

**Global Catalyst Foundation**  
**Small Tech Grants Competition**  
**Request for Proposals**  
**Deadline: Tuesday, May 8, 2001**

**Introduction**

Global Catalyst Foundation is pleased to announce a small grants competition. It will fund small scale information and communication technology (ICT) projects that address education, social and economic development, and human rights/tolerance issues. We expect to make about 5 grants of up to \$5000 each. Proposals will be selected for funding in a competitive voting process by a select panel. Application procedures are described below.

**The Global Catalyst Foundation**

The Global Catalyst Foundation's mission is to improve people's lives through the effective application of information technologies. The Foundation initiates and supports innovative projects worldwide to improve education, alleviate poverty, promote social tolerance and celebrate diversity.

Projects and organizations which have received funding from the Foundation in the past strive to bring sustainable technology access to underserved communities, develop content to serve these communities, and provide training in effective implementation. We initiate and support small scale projects that harness ICT to empower communities across the world and bring diverse individuals and groups into closer communication.

**The Small Tech Grants Competition**

This competition will be open to small scale ICT project proposals that include underserved communities and address specific problems in areas such as education, social and economic development, human rights, and tolerance and diversity.

In particular, we would like to see proposals that are as unique or innovative as possible in their application of ICT. As always, our priorities are in finding projects that are effective and sustainable, but another priority of this competition is to encourage creativity.

We are inviting a select group of U.S.-based "sponsor" organizations to disseminate this RFP. The objective of the Foundation and this competition is to improve the lives of people who live outside of the US. We refer to the people or groups outside the U.S. who will ultimately receive this funding as "beneficiaries." Beneficiaries must be involved in the development of the proposal for this competition, but funds will be sent via a U.S.-based sponsor. The U.S.-based sponsor must agree to accept this as restricted funding and is expected to arrange for disbursement of funds to the beneficiary.

## **Guidelines**

- Funding may be used for a specific or vital project item, such as a piece of equipment or essential service (including telephone and internet service)
- Funding may be used for the purchase or development of education and information tools, such as CD-ROMs, software, websites, and their content.
- Funding may be used for training when it applies to the use of technology, such as basic computer skills.
- Funding may be used to apply technology to an established program when, for example, an existing program may be enhanced or expanded using an ICT solution.
- Funding may be used for other ICT-related purposes consistent with these guidelines.
- Funding may be used to support an entire project budget if it is under \$5000.
- Funding may NOT be used to support fundraising costs or activities.

## **Budget**

The maximum amount the Foundation will grant to a selected proposal for is US \$5,000. We do not require a detailed budget, but a clear summary of how funds will be used. Funding requests may be for a component of a project with a much larger overall budget. If so, please only include budget information for this component, not the budget for the entire project.

## **Proposal Selection Process**

Proposals will be reviewed by a panel in a competitive voting process. English is not the first language for some of our reviewers. Please try to respond to the questions in clear language with a minimum of complex terminology. The competition's funding limit and the number of proposals invited mean that not all proposals will be funded. Organizations whose proposals are selected for funding will be notified by June 1, and funds will be sent to US-based sponsoring organizations by June 15.

## **Selection Criteria**

The panel will review and select proposals based on the following criteria:

- Impact: how will the project improve lives in the target community?
- Sustainability: how will the project continue after funds are spent?
- Innovation: how will the proposed use of technology enable a project to meet a need in the beneficiary's community?

## **Conditions**

Each grant is expected to result in the expenditure of funds by December 31, 2001. Beneficiaries are expected to submit a brief report to the Foundation after funds have been spent. U.S.-based sponsors may be asked to assist with this reporting. We may also request updates after December 31, 2001 for our own evaluation purposes.

Funds will be granted to U.S.-based 501(c)3 non-profit organizations and are restricted to uses stipulated in the proposal. We will accept a maximum of TWO proposals from each sponsoring organization; the Foundation may decide to move only one of these proposals to the final selection panel.

### **Application Details**

- Please respond briefly to each of the questions in the proposal outline. We are looking for a clear and concise overview of your project rather than all the details of your plan.
- Please limit your proposal no more than TWO typed pages (12-point font).
- A single picture illustrating your project is encouraged, but not required. Please email us a digital image (JPEG or GIF file format) or mail us a print, no larger than 5"x 7". Subject matter for the picture may be of community members, project staff, or other image relevant to the proposal.
- Proposals must be submitted from the US-based sponsor by email in Word document format to the address listed below.
- US-based sponsor organizations must email, mail or fax us proof of 501(c)3 status, if not already on file with Global Catalyst Foundation.

### **Send Applications to:**

E-mail: [jeff@gc-partners.com](mailto:jeff@gc-partners.com)

Post: Global Catalyst Foundation  
Small Tech Grants Competition  
361 Lytton Avenue  
Palo Alto, CA 94301  
USA

Fax: 650.330.3577

### **Deadline for Receipt of Applications**

Proposals are due by 5.00pm PST on Tuesday, May 8. Proposals received after this deadline will not be reviewed.

### **For Additional Information Contact:**

Jeff Schneiderman  
[jeff@gc-partners.com](mailto:jeff@gc-partners.com)

We look forward to receiving your proposal!

Sincerely,

Jeff Schneiderman  
Global Catalyst Foundation

**Global Catalyst Foundation**  
Small Tech Grants Competition  
Proposal Outline

**1. Basic Applicant Information**

- a. Project Title
- b. US-based Sponsoring Organization:
- c. Local Beneficiary Organization:
- d. Location of Project (City or Region and Country):
- e. Budget Request (up to \$5,000):

**2. Project Summary** - Briefly describe the need for your project and how your project will meet that need.

**3. Organization Overview** - Briefly describe the beneficiary organization and (if applicable) any partners for this project.

**4. Target Community** - Describe the people who will benefit from your project.

**5. Budget** - How do you propose to use the funds from the competition? (If funding is requested for a component of a larger project, please only explain how this competition's funds would be used and briefly summarize how this component fits into the overall project.)

**6. Selection Criteria** - Briefly explain how your project meets each of the competition's criteria:

- a. (Impact) How will the use of competition funds improve lives in the target community?
- b. (Sustainability) How will the project continue after funds are spent?
- c. (Innovation) How will the proposed use of technology enable a project to meet a need in the beneficiary's community?