could benefit from the experiences and results of the project(s).

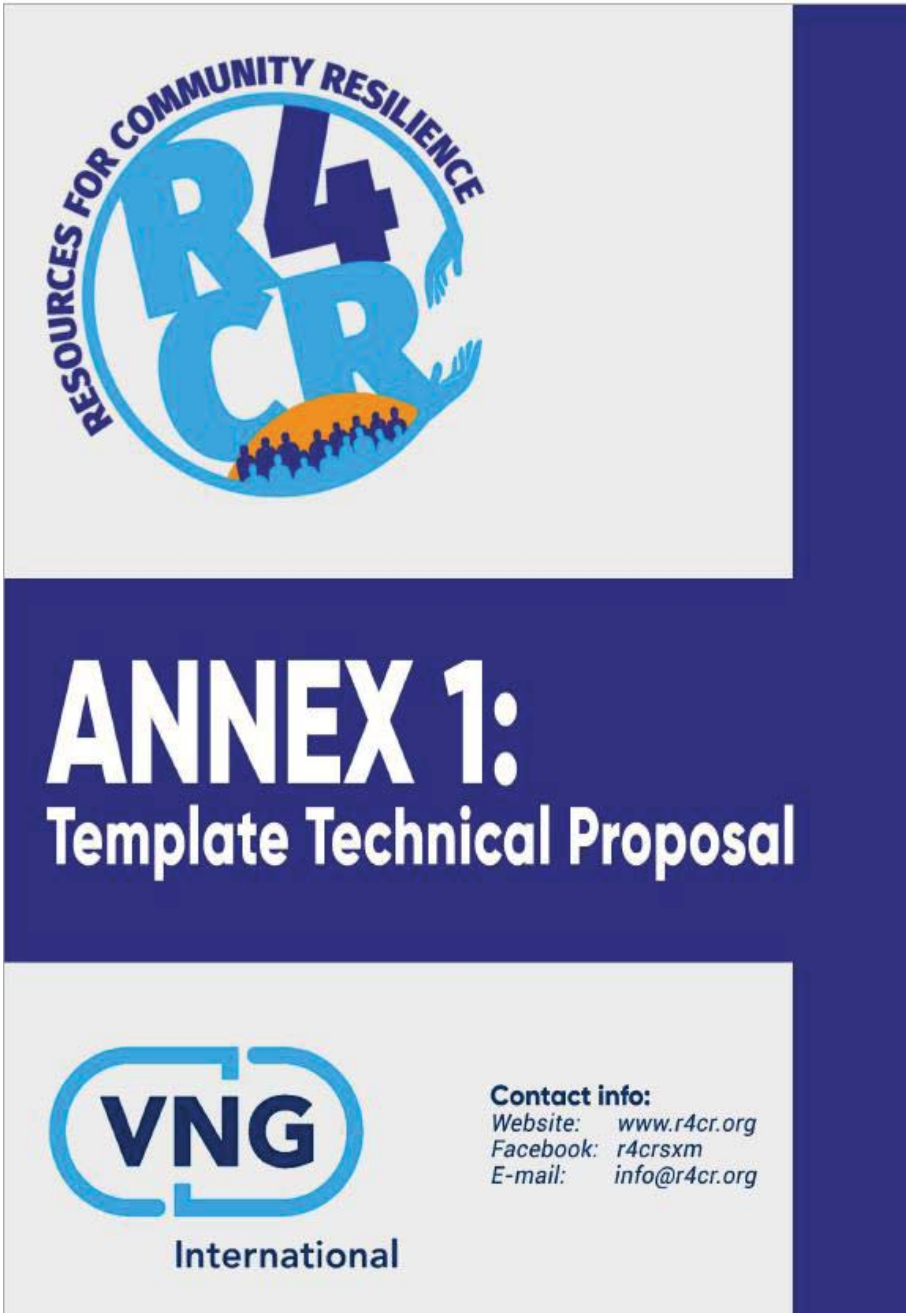
After finalization of the grant contract, the grantee will also need to submit a final financial report including a final external audit covering the legitimacy of all project expenditures. The registered and certified auditor will prepare a financial statement for the CSO which has implemented a project under the Grant Scheme. In cases where an auditor suspects irregularities, the PIU may request for a more in-depth investigation, the cost of which will be carried by the respective CSO.

The deadline for submission of the final financial report will be indicated in the grant contract. The grantee is accountable for the fact that all financial documentation (official receipts, invoices, bills and relevant transaction notes) related to the project, will be stored at a safe place for a period in accordance with national legislation.

Apart from drafting the final technical and financial report, the grant project is not regarded as officially completed until:

- The final technical report and all materials/deliverables, as stipulated in the grant project contract, are received by the PIU and formally approved;
- The final financial report and external audit are received by the PIU and formally approved;
- All advance payments to the grantee have been cleared;
- All final payments from the PIU to the grantee, or from the grantee to the PIU, have been received and cleared;
- A close-out letter from the PIU to the grantee has officially been issued to formalize the official closure of the grant contract.

Annex 1 Technical Proposal



RESOURCES FOR COMMUNITY RESILIENCE (R4CR)

ANNEX 1: Template Technical Proposal

(October 2021)

PLEASE DO NOT TYPE OUTSIDE THE TEXT BOXES

A. ABOUT YOUR ORGANIZATION

A1 Please fill out the general information on your organization and project in the tables below.

Legal name of the Organization	
Full Official Address	
Telephone Number	
E-mail address	
Website (if any)	
Facebook (if any)	
Name of your R4CR Project	

	Contact person/Coordinator
Name (first name, last name)	
Position	
E-mail address	
Telephone	

	Board Member
Name (first name, last name)	
Position	
E-mail address	
Telephone	

Type of Organization (Foundation, Association or other)	
Registered with the Chamber of Commerce & Industry (COCI)	Yes No
Date of initial registration (dd/mm/yyyy)	
Date of last updated registration (dd/mm/yyyy)	
COCI registration number	
CRIB Number	

A2 Describe in short your organization and the main sector your organization is active.

A3 Describe a few projects your organization has implemented in the last five years with support from external donors. Include the project budget and name of the external donor.

A4 What are your foundation's sources of income? Number them in order of priority starting with 1 for those that apply to you.

Order	Source of Income
	Mission income (all types of income you make with the services you deliver, e.g. membership fees)
	Government subsidy
	Funding by St. Maarten Development Fund
	Grants by Samenwerkende Fondsen Cariben
	Funding from other agencies or charity organizations (mention which one(s) below)
	Donations (private, by businesses or organizations)
	In-kind donations (physical donations or services)
	Fundraising
	Others (mention which one(s) below)

B. ABOUT YOUR R4CR PROJECT

B1 From the list below, what is the sector your R4CR project will cover? More than one sector can apply to your project.

Community Councils/neighborhood initiatives and initiatives for relief;

Day care centers/afternoon school programs and extracurricular activities;

Sports and recreation activities/facilities;

Nature and environment (re-/upcycling) and animal welfare activities;

Art, cultural, archaeological and heritage activities;

Psycho-social and emotional support;

Poverty relief;

Youth employment/entrepreneurship;

Skills development;

Tackling gender-based violence (GBV)

B2 What is the main objective/goal of your current R4CR project?

B3 What is the planned start and end date of your project? How long will your project be implemented?

Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)

B4 What rehabilitation and/or reconstruction elements of your project are a DIRECT result of hurricane Irma?

B5 What are the main intended TANGIBLE results/outcomes of your project?

Use the SMART goal mechanism (Specific, Measurable, Attainable, Relevant, Time-bound)[i].

To make sure the goal(s) you have identified in your project are clear and reachable, each one should be: **specific** (simple, clear and unambiguous), **measurable** (meaningful and motivating), **achievable** (agreed and attainable), **relevant** (reasonable, realistic and resource/result-based) and **timely** (time-based and time/cost limited).

	Activities and outcomes/results
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

B6 How will you monitor and measure your results/outputs?

B7 What is the main target (group) expected to benefit from your project?

B8 Was your target group consulted and/or involved during the design stage of the project? If so, please explain in what way.

B9 Who, and how many, will benefit directly and indirectly from your project? In what way?

Direct Beneficiaries		Indirect Beneficiaries	
Who	Number	Who	Number

B10 How many staff/employees of your organization will be involved during project implementation?

Please state the person's name(s), function(s), whether he/she is a volunteer or employed (paid), and estimate the amount of time each person will spend on project activities (on a monthly basis).

Name (first name, last name)	Function(s)	Volunteer or Employed	# hrs per month

B11 Do you know of any similar initiatives on Sint Maarten? If so, what unique selling point(s) does your project have?

B12 Is your organization planning to implement the project independently or in collaboration with (an)other organization(s)? In case of a joint approach, please list the collaborating organization(s) and specify their role during project implementation and who will take on the lead.

C. ABOUT YOUR PROJECT PLAN

C1 Give a clear description of your project taking into account the following elements. In other words, share a detailed project plan. We welcome numbers and data. We need to get a clear understanding on what and how your organization translates your objective into successful activities and outcomes/results and time plan. You may also send a separate file sharing your project plan as most probably you need more than this one page.

- How are you going to achieve your project objective/goal?
- What are the specific project activities?
- Who is going to implement the activities (number of people and time spent), whom and how many will benefit?
- What is the time frame of the project?
- What is the expected end-result?
- How will you involve project beneficiaries, if applicable?
- How will you organize the communication and information on your project with the community, general public, and target group?

D. SAFEGUARDS AND SUSTAINABILITY

D1 Do you foresee any social and/or environmental project risks? If so, which ones and how will the risks be mitigated?

D2 What is the chance that your project result(s) will become sustainable. Are there follow-up funds on which you can rely? Please explain in detail what you will do with the project results.

D3 Please complete the Social, Environmental and Cultural Heritage checklist below.

Social-Environmental and Cultural Heritage Screening Checklist

The checklist below must be completed by a CSO as part of Annex 1 – Technical Proposal for confirmation by the R4CR Management during Grant evaluation

Information on the Foundation (CSO)	
Name CSO (or Consortium if applicable)	
Registered Postal Address:	
Telephone Number:	
E-mail address:	

Environmental and Social Screening Information	Yes	No	Notes (if applicable)
1. Does the CSO need to have a valid environmental and/or labor license to implement project activities?			
2. If the CSO requires other permits or licenses, have they taken the necessary steps to attain these before project activities start? If yes, please explain.			
3. Did the CSO receive any environmental and social/labor fines, claims, penalties, or warnings from relevant authorities within the last three years while implementing project activities?			
4. Have there been any negative media report or complaint from the public, community or other entity about the operation of your organization during project implementation in the last three years?			
5. Does the CSO foresee activities under the project which cause excessive noise, vibration or other nuisances. If yes, please explain.			
6. Does the CSO comply with the national and NRPB guidelines and good practices for COVID-19 prevention provisions at work sites? If yes, how?			

Environmental and Social Screening Information	Yes	No	Notes (if applicable)
7. Does the CSO comply with national law or good practice for occupational health and safety, hygiene, and employee well-being during project implementation? If yes, in what way?			
8. Has the CSO been involved in any significant worker health incident or safety fatality during project implementation in the last three years? If yes, explain.			
9. Has there any complaint on GBV or SEA been registered by the CSO during the last three years while implementing project activities? If so, please explain.			
10. In case of environmental or natural activities dealing with earthmoving, is the CSO sure that the area is not contaminated or polluted?			
11. Is one or more of the CSO activities located in or around a natural area, a protected area or in an area with well-preserved vegetation. If yes what has the CSO done to guarantee that the habitat will not be disturbed?			
12. Will the activity(ies) of the CSO affect coastal or marine areas (beaches, seagrass, coral reefs) or involve aquaculture, fishing, or harvesting of marine resources?			
13. Will the activity involve temporarily or permanently moving people from their place of work or home?			
14. Has the CSO consulted with people in the area of the project activity?			
15. Will the proposed project of the CSO involve working on a site or building which is a national monument or cultural heritage resource (historic structure, artefact or landmark)?			

Cultural Heritage Screening Information	Yes	No	Notes (if applicable)
16. Will the proposed project of the CSO involve working on a site or building which is a national monument or cultural heritage resource (historic structure, artefact or landmark)?			
17. If the answer to the above is Yes, has the CSO engaging with MECYS on this activity?			
18. Will the proposed Project result in interventions that would impact traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)?			
19. Does the Project propose utilizing tangible and/or intangible forms of cultural heritage for commercial or other purposes?			
20. Is there the likelihood that physical activities such as earth moving impact known or unknown (buried) cultural artifacts?			
21. Will the project restrict local users' access to cultural resources including natural features with cultural significance?			

What are the Potential Social, Environmental Risks and Cultural Heritage risks?
Note: Describe briefly potential social and environmental risks identified in the two Risk Screening Checklist. If no risks have been identified, proceed to the Certification and Authorization section. .

Certification and Authorization
I certify that I have read the questions in this form, understand them, and answered them truthfully

Formalized	
Name of CSO representative:	
Signature:	
Date:	

The below table if for completion by the R4CR Team Leader or Environmental and Social experts:

Review by R4CR
After reviewing the project and the above screening tool describe any possible discrepancies in the above checklist which will be resolved with the CSO.
Does the proposed project include any activities with risks that cannot be mitigated by the mitigation measures described in table 5.2 of the ESMF? Yes No Explain:
Does this activity require the development of a site specific Environmental and Social Management Plan (ESMP)? Yes No
If no, explain.
If yes, state the capacity of the CSO to develop that plan and the support that will be provided to assist them to produce the plan.

Name of R4CR reviewer and Date of Review

D4. Please complete the Identification of vulnerable groups form below

Identification of vulnerable groups and other stakeholders

Vulnerable group	**Answer**
Describe your specific vulnerable group if applicable:	
Question	**Answer**
What are the three most important challenges your vulnerable target group is facing today?	1) 2) 3)
How did you identify your vulnerable target group?	
What were the main reasons (max. 3) for your CSO to focus on this vulnerable group?	1) 2) 3)
How did you engage your vulnerable group before submitting your grant application?	
If your grant application is awarded, how are you engaging your vulnerable group during implementation of your project activities?	
After finalization of your project, how will you keep on engaging your vulnerable group?	

If your project does not address any specific vulnerable group, or also concerns other stakeholders, explain below A. who those stakeholders are, and B. how the ideas and concerns of the stakeholders have been sought and considered in the design of the activities contained in this proposal	
A. Describe stakeholders	
B. How the ideas and concerns of stakeholders have been sought and considered in the design of the activities contained in this proposal.	

E. SUPPORTING DOCUMENTATION

The following documents are included completing the total grant application package:
(please tic the boxes below of those you have submitted)

Scan or copy of[1]:

ANNEX 1: Your technical proposal (this document)

ANNEX 2: Your financial proposal (the budget)

The extract of the latest COCI registration

The establishment of your CSO as a legal entity (notary deed – articles of incorporation)

A copy of internal regulations known as the 'Articles of Incorporation' or 'Statutes' and by-laws (if applicable) associated with being a not-for-profit entity

Two Financial reports/audits of the last two years

Two Social or Technical reports of the last two years

Your annual budget plan for this year

The Project Plan mentioned under C1 when prepared as separate document

Approved by Board member:	Approved by Contact person / Coordinator:
Name:	Name:
Position:	Position:
Signature:	Signature:
Date:	

1 Reference is made to section 2.4 (application assessment) of the Grant Manual. In case of a consortium, each consortium partner must submit a scan or copy version of these documents.

FOR INTERNAL USE BY R4CR TEAM ONLY!

Date of receipt Grant application/Technical proposal	
Organization	
Round #	◉ **3** ○ **4** ○ **5** ○ **6** ○ **7**
Type of project	Regular
Received by	E-mail hard copy both
E-mail address	
Signature Team Leader or Representative	

Annex 2 Financial Proposal

RESOURCES FOR COMMUNITY RESILIENCE (R4CR)

ANNEX 2: Template Financial Proposal (Budget)

Project Title	
Name of Lead Applicant	
Name of Sub-Partner(s) if applicable	

Expenses	(A) Unit Type	(B) No. of Units	(C) Cost per Unit	(D) Total R4CR in US$ (BxC)	(E) Co-Financing	(F) OVERALL TOTAL (D+E) in US$
I. Direct Expenses for materials, equipment, activities (MEA)						
1. E.g. renovation/repair activities			0,00	0,00	0,00	0,00
2. E.g. equipment/ materials for the execution of the project			0,00	0,00	0,00	0,00
3. E.g. direct expenses related to project activities			0,00	0,00	0,00	0,00
4. *Others… (fill in and/or add)*			0,00	0,00	0,00	0,00
5. *Others… (fill in and/or add)*			0,00	0,00	0,00	0,00
I. Sub-total Direct Expenses for MEA			**0,00**	**0,00**	**0,00**	**0,00**
II. Staff [1]						
1. Project Coordinator			0,00	0,00	0,00	0,00
2. Financial Expert			0,00	0,00	0,00	0,00
3. External Contractor (if any)			0,00	0,00	0,00	0,00
4. Trainer			0,00	0,00	0,00	0,00
5.. *Others… (fill in and/or add)*			0,00	0,00	0,00	0,00
6. *Others… (fill in and/or add)*			0,00	0,00	0,00	0,00
II. Sub-total Staff			**0,00**	**0,00**	**0,00**	**0,00**

Expenses	(A) Unit Type	(B) No. of Units	(C) Cost per Unit	(D) Total R4CR in US$	(E) Co-Financing	(F) OVERALL TOTAL (D+E) in
III. Logistics						
1. Travel **(2)**			0,00	0,00	0,00	0,00
2. Training Logistics **(3)**			---	---	---	---
2.1 Training Material (Duplication/Projection)			0,00	0,00	0,00	0,00
2.2 Training Venue Costs			0,00	0,00	0,00	0,00
3. Communication/PR			0,00	0,00	0,00	0,00
4. Office Supplies			0,00	0,00	0,00	0,00
5. Occupational Health and Safety package **(4)**			0,00	0,00	0,00	0,00
6. Volunteer Costs			0,00	0,00	0,00	0,00
7. Insurances			0,00	0,00	0,00	0,00
8. *Others... (fill in and/or add)*			0,00	0,00	0,00	0,00
9. *Others... (fill in and/or add)*			0,00	0,00	0,00	0,00
III. Sub-total Logistics			**0,00**	**0,00**	**0,00**	**0,00**
IV. Total Direct Expenses (I + II + III)			**0,00**	**0,00**	**0,00**	**0,00**
V. Indirect expenses						
1. External Auditor (4% of IV. - Total Direct Expenses) **(5)**				0,00	0,00	0,00
2. Provision for contingency (5% of IV. - Total Direct 3. Expenses)				0,00	0,00	0,00
3.Administrative costs (7% IV. - Total Direct Expenses)				0,00	0,00	0,00
VI. Sub-total Indirect Expenses				**0,00**	**0,00**	**0,00**
VI. OVERALL TOTAL PROJECT COSTS (IV. + VI.)				**0,00**	**0,00**	**0,00**

(A) Describe the unit type, e.g. hours, day, product item, ticket etc.
(B) Give the number of units
(C) Type the prize per unit in US$
(D) The total request from the R4CR program will be automatically calculated in this column based on what you have filled in under B and C.
(E) Add the amount your organization will receive from other sponsors/funding agencies (if any!) in this column.
(F) The total project expenses will be automatically calculated

[1] Expenses for staff are net expenses only. Other costs (incl. taxes) will be covered by the applicant organization.
[2] If related to training, please specify separately for each training session.
[3] Please specify for each training session separately.
[4] Protective equipment (e.g. safety boots, helmets, gloves, protective clothing, goggles, ear protection) and precautionary measures to create a safe working environment.
[5] An external audit is obligatory at the end of the contracting period. The amount to be included is 4% of the total direct costs

Annex 3 Eligible and Ineligible Costs under the Grant Scheme

Direct Eligible Costs include:

- Full- and part-time costs for staff who contribute their time for project implementation;
- Costs for work done by an external expert specifically hired for the project on short term basis;
- Travel costs for staff and workshop/training participants who take part in project implementation;
- Workshops/trainings costs including costs for venue, refreshment, stationery etc.;
- Costs incurred for the production and reproduction of materials for the purpose of the project;
- Costs for the purchase of fixed assets such as office furniture, equipment and materials specifically for the purposes of the project;
- Costs for external auditing of the grant application finances. Each grant applicant is obliged to include this item in the budget;
- Direct operational costs, such as transport, vehicle running costs, office rental and running costs, provided these are reasonable, relative to the project proportion, and can be clearly linked to the project in question.

Indirect Eligible Costs include:

- A contingency reserve, not exceeding 5% of the estimated direct eligible costs. The actual spending of the contingency reserve is subject to prior written authorization of the PIU;
- A flat-rate funding applies of 7% of the estimated total eligible direct costs to cover for overhead expenses. The flat rate is intended to cover running costs which are not included anywhere else in the budget. The applicant may be asked to justify the requested percentage before contracting. However, once the flat-rate has been fixed in the standard grant contract, no supporting documents need to be provided.

Ineligible Costs include:

- Salaries for staff working with/at the applicant organization(s), but not involved in project activities;
- Any honorarium for staff attached to the applicant organization(s) but not involved in project activities;
- Any fee paid to consulting services rendered by the grant unless approved in project budget;
- Loans given to any party and related costs such as interest;
- Any kind of penalty or fines incurred by the applicant organization(s);
- Any legal fee in relation to any litigation by the applicant organization(s);
- Any redundancy payment other than what is indicated in the staffing costs;
- Any charge as bad debt expenses (including unpaid back taxes), whether it relates to the project or not;
- A gift or present given to anybody under any circumstance;
- Any reserve to cover future liabilities;
- Costs related to the preparation and submission of the grant application including costs such as information gathering, staff time and travel;
- Purchase of land or buildings (immovable objects);
- Any cost not related to the project.

Annex 4 Grant Application Scoring Grid

RESOURCES FOR COMMUNITY RESILIENCE (R4CR)

ANNEX 4: Grant Application Scoring Grid

Name Organization:

Project Round: **3**

Administrative Requirements

	Administrative Assessment	Yes	No
1	The applicant (and partners if applicable) is a legal entity and is registered with COCI having proof of updated registration.		
2	The application is submitted before the submission deadline.		
3	The Technical Proposal (Annex 1) is submitted and completed.		
4	The Financial Proposal (Annex 2) is submitted and completed.		
5	R4CR received all additional documents on financial and social reporting within the criteria as explained in the Grant Manual.		
6	The application is submitted in English.		
7	The topic of the project submitted by the applicant is in line with one of the ten theme-based domains as described in the Grant Manual.		
8	The application focuses on 'vulnerable' target groups or themes.		

The application meets the core administrative requirements and is thus selected for the project application assessment.		

Remarks on Administrative Requirements (if any)

....

Grant Application Scoring Grid

Score has to be 70 or higher in order to go to the next selection round

Scores: 1 = Needs Improvement 2 = Fair 3 = Sufficient 4 = Good

	A. Organizational Capacity	Score awarded	Weight	Total Score	%
1	Does the (lead) applicant have sufficient technical and financial staff to implement the project given the type and scope of the grant proposal?		2	**0**	
2	Does the applicant have sufficient knowledge, skills and/or experience in implementing and managing this donor supported project?		2	**0**	
3	Is there clarity and transparancy on who will implement the project? (Are more persons involved? Will there be volunteer input?)		2	**0**	
4	To what extent are crosscutting issues, such as gender and social inclusion reflected in the organizational structure of the applicant?		1	**0**	
	Sub-total	**0**		**0**	**0%**

	B. Technical - Quality of the Application	Score awarded	Weight	Total Score	%
1	To what extent is the project goal clearly formulated, addressing the core problem and expressing the impact of the project on the target group?		2	**0**	
2	Does the project clearly describe what the direct link is with hurricane Irma and how the target group suffered from it?		2	**0**	
3	Does the proposal clearly reflect the environmental and social risks and impacts of the project and mitigation measures an applicant has taken?		2	**0**	
4	To what extent has the community been involved in the preparation and development of the project?		1	**0**	
5	Is the timeframe for implementation of the project realistic?		2	**0**	
6	Is the project likely to have a tangible and lasting impact on the direct target group and/or broader communities?		2	**0**	
	Sub-total	**0**		**0**	**0%**

	C. Financial - Budget	Score awarded	Weight	Total Score	%
1	Are the activities appropriately reflected in the budget?		2	**0**	
2	Is the budget coherent and realistic for achieving the anticipated results?		3	**0**	
3	Are the costs expressed in the budget fair, reasonable and related to the proposed project activities?		1	**0**	
4	To what extent are efforts made to include additional financial support through co-financing, in-kind donations or own contributions?		1	**0**	
	Sub-total	**0**		**0**	**0%**
	OVERALL TOTAL SCORE: A + B + C =	**0**		**0**	**0%**

Remarks on Grant Application scoring grid anwers (if any)

....

Annex 5 Lead Grantee Bank Detail Verification Format

The Bank Detail Verification Format needs must be submitted to the PIU once the grantee has been pre-selected for contracting. It serves to provide the PIU with the latest information on the bank account of the pre-selected lead grantee. The format below needs to be filled out and, together with a recent bank statement of the organization, submitted to the PIU before contract signature.

Lead Grantee Bank Detail Verification Format		
Information on Account Holder		
Name of Account Holder		
Full Address		
Telephone Number		
E-mail address		
Account Number		
SWIFT/BIC Number		
Names of Account Holder Bank Signatorie(s)		
Name	**Position**	**Signature**
Bank Information		
Name of Bank		
Full Address		
Telephone Number		
E-mail address		

Annex 6 Applicant Legal Verification Form

The Legal Verification Form must be submitted to the PIU once the applicant is pre-selected for contracting. It serves to provide the PIU with the latest information on the pre-selected lead applicant. In case changes in the status and/or registration of the lead applicant have occurred in the period between the submission of the application and the pre-selecting for contracting, this can be noted in this form.

Legal Verification Form	
Legal name of the Organization	
Full Official Address	
Telephone Number	
E-mail address	
Website (if any)	
Facebook (if any)	
Name, E-mail address, telephone nr. of project coordinator:	
Name, E-mail address, telephone nr. and position of each board member:	
Legal Status	
Type of Organization (Foundation, Association or other)	
Registered with the Chamber of Commerce (CoC):	Yes / No
Date of Registration and Last Update	
Registration/CoC Number	
CRIB Number	
Date	
Name / Signature	

Any changes in addresses, phone numbers and E-mail addresses must immediately be made known to the PIU. The PIU cannot be held responsible for the fact that it cannot contact an applicant.

VNG International

ST MAARTEN TRUST FUND
BUILDING RESILIENCE

WORLD BANK GROUP

Ministry of the Interior and Kingdom Relations

FORESEE FOUNDATION