



FRIENDS OF CÔTE D'IVOIRE

170 Mussey Street
South Portland, ME 04106

www.friendsofcotedivoire.org
info@friendsofcotedivoire.org

FOCI GRANT REVIEW PROTOCOLS 2011-2012

NOTE: The Grant Review Board will be established from among the membership of the Friends of Côte d'Ivoire, and shall include 5 members of the board. In the interim period, until the constitution of the official FOCI Grant Review Board, the FOCI Board – specifically, the President, Vice President, Secretary, and Treasurer, will function as an interim Grant Review Board. The following protocol applies to all Grant Review Board members in the interim period and in the future.

Process

- a. Grant proposal guidelines will be disseminated at least 3 months prior to the submission due date.
- b. Proposals must be submitted via email or in paper format to official FOCI addresses.
- c. The annual Chairman of the Grant Review Board is responsible for managing the process of dissemination and review. This includes:
 - a. Coding each proposal with a unique ID#.
 - b. Reproducing and distributing copies of all proposals to members of the Grant Review Board.
 - c. Convening and chairing a special meeting (via conference call or other means) for grant review.
 - d. Overseeing the ongoing documentation of the grant proposal process. This will include keeping a record of grant proposals submitted, grants awarded, and meetings minutes.
 - e. Reproducing and removing identifiers from grant evaluations so that they are ready for distribution to grant applicants.
 - f. Notifying the FOCI Board of the Grant Review Board's recommendations.
 - g. Coordinating with the FOCI board to communicate information about awards to the general membership.
- d. Recognizing that it is difficult and arduous for small organizations to wait long periods for funding, the Grant Review Board will have two months from the submission date to complete its review of all proposals. Recommendations will be made to the FOCI Board, and the decision will be finalized at the FOCI Board meeting two months subsequent to the proposal submission due date.

Decision

- e. Proposals will be scored according to three classes of criteria: (1) inclusion criteria, (2) NGO profile, and (3) project evaluation. Criterion (1) – Inclusion criteria – is absolute. Applicants who do not meet criterion 1 shall not be considered within the grants competition.
- f. For each of the criteria, the NGO proposal will be evaluated on a scale of (0-2), with "0" indicating an absence of criterion, "1" indicating partial meeting of criterion, and "2" indicating satisfactory meeting of criterion.
- g. The proposal with the highest TOTAL score will be awarded a grant. For rejected proposals, the committee shall determine if the proposal should be sent back with comments for revision, or if the proposal will be rejected. The Project Committee may request an applicant to revise or modify its application prior to final consideration.
- h. Each review member will provide a concise evaluation to the grant, in addition to his or her checklist completion. These evaluations will be shared ANONYMOUSLY with the grant applicants, in the

interest of building human and institutional capacity, and supporting their development initiatives in the future.

- i. The Project Committee will review applications and will make recommendations for awards to the Board, including, as appropriate a schedule of disbursement.
- j. The Board will make award determinations.

Notification

- k. The Project Committee will notify applicants whose proposals have not been favorably accepted by the Board, or when a proposal is thought to have merit, but needs further clarification to be favorably considered
- l. The President shall notify successful awardees of the amount and disbursement schedule and shall request a final report, including an itemization of expenditures, to be submitted within sixty days of completion of the project.