

**Global Catalyst Foundation**  
**Small Tech Grants Competition**  
**Request for Proposals**  
**Deadline: Friday May 9, 2003**

**Introduction**

Global Catalyst Foundation is pleased to announce our third small grants competition. It will fund small-scale information and communication technologies (ICT) projects that address education and economic development in developing countries. This year, we will make a minimum of 4 grants of up to \$5000 each. An additional \$1000 will be provided in unrestricted funding for the US NGO (Non-governmental organization based in the United States) that supports or sponsors a selected proposal. Project proposals will be selected for funding in a competitive voting process by a select panel.

**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 tolerance and celebrate diversity.

More information about our foundation and the projects that we help support can be found at our website: [www.global-catalyst.org](http://www.global-catalyst.org).

**The Small Tech Grants Competition**

This competition is open to groups that operate at the grassroots or community level in developing countries, seek up to \$5000 for ICT-related projects, and can manage and complete proposed projects.

We are looking for small-scale ICT projects that include disadvantaged communities in developing countries and address specific problems in the areas of education, health, and economic development. This can include new, current, or ongoing programs.

A select panel will review project proposals in a competitive voting process. Selection criteria are described below.

US NGOs that distribute this RFP are expected to assist the Global Catalyst Foundation with the final transfer of funds. The funds can be re-granted to groups whose proposals are selected. An additional \$1000 will be provided in unrestricted funding for the US NGO supporting a selected proposal, in recognition of their participation and efforts.

Information for the 2001 Small Tech Grants Competition is summarized at [www.global-catalyst.org/pages/what\\_we\\_do/stg2001.htm](http://www.global-catalyst.org/pages/what_we_do/stg2001.htm).

The 2002 Small Tech Grants Competition, including brief descriptions of projects that were funded, is described at [www.global-catalyst.org/pages/what\\_we\\_do/stg2002.htm](http://www.global-catalyst.org/pages/what_we_do/stg2002.htm).

## **Proposal Selection Process**

A select panel will review proposals in a competitive voting process. Selection criteria are described below. We expect to select a minimum of 4 proposals for funding. Groups whose proposals are selected for funding will be notified by June 30, and funds will be sent to participating US NGOs by July 30.

## **Budget**

The maximum that GCF will award to any selected proposal is \$5000. An additional \$1000 will be provided in unrestricted funding for the US NGO supporting a selected proposal.

We require a clear budget summary of how funds will be used. Awarded funds may also be applied to a larger project. If so, please only include budget information related to use of awarded funds, not the budget for the entire program.

## **Grant Guidelines**

Funding focus: The grant can be used

- for computer or communications equipment.
- for essential computer or communications services, including Internet access.
- for training costs related to technology or communications programs.
- for the purchase or development of information or education tools, such as CD-ROMs, software, websites, and their content.
- to develop or translate materials for information exchange purposes, including website construction.
- to apply technology to an existing program when, for example, an existing program may be enhanced or expanded using an ICT solution.
- for other ICT-related purposes consistent with these guidelines.

Funding limits: The grant cannot be used

- for marketing or public relations costs, or administrative costs for use in a developed country.
- to support fundraising costs or activities.

## **Selection Criteria**

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

- Impact: How will the project improve the lives of those involved?
- Sustainability: How can this project maintain its impact in the long term?
- Innovation or Creativity: How is the project innovative or creative? Or, how is the use of ICT in this situation innovative or creative?

### **Post-grant reporting:**

Groups selected for funding in this competition should be prepared to

- Provide quarterly updates via mail or email regarding the status or progress of their project. This should include a brief narrative summary and a budget summary for costs incurred during the quarter. Quarterly reports should generally be no more than one page.
- Provide a final report upon completion of the project, or when all of the awarded funds have been used. This should include a final narrative summary and a final budget summary. The size of the final report depends on the project, but the general expectation is about 2 pages.

US NGOs may assist in this reporting process where necessary and appropriate.

### **Conditions**

US NGOs that distribute this RFP are expected to assist the Global Catalyst Foundation with the final transfer of funds. The funds can be re-granted to groups whose proposals are selected.

For the purposes of granting funds, US NGOs should provide proof of 501(c)3 status, if not already on file with Global Catalyst Foundation. A link to documents posted at Guidestar is acceptable.

### **Photos, pictures, and images**

We will accept, and encourage, pictures or images directly related to a proposal or the group behind it. However, pictures or images will not have a bearing on the proposal selection process. Acceptable formats are: .jpeg or .gif via email (or on a website), or photos via mail.

### **Proposal Format**

- Please use the format on the following page to submit your proposal.
- Please limit your responses to items specified on the proposal format page.
- Proposals can be submitted:
  - in Word (or other Windows-compatible program) document via email; or
  - typed (2 pages maximum) and mailed via post

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

**1. Basic Applicant Information**

- a. Project Title: \_\_\_\_\_
- b. Location of Project: \_\_\_\_\_
- c. Local Group or Organization: \_\_\_\_\_
- d. US NGO partner or sponsor: \_\_\_\_\_
- e. Budget Request (up to \$5,000): \_\_\_\_\_

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

**3. Project Summary** - Describe the target community's need for your project, and how your project will meet that need and include the use of ICTs.

**4. Local Organization Overview** - Describe the local group or organization responsible for implementing the work in the proposal.

**5. Budget** - How do you propose to use the funds from this competition? We require a clear budget summary of how funds will be used. Please only include budget information related to proposed use of GCF funds.

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

- a. (Impact) How will the project improve the lives of those involved?
- b. (Sustainability) How can this project maintain its impact in the long term?
- c. (Innovation) How is the project innovative or creative? Or, how is the use of ICTs in this situation innovative or creative?

**Maximum Length of Proposal: 2 pages**

**Send proposals to:**

E-mail: stg@global-catalyst.org

**or**

Post: Global Catalyst Foundation  
Small Tech Grants Competition  
255 Shoreline Drive, Suite 520  
Redwood City, CA 94065 USA

**Deadline for Receipt of Proposals**

Proposals are due by 5.00pm Pacific Standard Time on Friday May 9, 2003. Proposals received after this deadline will not be reviewed.

Notification of selected proposals will occur by June 30, 2003.

Funds will be disbursed by July 30, 2003.

**For Additional Information Contact:**

Jeff Schneiderman  
[stg@global-catalyst.org](mailto:stg@global-catalyst.org)

We look forward to receiving your proposal!

Sincerely,

The Global Catalyst Foundation