



Qualifying Certificate Community Contribution **GRANT PROGRAM**

The Guam Economic Development Authority (GEDA) has established an annual Qualifying Certificate Community Contribution (QCCC) Grant Program and is encouraging eligible applicants to support our local community through providing annual grant funding to be used to support eligible projects and/or programs that will benefit our island community.

- I PROGRAM INFORMATION**
- II APPLICATION CRITERIA**
- III GRANT PROCESS**

I PROGRAM INFORMATION

WHO MAY APPLY / ELIGIBILITY INFORMATION

- Applicants must be registered not-for-profit organizations (NPOs) or government of Guam departments or agencies.
- Ineligible applicants include: individuals; for profit organizations and profit-making enterprises of NPOs; private operating foundations; fraternal, military, service clubs, or similar organizations whose principle activity is for the benefit of its members; and programs that directly benefit members of the Board or Staff of GEDA or their families to the second (2nd) degree of consanguinity.
- Priority will be assigned to organizations that were not funded in any two prior grant cycles.

PROGRAM AREAS OF INTEREST

- Project must fall within one of the following seven (7) categories:
 1. Health Care (priority to the Guam Memorial Hospital Authority and the Department of Public Health and Social Services)
 2. Public Safety
 3. Higher Education
 4. Cultural Preservation
 5. Tourist Attractions and/or Projects
 6. Sports Tourism (to invest in sports facilities on the island)
 7. Economic Development with a priority on the promotion of industry and small business
- Project should:
 1. Address a fundamental need in one of the seven (7) categories; and
 2. Show how it will improve the quality of life for the people in our community.

CONDITIONS & REQUIREMENTS

- Project must be able to be completed within twelve (12) months after the grant is awarded or disbursed funds must be returned, and remaining funds will be forfeited and remain with the grant program.
- GEDA requires any government of Guam grantee to conform to the government of Guam procurement law (Chapter 5, Division 1, Title 5 of the Guam Code Annotated).
- Non-government of Guam grantees must, at a minimum, obtain three (3) vendor quotes for items to be purchased over \$15,000.
- Grantee must publicly acknowledge the Qualifying Certificate contributor and GEDA.
- GEDA does not require cost-sharing by grantees but highly encourages such cost-sharing plans to be included in its application, if any.
- The GEDA reserves the right to include additional conditions and requirements, including but not limited to progress and financial reports.

HOW TO SUBMIT YOUR GRANT APPLICATION

- There are three ways to submit the Grant Application and supporting materials:

1. Website (*preferred*)

www.investguam.com/qc-grants

2. Email

qcgrants@investguam.com

3. Deliver

Guam Economic Development Authority
590 South Marine Corps. Drive,
Suite 511, ITC Building
Tamuning, Guam

CRITERION I

5 PTS

APPLICANT INFORMATION

- _ **Date;** Date of application submitted
- _ **Organization;** Legal name of the organization submitting the proposal
- _ **Year founded;** If applicable
- _ **Address;** The organization's main address
- _ **Tax ID number/certification;** If a nonprofit, copy of your 501 (c)(3) certificate, by-laws, and most recently filed Form 990
- _ **President/Executive Director**
- _ **Point of contact;** Primary organization contact
- _ **Phone/Email**
- _ **Mission Statement**
- _ **Current Annual Operating Budget**

CRITERION II

25 PTS

INTRODUCTION & PROJECT OVERVIEW/SUMMARY

This criterion provides an overview of the proposed project

- _ **Project Title;** Title of the project, program or organization for which funding is requested.
- _ **Project Director;** The person responsible for the project for which funding is requested
- _ **Project Director Contact Information;** (Phone/Email)
- _ **Total Project Budget;** Represents how much the project will cost and how the money will be used. If the proposed project includes other funding, identify all sources and amounts.
- _ **Amount Requested From QCCC Program;** The portion of the total budget for which the QC grant funding is being requested
- _ **Project Dates;** Beginning and end dates of the project
- _ **Program Goals;** The goal statement should broadly describe the result(s) or what is intended to accomplish with the project relative to the target program area of interest and summarizes the activities planned to achieve the project goal.
- _ **Expected Outcome(s) of the Project**
- _ **Project Location**
- _ **Project Description;** This more detailed description should include information such as data that helps you know the project needs; key tasks, activities, action steps & dates (a project timeline or task chart may be attached).

CRITERION III

20 PTS

NEED FOR ASSISTANCE

This criterion should indicate the relationship between the need, the proposed project, as well as a relationship to the organization's mission.

- _ **Need for Assistance/Quality of Life;** Address the fundamental need in one of the seven (7) program areas of interest and how the project will improve the quality of life for the people in our community.
 1. Health Care (priority to the Guam Memorial Hospital Authority and the Department of Public Health and Social Services)
 2. Public Safety
 3. Higher Education
 4. Cultural Preservation
 5. Tourist Attractions and/or Projects
 6. Sports Tourism (to invest in sports facilities on the island)
 7. Economic Development with a priority on the promotion of industry and small business
- _ **Applicant's Long-range Goals;** Please provide a brief statement of the organization (if any) or project's mission and a concise summary of its long-range goals.

CRITERION IV

10 PTS

PROJECT APPROACH

This criterion should indicate the applicant's project strategy to include:

- _ **Partnership Planning;** Community collaboration if applicable, to help achieve the result
- _ **Implementation Planning**
- _ **Accessibility to the General Public**

CRITERION V

20 PTS

ORGANIZATIONAL CAPACITY

This criterion should indicate if the applicant/organization has staff with the necessary knowledge, skills, and expertise to successfully manage the project and funds if awarded:

- _ **Applicant Organization and Cooperating Partner Organizations**
- _ **Applicant Organizational Structure**
- _ **Project Staff Biographies and Position Descriptions**
- _ **Identify and justify the Hiring of Employees of the Proposed Projects**
- _ **Program Management Capacity**
- _ **Fiscal Management Capacity**
- _ **Partnership Agreements, Letter of Commitment, etc.**

CRITERION VI

20 PTS

PROJECT IMPACT & EVALUATION

This criterion should indicate an impact statement and an evaluation process to determine successful outcomes

- _ **Expected Project Impact**
- _ **Evaluation & Monitoring Process**

III GRANT PROCESS

I NOTICE OF FUNDING AVAILABILITY

The GEDA will issue a Notice of Funding Availability as Qualifying Certificate Community Contribution funds become available. This begins the QCCC Grant Program process.

II APPLICATION FORM

The application must be completed with supporting documentation and submitted by the grant deadline before introduction to the Board of Directors. Applications will be evaluated on the basis of this form as well as required supporting documents.

III GEDA STAFF REVIEW

The application is initially screened by GEDA staff for thoroughness and prepared for review by the Grant Evaluation Committee.

IV GRANT EVALUATION COMMITTEE

The committee is made up of a minimum of one member of the GEDA board, but no more than three, the GEDA CEO/Administrator, the GEDA Deputy Administrator, at least one manager from GEDA, and at least one community member. The application will be reviewed and recommended for approval or disapproval to the GEDA Board.

V GEDA BOARD OF DIRECTORS

Each application recommended by the Grant Evaluation Committee is introduced at the board meeting.

VI NOTICE OF ACTION

Applicants are informed of the GEDA Board's decision and, when a proposal is disapproved, the applicant is notified and provided with a rationale for the disapproval.

VII GRANT COMPLIANCE MONITORING

The GEDA Compliance Division will monitor the awarded grant funds disbursement process and grant project schedule to ensure QCCC Grant Program funds are used as intended.