



COMMUNITY OUTREACH & RESPONSE INITIATIVE

FOR
NON-GOVERNMENTAL ORGANIZATIONS
AND
COMMUNITY-BASED ORGANIZATIONS

Who is eligible for a Small Grant?

Any organization or group that:

Is a Non-Governmental Organization (NGO) or Community-Based Organization (CBO) established and operating in Trinidad and Tobago.
For an NGO: is registered as a Charitable Organization, Not-for-Profit Organization, Trust or Foundation.

For a CBO: is registered with a Government Ministry, Local Government Body, Tobago House of Assembly or Civil Society Umbrella Organization or Network that:

- promotes the participation of its members through a democratic system and whose activities are governed by a Constitution, Bye-laws, Rules and/or Procedures.
- holds regular meetings.
- can demonstrate proper and consistent record keeping of its activities, including Minutes and accounts.

How is a Small Grant obtained?

1. A project concept form is completed by an NGO or CBO and submitted to UNDP.
2. If the project concept meets the basic eligibility criteria, an NGO/CBO then prepares a proposal describing the project and budget in more detail.
3. A National Steering Committee (NSC) reviews the project proposal and approves it.
4. After a proposal is approved, the NGO/CBO signs a Memorandum of Agreement (MOA) with UNDP and an agreed portion of the total grant approved (first disbursement) is issued to the NGO/CBO to start the project. Disbursements are made to the bank account of the NGO/CBO.

Administration of Small Grants

A National Steering Committee comprised of Representatives of the following sectors oversees the Small Grant Programmes:

- Foundations/Trusts
- Non-Governmental Organizations
- Government
- Research and Development
- Business
- International Organizations

Sources of funds

Funding for these programmes is provided by:

- The Global Environment Facility (GEF)
- J.B. Fernandes Memorial Trust 1 through the Rockefeller Philanthropy Advisors
- UNDP Country Office, Trinidad and Tobago
- The Ministry of Social Development (Social Services Delivery)
- The Ministry of Community Development, Culture and Gender Affairs



TRINIDAD AND TOBAGO



Introduction

The United Nations Development Programme (UNDP) is the UN's global development network that connects countries for the common purpose of exchanging knowledge, experience and resources to help people build better lives. It operates in more than 160 countries, working with them on their own solutions to global and national development challenges.

The Global Environment Facility/Small Grants Programme (GEF/SGP) was introduced in Trinidad and Tobago in 1995 and supports Non-Governmental Organizations (NGOs) and Community-Based Organizations (CBOs) in projects related to the GEF focal areas of biodiversity conservation, reduction of climate change and the degradation of the quality of international waters, prevention of land degradation and the elimination of the use of Persistent Organic Pollutants (POPs). Its main objective is environmental conservation and improved livelihoods in communities through financial and technical support.

Given the lessons learnt from the GEF/SGP in Trinidad and Tobago and acknowledging that education and capacity building are critical elements of poverty eradication and sustainable development, a complimentary Small Grants Programme for Social Development was introduced in 2004. The main objective of this programme is to provide financial support to improve the lives of vulnerable groups in the poorest communities and to promote healthy family functioning. Projects supported by the GEF and the Social Development Small Grants Programmes are aligned to UNDP's work in the field of Poverty, HIV/AIDS, Environment and Energy, and Democratic Governance.

What is a Small Grant?

A Small Grant is a financial contribution to an NGO/CBO to initiate or strengthen a project for the achievement of the particular community's development goals that are aligned to the SGP criteria.

How much is a Small Grant?

Provided that the criteria for award of a Small Grant are satisfied, NGOs or CBOs can apply for:

The Social Development Small Grants Programme(SD/SGP)-

1. A planning grant of up to TT\$12,000 for project proposal planning and preparation.
2. A project grant of up to TT\$150,000 for social sector projects.

The Global Environment Facility Small Grants Programme (GEF/SGP)-

1. A planning grant of up to TT\$12,000 for project proposal planning and preparation.
2. A project grant of up to TT\$ 300,000 for environmental projects.

The project grant covers project implementation, including monitoring and evaluation.

What are the criteria for accessing a grant?

1. The project must promote community participation and sustainable livelihoods
2. The NGO or CBO has confirmed co-funding (cash or in-kind)
3. The project must continue to exist after the grant funds have been utilized
4. The project must address one or more of the following areas:

Social Development Small Grants Programme

Poverty

- Small Business Development
- Training that develop skills to be used to earn an income
- Enhancement of literacy & numeric skills
- Healthy Family Functioning (parenting, gender relations, care of the elderly, dysfunctional families, life skills development, early childhood care)

HIV/AIDS

- Education/Awareness programmes
- Prevention strategies
- Supportive interventions for People Living With HIV/AIDS

Democratic Governance

- Civic Responsibility
- Community dialogue and participation

Projects should also address capacity building and promotion of gender equity among participants and beneficiaries

Global Environment Facility /Small Grants Programme

Biodiversity

- Protection of endangered plants and animals, habitats or ecosystems.

Climate Change

- Reduction or prevention of human activities that contribute to global warming.

International Waters

- Reduction or prevention of the release of poisonous solid and liquid wastes into rivers and seas shared by two or more countries.

Persistent Organic Pollutants (POPs)

- Reduction or elimination of the release of organic chemicals (e.g. pesticides) that are harmful to human health and the environment.

Land Degradation

- Protection and restoration of dry soil areas; soil conservation; reforestation; prevention of forest fires and organic farming among others.

Multiple Focal Areas

- Activities that are not limited to one focal area, for example policy formulation or demonstration activities that may include education and awareness of environmental problems related to one or more of the GEF focal areas.

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