



# FRIENDS OF CÔTE D'IVOIRE

170 Mussey Street  
South Portland, ME 04106

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## FRIENDS OF CÔTE D'IVOIRE SMALL GRANT APPLICATION FALL 2011 SUBMISSION DEADLINE: **May 1, 2012**

Please check all criteria pertaining to your organization:

	Has diverse Ivorian membership		Engages in micro-financing
	Respects talents and skills of Ivorians		Educates or supports the creation of educational opportunities
	Responds to the needs of Ivorians		Helps an existing organization
	Builds capacity for self-reliance		Does not substitute for governmental functions
	Is sustainable		Fills a niche in development needs
	Promotes entrepreneurship/self help		Is not the exclusive source of program support
	Leverages funds with other funding sources/partners		

Eligibility: Non-profit organizations located outside of Côte d'Ivoire, organizations with Ivorian participation, and organizations in Côte d'Ivoire are eligible to apply. Preference will be given to organizations in Côte d'Ivoire. An organization may submit one grant application per grant cycle.

Amount of Awards: grants up to \$500. It is expected that grants will be made on a one-time-only basis. FOCI, at its initiative, may encourage a grantee to apply for a continuation grant through a revise and resubmit process.

Application procedures:

1. Grant proposals must be received by FOCI by **May 1, 2012** in order to be considered. After this date, the FOCI grants committee will review all proposals, and at FOCI's monthly board meeting in January, the full board will approve final awards. Applicants will be notified if their proposals have been awarded, rejected, or recommended for revision by **June 2012**.

2. The application shall include

- a. Information on the applicant demonstrating:
  - i. Familiarity with Côte d'Ivoire
  - ii. Capability to administer the project, including background and experience
  - iii. Who will benefit? Be specific.
  - iv. Organization's history, mission & goals
  - v. Evidence of official nonprofit status is recommended
- b. A project summary (one page maximum)
- c. A thorough explanation of the proposed project (5 page maximum)
  - i. Project goals
  - ii. Project objectives and the means by which they will be both measured and evaluated
  - iii. Timetable
  - iv. Project staff and material resources to be utilized
  - v. Budget, including non-FOCI funds, if any, and in-kind contributions
- d. At least two (2) names, telephone numbers, or email addresses of responsible officers or agents of the organization who can serve as contacts.

3. To submit proposals, please submit your proposal in either electronic (e-mail) or paper format. Send proposals to:

E-MAIL/ELECTRONIC PROPOSALS	PAPER PROPOSALS
<a href="mailto:info@friendsofcotedivoire.org">info@friendsofcotedivoire.org</a>	Friends of Côte d'Ivoire 170 Mussey St., South Portland, ME 04106