

Friends of Burkina Faso Project Manual

A. Introduction

1. The mission of the Friends of Burkina Faso (FBF) is to promote good will, cross-cultural understanding and friendship between the people of the United States and Burkina Faso; to support grass-roots development projects in Burkina Faso; and to enrich lives of the citizens in both countries.
2. The FBF Projects Committee serves as a vehicle to facilitate the organization's support of development activities. The Committee solicits funds; evaluates and selects projects to be supported by FBF (according to selection criteria and the financial capacity of FBF); monitors project activities; and informs the FBF Board of Directors about project developments.
3. The information contained in this manual is intended to assist 1) potential grantees in developing project proposals, and 2) the Projects Committee in reviewing and evaluating the proposals it receives.

B. Selection Criteria

FBF encourages potential grantees to submit project proposals to its Projects Committee. In the selection process, the Committee will give priority to projects that embody the following characteristics:

1. Community-based initiatives:
The project is proposed by a community-based organization and addresses locally-identified needs.
2. Economic Sustainability:
The project promotes sustainable economic development that advances social well-being.
3. Knowledge Transfer:
The project contributes to the transfer of knowledge and skills.
4. Management by Burkinabé:
The project is initiated by Burkinabé and properly managed by a non-governmental organization. (Proper management means an efficient focus on activities directed towards intended purposes).

C. Guidelines for Developing Proposals

FBF encourages prospective grantees to include the following information in proposals being submitted for funding:

1. Scope of the Proposed Project:
 - Describe the significance and scale of the problem to be addressed.
 - Specify project objectives.
 - Identify intended recipients of the project: their goals, organization, what they will contribute to the project, and resources they will need in order to achieve the objectives of the project.
 - Identify the anticipated benefits that would accrue to the community from project completion.
2. Grantee Organization:

Describe the grantee organization:

- Its goals
- Its history
- Its community involvement
- Its human resources—including key personnel, capabilities, and prior experience in managing small, grant-funded projects.

3. Statement of Work:

Describe the activities and tasks to be achieved and provide a timeframe for project implementation.

4. Budget and Financial Plan:

Provide a cost estimate of the proposed activities, and a disbursement schedule that is linked to the implementation timetable.

5. Statement of Sustainability:

Describe how the benefits/improvements gained by the proposed project will be sustained or maintained.

6. Evaluation Plan

Propose the criteria, means, and timetable for assessing the project's impact and for evaluating its completion.

7. Funds Transfer Mechanism:

Provide the names of the individual(s)/organization and the relevant address of the financial institution that will receive FBF's funds sent from the United States.

8. Oversight:

Stewardship of projects is very important to FBF. For this reason, grantee recipients are encouraged to designate at least one in-country partner with whom to collaborate, such as a non-governmental organization or a Peace Corps Volunteer working with a local organization. Partners may assist the grantee with proposal preparation and communication with FBF; the transfer, receipt, and disbursement of funds; periodic review of project activity; and the reporting of project progress to FBF. Partners may also provide assistance to enable envisioned goals to be met.

9. References:

Provide the names and background of persons, including in-country partners, with whom FBF may communicate about the project personnel and/or proposed activities.

10. Send proposals either to FBF Projects Chairperson and/or Vice Chairperson:

Thomas Vollrath
FBF Projects Chairperson
4705 Duncan Drive
Annandale, Virginia, 22003
TVollrath@aol.com

Suzanne Plopper
FBF Projects Vice Chairperson
511 Hubble Street
Davis, California, 95616
smplopper@aol.com

D. Projects Committee Review Process

After acknowledging receipt of proposals submitted to FBF Projects, the Committee Chairperson will ensure adequate review, relay Committee resolutions to the FBF Board of Directors, and convey FBF decisions (positive or negative) to the organization soliciting support. Individual FBF members will be asked to assume the role of Project Manager. Project managers assigned to incoming proposals and/or FBF-sanctioned projects will serve as the primary contact person with the prospective grantee, coordinate the Committee's review of the proposal, and monitor approved activities.

The review process for proposals, to be coordinated by the project manager, involves:

1. Requesting initial reactions and suggestions from members of the Committee.
2. Sharing those initial reactions, suggestions and questions with the grantee, for response and/or revision as appropriate.
3. Providing advice and assistance to the prospective grantee in response to FBF's questions and concerns. (optional)
4. Seeking a third party view of the project and of the grantee's experience, often via in-country Peace-Corps personnel.
5. Verifying that the prospective grantee organization has the capacity to receive, manage, and account for project funds in a transparent and efficient manner.
6. Developing a final position/recommendation for the full Committee.
7. Sharing that recommendation with the grantee. (optional).
8. Drafting a contract that specifies the terms of the grant to which the grantee must agree prior to the transfer of funds, should a decision by FBF be taken to support the proposal.

E. Financial Management and Reporting

Once the funds from FBF have been transferred to the grantee organization by the most efficient and secure way, the grantee is responsible for safeguarding the funds and then expending them as described in the approved project proposal.

The grantee must provide credible assurance that the funds have been spent as stipulated in the approved project. The grantee organization will maintain a record of all expenditures and provide receipts and other forms of confirmation to the Committee via the project manager.

The Projects Committee, through one of its members or a designee, reserves the right to inspect and verify the expenditures.

The grantee will also provide periodic progress reports to the FBF Projects Committee, as well as a final report. Both of these reports should follow the monitoring and evaluation framework established in the FBF/grantee contract.