



GUIDELINES FOR GRANT APPLICATION

The minimum information required for the application is shown below:

1. Title of the Project
2. Name of the Applicant (name, position, organization, TRN #)
3. Contact information (address, telephone number, fax number, email address, website address)
4. Profile of the organization (inclu. description, governance structure, organizational chart)
5. Total cost of request
6. Amount being requested
7. Detailed Breakdown of Budget (including quotations where applicable)
8. Source(s) of funding for the applicant
9. Area of impact (socio-economic development/ infrastructural improvements/energy conservation/development of human capital). Describe the expected economic and social impact of the project.
10. Description of the scope and purpose of the project
11. Target group (persons from lower socio-economic and vulnerable groups, including youth/youth-at-risk/women/the elderly/persons with disabilities/persons impacted by HIV/AIDS).
12. Justification for the project (inclu. description of the sector, other participants in the sector, partnerships, need for the service)
13. Expected impact of project (economic & social benefits –employment creation, improved standard of living etc.; # of direct and indirect beneficiaries)
14. Implementation arrangement/Methodology
15. Project Duration (with schedule, start and end dates)
16. Legal requirements
17. Plan for sustainability following project completion
18. Description of how project success will be measured
19. Date of submission of request
20. Signature of person submitting the application

*Supporting documentation may be attached.

Please submit application to the PetroCaribe Development Fund in both hard and soft copy as follows:

PetroCaribe Development Fund

11a-15 Oxford Road

Kingston 10

Tel: 920-4838

Fax: 754-7959

Email: petrocaribe@dbankjm.com