

IDB Family Association - Washington, DC

6901 Rockledge Drive - Suite 110

Bethesda, Maryland 20817 USA

SOCIAL PROJECTS PROGRAM

Guidelines for the Submission of Social Projects

I. INTRODUCTION

The rules or standards for the submission of social projects to the IDB Family Association, Washington, DC, have the objective of guiding requesting entities as to the necessary requirements for the submissions and future approval of their projects.

The policy for approval of projects is consistent with the policy of the Inter-American Development Bank, i.e. for a project to be approved its main purpose should be development and social promotion; therefore, the Association will not consider those projects that are purely philanthropic or charitable.

The Family Association will support initiatives when projects promote mainly social-educational development: learning and training to groups who will thus improve their economic situation and make an impact in their community. Therefore, any goods acquired with funds from the IDB Family Association, be they for the acquisition of equipment, construction material, machinery, etc., must have an educational purpose, as well as meet the needs of the requesting group and have a multiplier effect.

Funds for social projects are obtained exclusively from the Christmas Bazaar which is held yearly at the Bank's atrium. Due to its budgetary constraints, the Association can only finance projects that do not exceed US\$3,000.00. For this reason it has restricted its area of action to the following groups:

- A) Projects aimed at groups of boys, girls, and teens
- B) Projects aimed at groups of women in poverty

Projects can be submitted in the first semester from January 1st to June 20th, and in the second semester from September 1st to November 20th. Projects received in between these dates could take extra time, because usually the volunteers are on vacation.

We would like to be fair in the allocation of our funds among all requesting countries. Hence, we will take into consideration the order of receipt of said projects.

II. PROJECT OBJECTIVES

1. PROJECTS AIMED AT GROUP OF BOYS, GIRLS, AND TEENS

Priority will be given to those projects whose objective is:

- The purchase of equipment able to train and generate income for the requesting group. For example: purchase of mechanical tools, for carpentry, for agriculture, general school furniture, TVs, DVDs, musical instruments, sewing machines, and baking equipment.
- Structural improvements to schools, such as: roofs, construction of toilets, septic tanks, water pumps and filters, electrical installations, flooring and kitchen remodeling.

IDB Family Association - Washington, DC

6901 Rockledge Drive - Suite 110

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- Equipment that will assist the daily operation of the establishment, such as, washing machines, refrigerators, freezers, cooking stoves, drinking fountains and other specific necessary equipment.

2. PROJECT AIMED AT GROUPS OF WOMEN

Priority will be given to those projects whose objective is:

- The purchase of equipment to train and generate income for the requesting group, for example: sewing machines, baking equipment, knitting machines, furniture for training in hotel housekeeping, beauty salons, and portable rooms for classes on hygiene.
- Improvement of teaching areas, such as sanitary conditions, installations of water pumps and filters, roofs, toilets, and flooring.
- Purchase of equipment that may assist the performance of the entity, for example, refrigerators, tables, chairs, improvements to kitchens, TVs and DVDs, microphones and educational films.

Note that the above-mentioned examples are listed for reference. Each institution should request what they deem necessary. It is recommended that you make all the necessary consultations before submitting the project.

III. REQUESTS NOT FINANCED BY THE ASSOCIATION

The Association will not finance requests for the purchase of foods, clothing, any type of textile materials (bed and table linen, blanket, material for sewing classes), shoes, medicines, hospital and dental equipment, computers, software, books, notebooks, rentals, school bags, payment for services rendered (handymen, architects, engineers, etc.), teachers, trips, freights, among others.

IV. PROJECT PROCESSING

1. Initiation of the Project:

The requesting entity must send a letter to the President of the IDB Family Association of the corresponding Country Office with a brief outline of the project to be completed. Upon receipt, the project will be evaluated to see if it meets the established criteria.

Once considered viable, the Association will ask for all necessary documentation from the requesting entity.

In the event that there is no Family Association in a requesting entity's country, all documentation should be sent to the Coordinator of Social Projects at the IDB Family Association in Washington, DC and to the IDB Family Association in Washington, DC. (See #3 for addresses)

IDB Family Association - Washington, DC

6901 Rockledge Drive - Suite 110

Bethesda, Maryland 20817 USA

2. Necessary Documentation to Present a Project:

2.1. Letter, via e-mail, from the requesting entity to the President of the Family Association of the corresponding Country Office. Must include copy to the President of the IDB Family Association (Washington, DC), the Coordinator for Social Projects, the Director of Family Associations in the Country Offices, and to the IDB Family Association in Washington, DC.

2.2. Document that verifies the existence, operation and suitability of the requesting institution. (For example: statutes, deeds, registrations, and records)

2.3. Complete "Project Presentation Guide". (See at the end of the document)

Note: Attach "Terms of Agreement" (#5 in Guide), signed by person representing the requesting institution and responsible for handling and reporting on the use of the funds.

3. Sending the Documentation:

All documentation (2.1 - 2.3), should be sent via email to the President of the Family Association of the corresponding country with copy to the President of the IDB Family Association in Washington, DC, to the Coordinator for Social Projects, to the Director of Family Associations in Country Offices, and to the IDB Family Association in Washington, DC.

President, IDB Family Association (Washington, DC):

Mr. Valentín Solís Pérez: presidency@iadbfa.org

Coordinator for Social Projects:

Mrs. Rita Medeira: proyectosocialesafbid@gmail.com

Director of Family Associations in the Country Offices:

Mrs. Elizabeth Solórzano: representaciones.afbid@gmail.com

IDB Family Association (Washington, DC): familya@iadb.org

V. ONCE PROJECT IS APPROVED

The President of the IDB Family Association in Washington, DC will send a letter to the Family Association of the requesting Country Office, informing them of the approval of the project and requesting confirmation of the bank account number where the transfer shall be deposited or we will send the corresponding check.

The Family Association of the corresponding Country Office must hand in the transferred check or money to the person responsible for the project. The money should be formally transferred and the person responsible for the project must sign a "Receipt of Funds". (See attached document)

IDB Family Association - Washington, DC

6901 Rockledge Drive - Suite 110

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Note: In some instances the responsible person for the project will buy directly what was solicited with the funds transferred. In other instances, the Family Association of the corresponding Country Office will purchase the requested goods, in which case, the money will be transferred symbolically. Depending on each particular circumstance, both scenarios are acceptable.

VI. IF THE PROJECT IS NOT APPROVED

The President of the IDB Family Association of the requesting country office will receive a letter by e-mail, signed by the President of the IDB Family Association in Washington, DC and the Coordinator of Social Projects in which explains the reasons why the project was rejected.

VII. OBLIGATIONS OF THE REQUESTING INSTITUTION

Upon receipt of the donation, the institution will have a period of **6 MONTHS** in which to send to the President of the Family Association of the corresponding Country Office an account of expenses. A copy should also be sent to the President of the IDB Family Association in DC, to the Coordinator for Social Projects, to the Director of Family Associations in the Country Offices, and to the IDB Family Association in Washington, DC.

The accountability of expenses should include the following:

- **Receipts for Purchases** - The Association will ask for a detailed account of expenses as previously agreed within the 6-month period as per regulations. The beneficiary may not present receipts for purchases other than those previously approved. We ask that you accurately comply with these criteria in order that all obligations with the institution be met and can be concluded as quickly and efficiently as possible.
- **Photographs** - Of all purchases and/or constructions made with the donation. Photographs are vital evidence to the Family Association and proof of our donation.
- **Letter** - Describing how the IDB Family Association's donation benefitted the institution or the people belonging to the entity.

As mentioned above, in the event that there is no Family Association in the requesting Country Office, all documentation should be sent directly to the IDB Family Association in Washington, DC to familya@iadb.org.

VIII. EMERGENCY FUNDS FOR SITUATIONS INVOLVING NATURAL DISASTERS

The IDB Family Association anticipates economic financial funds to support natural disaster situations in member countries, such as: hurricanes, earthquakes, floods, tornadoes, tsunamis, volcanic eruptions and fires.

The amount of aid is a maximum of \$ 3,000 (for emergencies), designed to help all needs from the natural disasters reported. The deadline to apply for aid will be up to three months after the disaster.

IDB Family Association - Washington, DC

6901 Rockledge Drive - Suite 110

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The processing of the request shall be submitted through the IDB Family Association in the country affected, through a letter that briefly explains the emergency, cooperating institutions and the needs to which the funds will go. This letter will be sent via email to the President of the ASOFAM in Washington, DC, to the Coordinator of Social Projects, to the director of the ASOFAM of representations and to the IDB Family Association in Washington, DC.

In the event that there is no IDB Family Association in the country affected, the applicant organization shall send the letter directly to the Coordinator of Social Projects in the IDB Family Association in Washington, DC, and to the Washington, DC Family Association. (Go to Section 3 for the e-mail addresses).

Once the fund application has been approved by the Board Directors in the IDB Family Association, instructions will be provided for the transfer of resources. The obligation of the applicant institution is to send a letter indicating receipt and use of funds.

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PROJECT APPLICATION FORM

1. General Information:

Country		
Name of the Project		
Date of application submission		
Estimated completion date		
1.1 Recipient (Institution)	Legal Name	
	Permanent Address	
	Postal Code	
	Telephone	
	E-mail	
1.2 Legal Representative	Name	
	Position	
	Telephone	
	E-mail	
Legal Representative (2)	Name	
	Position	
	Telephone	
	E-mail	
1.3 Person in charge of Project	Name	
	Telephone	
	E-mail	
1.4 Type of Institution (ex. school, medical center, nursing home, etc.)		
1.5 Objectives of the Institution and services offered		

IDB Family Association - Washington, DC

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2. Project Information:

2.1 Project Overview	Target Population (Group directly benefited)	
	Number of people who will benefit (Group directly and indirectly benefited)	
	Geographical Location (Description of the area where the Project will take place)	
2.2 Brief description of the Project and circumstances that justify it.		
2.3 How will this Project help improve the current condition?		

3. Project Budget:

3.1 Total Estimated Budget in US\$: <i>Please attach <u>three (3)</u> itemized quotes in <u>US Dollars</u>.</i>	
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4. Photographs of the place where the requested aid will be implemented. (Attach photos and/or Cd)

5. Attach the form "Terms of Agreement" duly signed by the person representing the Institution and who is responsible for this application.

6. City: _____ Date: _____

Full Name: _____

(Person completing the form)

Signature: _____

IDB Family Association - Washington, DC

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TERMS OF AGREEMENT

(Name of Institution)

In his/her capacity of responsibility, Mr./Mrs. _____

(Position in the institution: director, president, etc.),

Agrees, in the event that the requested assistance is approved by the IDB Family Association in the United States, to send a detailed account of expenses within a **(6) month** period as per the rules and regulations of Social Projects. Including:

- (a) Letter describing how donation benefitted institution.
- (b) Receipt of purchases.
- (c) Photographs of acquisitions and/or completed task.

Date: _____

Signature of Person in Charge

IDB Family Association - Washington, DC

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RECEIPT OF FUNDS

I _____, have received from the IDB Family

Association, at the Country Office in _____ the amount of

US\$ _____

Check # _____, by transfer #/cash, _____. By virtue of the approval of the

Project “ _____ ”.

I issue this receipt in the city of, _____ date _____

Received by:

Issued by:

Name: _____

Name: _____

Signature: _____

Signature: _____