

Discovering Latin America Grant **2010** **Guidelines for Applications**

DLA Grant 2010:

Discovering Latin America (DLA) is a UK registered charity (no. 1106705), with central operations in London. Our mission is to improve the livelihood of marginalized people in Latin America, by sharing culture, art and creativity from the region with audiences in Europe.

Throughout the year, DLA raise funds by hosting a series of cultural events such as Latin America Film Festival, Rhythms Festival (music and dance), CASA Festival (theatre) and our brand new, Literature Festival.

Our aim is to alleviate poverty through improving the quality and access to education, health and services. Therefore, we are looking to identify feasible and grass root projects and initiatives that will enable people to have a better quality of life.

We are inviting registered charities working in Latin America to submit project proposals for our 2010 grant award scheme.

Priority Areas:

We will prioritise projects that have an impact in at least one of the following areas:

- Education
- Health
- Water sanitation
- Rural Development
- Sustainable Livelihood

Eligibility:

Discovering Latin America accepts applications from legally constituted non-profit organisations operating in Latin America with a representative in the UK.

***Under special circumstances, we may consider applications from commercial organisations namely co-operatives, were they can demonstrate a genuine commitment with social enterprise by carrying on an altruistic purpose and an effective contribution to society.**

The UK representative needs to be someone who is knowledgeable of the project and the organisation, and must be available to meet up with DLA on certain occasions as a legal representative of the charity.

Grant Amount:

Applicants may apply for up to a maximum of £5,000.

We do not expect this to be the full cost of the projects and DLA has no objection if the project is also funded by others means.

How to apply:

1. Read the guidelines carefully to establish your project's eligibility for the grant. If you are in doubt, please e-mail to grantgiving@discoveringlatinamerica.org
2. Download the application form from our website www.discoveringlatinamerica.org
3. Applicants must submit the application form and all relevant documents by e-mail grantgiving@discoveringlatinamerica.org or post to be received by DLA by **5pm GMT, 30 April 2010**

Discovering Latin America
5 Ashmore Close
London SE 15 GY
UK

How to complete the application form:

1. We encourage applicants to complete the application in a clear, concise language. (English)
2. Include specific and valuable information about your organization, which it is no readily available from the use of other means, like Internet.
3. Feel free to use colloquial language.
4. Be specific about the aims of the project; give projected numbers of beneficiaries, as well as expected outcomes and time frame.
5. Please provide us with a detailed breakdown of the budget. Itemize each expense, specify how the money will be used and give the amounts in Sterling Pounds or US Dollar. (Using exchange rate 1GBP =1.4 USD)

Assessment criteria:

1. The project must be the responsibility of one **registered charity** acting in Latin America. We require that the charity has been constituted at **least a year** prior to the submission deadline. If the charity is not registered in the UK, then it is necessary that a representative who is knowledgeable about the project is available to inform and present the project in person to DLA in London.
2. The organisation applying for our grant must declare truthfully their last year's revenue. We will give preference to organisations which would benefit the most from our financial support. However, we welcome all applications that meet the relevant criteria regardless of the size of the organisation.
3. The organisation applying for support must not have any political affiliation.
4. The organisation must declare if it has any association with DLA, or any of its trustees. The organisation must also declare its past or present associations with other Latin American Cultural Promoters in the UK.
5. Preference will be given to projects in Latin American countries, which have not been supported by DLA in the past. We have supported projects in the following countries: Argentina, Bolivia, Brazil, Colombia, Costa Rica, Dominican Republic, Ecuador, Guatemala, Mexico, Nicaragua, Panama and Peru; however, all projects will be considered.
6. The project should focus on at least one of the following areas: education, health, water and sanitation, rural development and sustainable livelihood.
7. The project must have a long-term sustainable impact.
8. The proposal must state clear and measurable outcomes.
9. DLA grants may not be used to pay salaries or overheads of members working for the organisation on a permanent basis. Under exceptional circumstances, funds from the grant to be awarded by DLA may be used to cover professional services such as medical, psychological or educational assistance. But in any circumstances the provision of any of these services can be paid for more than 6 months using not the whole funds of the grant.

Submission Documents:

The deadline for receipt of applications is: **5pm GMT 30 April 2010**, and it should contain the following:

1. Fully completed application form (available at www.discoveringlatinamerica.org)
2. A copy of last set of accounts (financial statements for the previous year)
3. A complete project budget breakdown.
4. If the organisation is not a UK-registered charity, a copy of the official document obtained when registering as a non-profit organisation with the appropriate authorities. (Note: It is not necessary to translate the document. It can be in Spanish, Portuguese, or French, which are the official languages of Latin America)

Selection process:

1. Discovering Latin America will confirm receipt of the application via e-mail.
2. After initial screening of the applications, DLA may contact the charity by the May 16th to ask for further clarification and supporting documents, before short-listing candidates on May 22.
3. The unsuccessful applicants will be notified of our decision via e-mail. We will endeavour to provide some on unsuccessful applications, however, please note that our decision will not be reconsidered.
4. During DLA's Annual meeting in June, a representative from of each short-listed charity must give a maximum of 15 minutes computer-based presentation covering the scope of the project and estimated budget. After the presentation, there will be a similar time for questions and answers.
5. DLA eligible volunteers will vote for the organisation(s) to be supported this year by DLA.
6. The total award depends on the success of the fundraising activities dedicated to each project and therefore it is not guaranteed. DLA reserves the right to reduce the amount awarded if the funds raised are deemed insufficient. In the event of cancellation or loss, DLA will defer granting the award until the following year.
 - a. DLA will not award the grant if the fundraising event is cancelled or makes a loss.
 - b. The donation will take place within 6 months after finalising of the DLA event where funds are raised according to a document to be signed.

By accepting the award, the successful organisation enters into an agreement with DLA and engages to keep us updated in the progress of the projects, by submitting reports every 3 months after the initial award and continue to justify costs until the awarded money is fully deployed.

We will also expect report of the whole project, mentioning the outcomes, when the project is finalised. If it is to be an ongoing project, then a report on the impact of the project after 3 years of the date of original award will be requested.

DLA may request further reports if necessary.

In return DLA commit to deliver the grant according to the pre-agreed schedule, also engage in raising the selected charities profiles in the UK, by promoting them during the event, on our websites and virtual networks, as well as in launching parties.

At the same time, we expect the award-winning organisation to include our logo and links to our websites in promotional material and their own website throughout the duration of our partnership.

Useful tips

DO's

- Explain in detail the project and expected outcomes. Do not assume we will understand how a project benefits a community; be very clear and as specific as possible. Remember we might not necessarily be familiar with the kind of project you are proposing or the community and its needs.
- Send a detailed breakdown of the budget in UK Pounds or US Dollar (1 GBP = 1.4 USD)
- Do feel free to use colloquial language.
- Do e-mail us if you would like any clarification, or if you have doubts about what documents are required and accepted, or any other queries regarding DLA and the grant giving process.

DON'T'S

- Do not leave any question unanswered.
- Do not forget to enclose all the information required.
- Do not forget to name a representative in the UK who will be available to present your project in person, in London in June 2010.
- Do not email requesting information on the status of the application before we have announced the short-listed candidate.
- Do not insist on the reconsideration of your application if unsuccessful. We carefully consider all applications before reaching a final decision.

Thanks for your interest,
DLA Grant Giving Team