



Department of State
Embassy of the United States of America
to the Eastern Caribbean

PROJECT PROPOSAL **Information Sheet**

The Embassy of the United States of America to Barbados and the Eastern Caribbean, Public Affairs Section (PAS), invites proposals requesting funding (RFP) for projects. Project proposals will be accepted throughout the year, although certain projects funded in part through Department of State bureaus in Washington, DC may have strict individual deadlines. All proposals will be competitively reviewed; in order to be competitive it is essential to respond in your RFP to the guidelines provided below. Your organization's project director will be contacted in the event your proposal is accepted for funding.

The maximum PAS grant is normally five thousand U.S. dollars (\$5,000 USD).

Name of Organization: _____ **PAS Staff Contact:** _____

(A) Project title

(B) Purpose/Objective(s) of Project

(C) Location

(D) Detailed project description

(E) Timeframe (overview of the full sequence and duration of all proposed activities)

(F) Project significance (What will the project accomplish and how will it benefit its stakeholders?)

(G) Urgency (For example, will the project conserve cultural artifacts that would otherwise be lost?)

(H) Rationale for U.S. support (As the grantor the American Embassy is one of the stakeholders for the project.)

(I) Detailed project budget (Essential to provide a line item budget broken out by category, e.g. personnel, travel, equipment and/or supplies, work contracted to an outside vendor(s), etc.)

(J) Other funding sources, cost-sharing, or in-kind support, if any. (RFPs demonstrating such external funding are generally more competitive.)

(K) Official permission as required, such as from a local or national authority, to undertake the project.

(L) Resumes of the project director and/or professional staff responsible for the project's administration.

(M) Applicant's full contact information

Project RFPs may be mailed to the U.S. Embassy at the following address:
American Embassy
Public Affairs Section
Willey Business Park
Willey
St. Michael BB 14006
Barbados, W.I.

Electronic submissions are welcome to: BridgetownPublicAffairs@state.gov