Guidelines for Application

DURING A CALL:
Applicants must prepare proposals in accordance with the EFJ format shown on the applicable version of Form GA1 available on our website. www.efj.org.jm

Proposals for Human Resource Development through workshops, conferences, etc. must be in accordance with guidelines on Form GA2 also available on our website.

OTHER:
Applicants requesting Discretionary Grants for no more than $200,000 must submit a letter explaining the:
- Purpose of the proposed activity
- Total cost
- Amount being requested
- Expected outcomes and benefits

For further information, please contact the EFJ’s Programme Department. grants@efj.org.jm

Environmental Foundation of Jamaica

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Preserving the Future... Today!

Royal Palm Reserve, Westmoreland
The Environmental Foundation of Jamaica (EFJ) began operations in 1993 under the Enterprise for the Americas Initiative (EAI) Debt Reduction Agreement between the Governments of Jamaica and the United States of America.

The principal objectives of the Foundation are:

- To promote and implement activities designed to conserve and manage the natural resources and environment of Jamaica
- To encourage the improvement of child survival and child development in Jamaica

The EFJ achieves its objectives through grants to eligible non-government institutions.

**Guidelines**

**The Applicant**
1. Must be in operation for at least 2 years.
2. Must be operating on a not-for-profit basis.
3. Must have a track record in implementing projects in the area of child survival/child development or environmental conservation/environmental management.
4. Must demonstrate the ability to successfully implement the project proposal.

**The Project**
1. Should have clearly defined objectives and indicators of success.
2. Provide for community participation and collaboration.
3. The proposal should demonstrate financial or economic and social feasibility.
4. The proposed methodology must be feasible and appropriate for the desired outcomes.
5. The project model should be replicable.

**Project Implementation & Management**
1. The Project Manager must have clearly defined responsibilities and accountabilities.
2. The collaborative arrangements necessary to ensure project success must be in place.
3. Project should be co-financed, (which includes in-kind contributions).

**Project Impact and Sustainability**
1. The project should have a positive impact/benefit.
2. Where project activities will continue after exhausting EFJ funding, the project must be designed to reduce dependence on further grant funding.
3. The outcomes of the projects should be sustainable.

**Government Approval & Contractual Arrangements**

Where necessary, requisite government approvals or permits must be secured.

**Project completion/evaluation**

Projects will be monitored during implementation. The Foundation may also do a formal, independent evaluation, depending on the nature of the project.

**Processing of Proposals**

Receipt and Appraisal of proposals involves a four-phase process:

1. **Receipt Notification** - Applicants will be notified of receipt of proposals.
2. **Screening** - to determine
   a) If the proposal fits a theme of the call, and
   b) If the applicant organization is eligible for funding.
3. **Review** - to determine suitability for recommendation by the Grant Management Committee.
4. **Approval** by the Board of Directors.

Applicants will be informed on the status of proposals at the end of a 16-week process.