



SMALL-GRANTS APPLICATION FORM- (CSOs)

Civil Society Organization

Sustainable Grenadines Inc (SusGren) with funding from the Inter- American Foundation (IAF) will be implementing a project entitled “ **Ashton Lagoon Restoration and Income Generation on Union Island, SVG.**” which will focus on expanding work started in the Ashton Lagoon area on Union Island through infrastructure, training, system improvements and increased community involvement in the protection of natural resources.

One component of the project is to provide support to community groups and small businesses through a small grants program for residents of Union Island.

CSO applicants can apply for funding between **EC\$1,000.00 - EC\$10,000.00** to support their groups that are involved in social stewardship in the community, environment, culture, youth, sports and education awareness. SusGren will provide technical assistance to groups during the implementation of their grant.

How to participate?

1. Applicants must properly fill out and submit the application form in accordance with the criteria mentioned below and provided in the guidance document. Proposals will not be considered if they are incomplete or do not meet the criteria.
2. All applications **MUST** be submitted via email to susgrensgp@gmail.com with the subject title “**Small Grants Application - CSO**”. **Deadline for application is August 22nd 2021.**

Who are eligible?

Eligible applicants will include **FUNCTIONAL** community groups (e.g., Lion’s club, Rotary club, environmental groups, church groups, school groups and sports and culture clubs)

Guidelines to access funding

- The total amount requested must not exceed EC\$10,000.00
- Successful applicants **MUST** agree to participate in a minimum of five days training in basic project management to include reporting and bookkeeping
- Applicants must provide 15% in cash or in-kind of the total requested amount.
- Projects should not exceed 6 months

1.0 ORGANIZATION'S BACKGROUND

Name of group	Agriculture and Nature Incorporated (ANI)
Address of group	Valley, Union Island
Name and contact information of group members	John Doe – 455 – 2112 Bernadette Charles – 455 – 2113 Lucy Mae – 455 – 2114 Jack Spratt – 455 - 2115
Group type (e.g., church, sports, education.)	Community group
Purpose/mission/vision	To ensure we protect nature while harvesting economic benefits for its members
Social media site (website, Facebook, IG, Twitter etc.)	Facebook: https://www.facebook.com/
Contact person name Position Telephone Email	Mary Steward President 455 – 2111 mstewart@gmail.com
Requested Amount: \$	EC\$10,000.00

2.0 PROJECT DESCRIPTION

2.1 PROBLEM ANALYSIS: Describe the problem, challenge or opportunity the funds from this small grant program will address. Also include the main objectives, no more than two (please be very clear and brief)

The Agriculture and Nature Incorporated (ANI) was incorporated in 2014. The aim of our organisation is to encourage the community to have home gardening for each household. This we see as necessary for food security especially in smaller islands like Union to be able to provide healthy foods for family. Currently the island only has 5 homes that does home gardens and we will like to increase this to an additional 5. This grant will allow the group to reach more families by providing start-up resources like seeds, tools etc. Therefore, the main objective are follows;

1. Increase the number of home gardens on Union Island
2. Provide start-up resources for new home garden owners

2.2 STRATEGY: Briefly explain the activities that will be implemented to address the problem, challenge or opportunity mentioned in 2.1.

Activity 1: Select 5 families on Union Island to provide support for home gardens

Activity 2: Train families how to set-up their own home garden

Activity 3: Provide families with resources for maintaining their home gardens

2.3 EXPECTED RESULTS: What do you expect to achieve? List the main outputs that will be achieved under each activity(s) described in in 2.2

Output 1 –5 Families trained in home gardening

Output 2 – Five farms are successfully in operation

2.4 SCHEDULE OF ACTIVITIES: Copy and paste your activities in 2.2 and present them in the order in which they will be carried out. Mark with an X the month/s in which the activity will be done; if it lasts more than a month, you can mark all the months that apply. Remember that the activities have a maximum period of 6 months

ACTIVITIES / MONTH	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.
Activity 1: Select 5 families on Union Island to provide support for home gardens	x					
Activity 2: Train families how to set-up their own home garden		x	x			
Activity 3: Provide families with resources for maintaining their home gardens				x		
<i>You can add or decrease rows if you need to.</i>						

3.0 BUDGET: Provide explanations for each line item.

**Applicants must provide 15% in cash or in-kind of the total requested amount.*

Description of Activities	IAF / SusGren Contribution	Group's Contribution		Total
		In-Kind	In-Cash	
Activity 1: Select 5 families on Union Island to provide support for home gardens	1,500.00	1,500.00	-	3,000.00
Activity 2: Train families how to set-up their own home gardens	3,500.00	-	-	3,500.00
Activity 3: Provide families with resources for maintaining their home	5,000.00	-	-	5,000.00

gardens				
Grand Total	10,000.00	1,500.00	-	11,500.00

(Insert as many rows as needed). You can also submit the budget via excel using the same format

Applicants must provide 15% in cash or in-kind of the total requested amount.

Activity 1: Select 5 families on Union Island to provide support for home gardens.

This will be used for mobilizing the selected families (printing of forms, travelling to meet the families etc.

Printing: 5 copies @\$100= **\$500** **Transportation:** 10 trips@100 =**\$1000.00**
Total = \$1,500.00

In-Kind

EC\$1,500.00 President and members of the group will provide their time in reaching out and selecting families, organizing meetings and monitoring recipients.

Total = 5 members x 300 =\$1,500.00

Activity 2: Train families how to set-up their own home gardens

Funds will go towards hiring someone to train the family, catering, materials/supplies for training

Consultant: 10 days @\$150= **\$1500** **Catering:** 5 persons@\$35x 10 days= **\$1750**
Supplies: printing @\$250

Total: \$3,500 XCD

Activity 3: Provide families with resources for maintaining their home gardens

Provide five families with seeds, rake, hoe, planter boxes, fertilizer, water drum, pump etc. One family will receive 1,000 worth of supplies.

Seeds: 50 packets @\$10x 5ppl=**\$2500**; **Rake:** 5@\$20= **\$100**; **Hoe:** 5 hoe @\$40= **\$200**
Planter box: 5boxes @\$100= **\$500**; **Fertilizers:** 5 jugs @ \$100= **\$500**; **Water drum:** 10 drums @\$50=**\$500**; **Pump:** 5 @\$140= **\$700.00**

Total: \$5000 XCD

Grand Total: \$11,500.00

Appendix 1 – Registration Document

Form No. 17503-04



Certificate of Registration of Societies
(Act XXI of 1860)

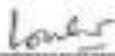
No. B-8683(70.0) of 20 09

I hereby certify that Bangladesh Pharmaceutical Society

..... has

this day been registered under the societies Registration Act, XXI of 1860.

Given under my hand at Dhaka, this Eighteenth day of January two thousand and Nine


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Registrar of Joint Stock Companies & Firms,
Bangladesh.



J.S.C.-36
B.G.P.2047/08-41405—25,000 copies, 2008.

Appendix 2. Financial document

AMAZON.COM, INC.
CONSOLIDATED BALANCE SHEETS
(in millions, except per share data)

	December 31,	
	2016	2017
<u>ASSETS</u>		
Current assets:		
Cash and cash equivalents	\$ 19,334	\$ 20,522
Marketable securities	6,647	10,464
Inventories	11,461	16,047
Accounts receivable, net and other	8,339	13,164
Total current assets	45,781	60,197
Property and equipment, net	29,114	48,866
Goodwill	3,784	13,350
Other assets	4,723	8,897
Total assets	\$ 83,402	\$ 131,310
<u>LIABILITIES AND STOCKHOLDERS' EQUITY</u>		
Current liabilities:		
Accounts payable	\$ 25,309	\$ 34,616
Accrued expenses and other	13,739	18,170
Unearned revenue	4,768	5,097
Total current liabilities	43,816	57,883
Long-term debt	7,694	24,743
Other long-term liabilities	12,607	20,975
Commitments and contingencies (Note 7)		
Stockholders' equity:		
Preferred stock, \$0.01 par value:		
Authorized shares — 500		
Issued and outstanding shares — none	—	—
Common stock, \$0.01 par value:		
Authorized shares — 5,000		
Issued shares — 500 and 507		
Outstanding shares — 477 and 484	5	5
Treasury stock, at cost	(1,837)	(1,837)
Additional paid-in capital	17,186	21,389
Accumulated other comprehensive loss	(985)	(484)
Retained earnings	4,916	8,636
Total stockholders' equity	19,285	27,709
Total liabilities and stockholders' equity	\$ 83,402	\$ 131,310

See accompanying notes to consolidated financial statements.

How ERP helps Implement Standard Operating Procedures



How ERP helps Implement Standard Operating Procedures

Does your organization have Standard Operating Procedures in place? Did you know, Standard Operating Procedures are a great mechanism to ensure consistency, improve efficiency & productivity? Today, let us discuss what is the significance of SOP and how ERP helps Implement Standard Operating Procedures (SOPs) in an organization.

What is Standard Operating Procedure?

Wikipedia explains “Standard Operating Procedure” as “A set of step-by-step instructions compiled by an organization to help workers carry out complex routine operations. SOPs aim to achieve efficiency, quality output and uniformity of performance while reducing miscommunication and failure to comply with industry regulations”

If we consider the above explanation, SOPs establish the following:

1. Define the Task/Activity to be performed
2. Who will perform the task – roles & responsibilities of people involved
3. How the Task will be performed – with Clear Step-by-step Instructions
4. Bring Uniformity & Consistency – to how a task/activity is carried out – irrespective of who performs it.

Standard operating procedures thus, streamline processes and help a company establish standard practices or best practices to perform operations.