



AidLive
FOUNDATION

Proposal Guidance Document

I. Introduction

The application must be read and completed by staff and advisors of the organisations.

The application must respect the character limits and include the full information being asked for. Incomplete proposals will not be reviewed.

The applications or inquiries will only be received at gabriela.arenas@aidlivfoundation.org and jose.carrillo@aidlivefoundation.org

II. Basic Information

1. Project Title.
2. Implementation Country: [The project must be implemented in Venezuela or in Colombia focused on Venezuelan refugees.]
3. Project Lead: [responsible for the project outcomes and impact].
4. Full name of Legal Organization: [Only non-profit organizations could receive funds from Aid Live Foundation.]
5. Country of Registration of the legal entity.
6. Project Start / End Date: [Projects be between 3 and 12 months long for proof of concept projects, and 6-24 for larger programmes]. Projects should select a start date on or after May 15, 2019.
7. Project Aims/Objectives: Only projects in one of the following categories will be funded by Aid Live during Phase I (NB all projects must either focus on Venezuelans in Venezuela, or Venezuelan refugees in Colombia):
 - Children nutrition and health: For projects that aim to improve the nutrition of children in vulnerable communities. The plan must include a medical evaluation of the children and has to be a mid-term process.
 - Access to basic services: For projects that aim to provide basic services like clean water and health care to children.

- Children and families wellbeing: For projects that aim to improve the welfare of the children and their families by providing training and tools to improve their nutrition, and health at home.

Summary Information

Executive Summary is a brief statement setting outlining:

- the aim of the project
- why the project is needed
- project activities
- outputs to be produced by the project, and anticipated impact
- Project leader, project team and your organization.

The Executive Summary should be clear, concise and written so that people not in the social sector can easily understand the project. (Limit 2,000 Words).

Relation to Aid Live Vision

How will the project advance Aid Live's vision?

Aid Live is focused on promoting the integration, comprehensive development, and wellbeing of the Venezuelan children in vulnerable communities in Venezuela and Venezuelan refugees in Colombia.

We believe in the importance of the mid and long term program, going beyond traditional programs that address the humanitarian emergency to provide well-being and improve the health and nutrition, especially in children and young people.

This translates into a powerful exchange of ideas and a community of opinion leaders who provide local solutions.

Project Description

Please provide a specific, concrete and detailed plan of the activities. Any graphics/charts or map should be included as appendices. Please be sure that the project description contains the following categories:

- Rationale (250 words): Include a description of the context, the background of the community, target audience and rationale for the proposed project.
- Project Design & Methodology (500 words): The project design and methodology should provide details of how the project will be conducted, including information on:
- Overall approach

- Target population
- Number of beneficiaries
- Impact methodologies
- Impact Measurement
- Data analysis
- Risks and mitigating strategies

Budget

Expenditures must be listed in the relevant categories and accompanied in each case by a brief description of how it relates to the project.

Please include in the budget the following information:

- Cost
- Expense description.
- Country of Expenditure

Points to note:

- If significant parts of the project will be outsourced, you may be asked to provide copies of relevant quotations for costs. Breakdown and describe the costs of your project that allows expert reviewers and Executive Board to decide whether or not the estimate expenses are both reasonable and necessary for the project.
- The budget should be entered in COP\$. If you are converting expenses from another currency, please note the conversion rate used in arriving at the US\$ amount.
- Personnel Costs section should list staff members by name and include their responsibility in the project. It should also include non-salaried personnel, and personnel positions yet to be filled. This section has to add personnel insurance.
- Operational and logistics costs section should include equipment, consumables, and other costs related to the operations of the project. This can cover the cost of hiring service providers, and salary payments for collaborators or honoraria.
- Travel and Lodging sections should include all reasonable and customary air or rail fares and auto allowances and approved overnight accommodations. The Foundation will not pay for first class or business travel. All travel has to be related to project activities.

Aid Live foundation funds can't include Awards, Events, Meals, Indirect costs, PR or other unrelated costs.

Overhead/Indirect Costs section may consist of a maximum of 10% which can be applied to all direct costs. The Foundation welcomes proposals that request a lower percentage of overhead costs.

Co-funding: please list the names of different sources of co-financing for this project and the amount provided by each source (US\$). Projects with co-funding will be favoured over those that do not.

III.

Outputs and expected impact

Impact measurement strategy: please send a detailed description of how you plan to measure the impact of your project.

Outputs are specific and measurable results, products or events as a result of your project's activities, and are under the direct control of the Project Director and project leaders.

We would like to know exactly what outputs you will achieve in your project, as well as the associated outcomes.

Please provide:

- A description of the outputs and outcomes (including metrics)
- Information on the target population
- Project Targets
- Timeframe as to when the outputs/outcomes will be delivered.

Please note that 1st phase applicants can submit proposals by invitation only.

These materials will be requested by May 15, 2019.

