

General Guidelines

Making Grant and Sub-grant

SIDO in Cambodia

SIDO is a NGO with its nature and feature of Social Enterprise and Social Development Program aiming at helping the poor in general. It is with the arm of and supports of Group Founders and Funders in Cambodia, Australia and the United States. SIDO's goal is to provide social and economic value by encouraging employee contributions and by making direct grants and sub-grant to partners through its component II in (14) fourteen strategic focus areas as said in [About Us](#) at Social Development Programs and might be in the Social Enterprise Areas.

Our Structure

SIDO Board is led by some of Group Founders and external experts and includes key corporate leaders.

The board members including our Group Founders, which meets each other through out the year, sets SIDO budgets, policies and procedures, and approves all grants over the maximum US Dollars as we can. However, to gain inputs and ideas from SIDO Component II Team at every level and in all types of concept papers and project proposals, SIDO has established numerous advisory committees including the Technical Advisors and representatives of the MC.

These Advisory Committees are comprised of Internal and External experts. They make recommendations to SIDO regarding various grants to our partners that fit SIDO's chosen strategies, meet local needs and advance SIDO's main goals and strategies. The process of review varies somewhat depending on the availability of funding of our SIDO revenue and external received-sources.

What and Who We Fund

SIDO makes direct grants and sub-grant to our partners and rarely to non-partners on a basis of a variety of strategies focus areas which is the benefit to our direct beneficiaries, the POOR. There will be the exceptions of grants making to out of our focus areas which we believe that it is in a real need and emergency in helping the poor. It is widely opened to support partners and a few non-partners, individual and family who are in a difficulty circumstances.

Who are our Partners?

- 1) LNGOs and CBOs
- 2) Government Sector
- 3) Private Sector
- 4) Media Sector
- 5) INGOs

Where We Fund

Cambodia, Vietnam and Lao PDR

How much grant can be requested?

There are two types of Grant that SIDO will make grant or sub-grant to partners or non-partners:

- 1) Small grant (Maximum US \$ 50,000) per project 1-3 years.
- 2) Over than US \$ 50,000 based on the reality, size and how potential. It is per project 1- 3 years.

How to Apply

Please note that grant-seekers must address one of SIDO's focus areas either in social development programs or social enterprise which your proposals addressing generic quality of life issues and poverty reduction. Please review these focus areas which said in www.sido-cvl.org before taking the next step.

Does Your Proposal Fit?

Besides determining whether or not your proposal fits within SIDO focus, it is important for you to know that there are further questions SIDO will ask in determining whether your proposal could potentially be supported. Does your organization's proposal:

- Serve an area selected as an SIDO giving site (see where we work);
- Cover a period of one year to three years at least;
- Help SIDO serve a diverse community or meet its other strategic objectives;
- Demonstrate that your organization has the capacity to successfully complete the proposed project or activity;
- Have a significant impact on the issues or populations it serves; or
- Is not a program of a religious institution that making religious conflict and war unless the program serves the general community on a nonsectarian basis.

Steps for All Grant Seekers

The first step in the process (after determining your fit) is to fill out and write Part I: A project concept paper which is followed by its below format. You send it to SIDO by email which indicates in [Where To Send](#).

The second step is Part II: A full project proposal. You will be asked to develop its full project proposal in details following the Format as in the Format of Concept Paper. You can send it to SIDO both hard copy and soft copy all together at once. For hard copy, there will be one original plus other two copies along with CD copy exactly what are in the hard copy.

There might be having other Formats both of Concept Papers and Full Proposals upon SIDO's requirement in some cases.

However, if you want to submit your full proposal at once, SIDO also welcome too.

Grant Decision Process

SIDO accepts letters of inquiry or project concept papers and full project proposals continuously and makes funding decisions on case by case basis throughout the year. If your project is chosen for review and funding, you will be notified of the timing of our grant payment. SIDO's fiscal year runs from January 1 through December 31 only for our resources, but for sub-grant making, will be depending on external donors.

Eligibility and Priority

LNGOs and CBOs, Government sector, Private sector, Media sector and INGOs with evidence of legally registered with relevant Governments is in a status to apply for a grant with the following exceptions:

- [Political causes or events; or use the grant to fight the Government.](#)
- [Religious organizations in support of their sacramental or theological functions and making harm, destroy public relationship, making religious war or conflict and against the Government.](#)

Note: The preference and priority of making grant or sub-grant will be given to all SIDO partners. It is also to make and sub-grant to qualified non-partners as well.

General Grants Program Guidelines

- Although grant is opened based on a reality and its size basis, but generally grant requests ranging less than US \$50,000 will be mostly a quickest easy case to access rather than the large grant which takes more longer time than.

- Multi-year funding project designed requests, will be encouraged and considered but will be granted based on the available of funding too.
- Organizations may submit only one application per market and per each SIDO program at least but also welcome for many project applications submitted too. The number of grants and total dollars awarded will be depending on the quantity and quality of applications received, availability of resources, and selection criteria outlined in this text. Grants will not necessarily be awarded at the full amount requested. The minimum and maximum award is based on the reality. Submission of many applications is not a guarantee of funding but you can have your chance if it is.
- Proposals will be evaluated based on criteria met and potential for impact.
- If SIDO has supported your organization during 2007 or 2008, you must provide an interim report with the application. The upload for submission of an impact report is provided within the application timeframe. If you do not include the impact/interim report, your application will be ineligible for consideration.
- It is an open free market grant application without limitation of how many awards received. Organizations receiving funding in the current calendar year for a multi-year grant are also eligible to apply for other fields of work within SIDO working focus areas. Also, while organizations may apply for more than one program as many as they can, but SIDO makes no guarantee that all those will be awarded.
- Concept Papers and full project Proposals are accepted mostly through email with attached files if it is not too large. We encourage early submission to avoid last-minute submission problems. We are unable to respond to inquiries about a proposal's status during the review period. However, you might be asked to come to discuss related to those.
- If your proposal is declined, we will notify you via e-mail according to our own schedule through out the year.
- SIDO will not guarantee to provide individual feedback on applications but we will try in some cases.

Where To Send

All project concept papers and full project proposals identify clearly which PROGRAM you apply to be written in the SUBJECT Line of Email, can be submitted in two ways:

- 1) If a requested amount less than US \$ 50,000, email to smallgrant@sido-cvl.org, Attn: Mr. Tomy, Operations Department, SIDO Cambodia.
- 2) If a requested grant over than US \$ 50.000, email to largegrant@sido-cvl.org Attn: Mr. David, Component II, SIDO Cambodia.

SIDO welcomes to receive and making or sub-grant both invited and uninvited applications from our partners and non-partners in these three countries Cambodia, Vietnam and Lao PDR at any time through out the year in which you have to identify clearly which program areas of your application.

If your project proposal application has been designed mixed-projects, you have to say that **"Integrated project proposal"** in the SUBJECT Line of the Email you send.

Project Concept Format

The project concept paper should be as concise as possible, 3-5 pages long. It will be only accepted in English. Project concept paper must include the following:

I. **General Information:**

Project Title:

Project site: Address and actual location of the project site (attach also a sketch/ location map of the exact location of the proposed project site)

Proponent: Name of the organization and address (please accomplish attached "A" Community Based Organization (CBO)/NGO Profile sheet
Project partners.

Agencies (if any): List organizations and/or agencies, private or government who assist in the implement of the project.

Total project cost:

Amount requested for funding:

Local Contribution:

Project duration: Project lifespan as envisioned by the proponent.

II. **Project Description**

1. Problem Statement -Describe the existing situation in the community and specific problems, needs or opportunities to be addressed and discuss how these problems and needs can be addressed.
2. State general and specific objectives of the project
3. Expected outputs, outcomes and impact on the environment and communities.
4. Activities: Identify what specific activities the project will undertake to achieve expected outcomes and impact.
5. Brief describe what the project is all about and how it shall be implemented and managed.
6. Risk Analysis: Indicate possible difficulties and problems that will be uncounted in project implementation and stake action to be taken by the proponent to remedy the situation.
7. Partnership with other project in the target areas: State how this project will build inter-linkages and integration among other development initiatives in the community/ies, by other groups and proponents.

III. **Budget (refers to the total cost, indicating amount for the following):**

- a. Administrative Cost (refer to budget items like personnel salary, coordination and travel costs, communication etc, the sum should not go beyond fifteen (20%) percent of the total amount requested for funding).
- b. Proponent/partners counterpart (refers to the amount of project contribution of the proponent partner in the total project cost) cash and kind.

Attention:

Please also bear in mind that you should be in advance to get it ready after finishing this concept for the next step of a full proposal in case emergency need.

Thanks with good luck

At every thought in this endeavor !