

COBEC SMALL GRANT PROGRAM

The Consortium for Belize Educational Cooperation (COBEC) funds small grants for projects between Belizean and non-Belizean member institutions that contribute to the development of higher education in Belize. The maximum amount of a grant award is \$1,500 US. Proposals may be submitted for consideration at either of the two bi-annual meetings of COBEC. Emergency proposals that cannot wait until one of the two meetings may be submitted to the U.S. Co-Chair who in collaboration with the Belizean Co-Chair will convene a special session of the Standing Committee Chairs and/or the Officers (electronic deliberation is acceptable) to make recommendations to approve or deny the request.

COBEC officers will appoint a standing committee to review submitted proposals and make funding recommendations at the appropriate COBEC meeting. A majority of institutions present at the meeting must approve the committee's recommendation in order for a grant to be awarded. In the event that the proposal fall in between meetings and there is a need to begin before the next bi-annual meeting, a committee appointed by the Co-Chairs will review the proposal(s) and make a final recommendation. Proposals are evaluated according to the following criteria:

1. Participation in the project of at least one Belizean and one non-Belizean partner institution
2. Contribution of the project to enhancement or development of higher education in Belize
3. Evidence of sustainability of project outcomes

To be eligible for consideration, proposals must include:

1. A cover sheet with project title; a one paragraph abstract; participating institutions; project director(s) names, institutions, mailing addresses, telephone numbers, email addresses, and fax numbers; funds requested from COBEC; and matching funds provided from other sources
2. Project narrative, up to a maximum of five pages, that includes a statement of need, project goals and objectives, relevant experience of participating institutions and project personnel, anticipated benefits to Belize and to participating institutions, and a specific timetable of activities
3. A detailed, one-page budget showing planned expenditures of COBEC funds and matching contributions from participating institutions
4. Copies of current curriculum vitae of key project personnel

Project Reporting Requirements. Recipients of small grants must submit a final report on the project, in writing and orally, at the COBEC meeting that follows the completion

of the project. This report should address original project goals and objectives, activities carried out to meet those objectives, any changes from the original plan, and recommendations regarding sustainability. Grant recipients who fail to submit a final project report will be ineligible to apply for further grants until a report is submitted.

Proposals should be submitted to either of the COBEC co-chairs, at least one month prior to the convening of the meeting at which the proposals are to be considered.

Sample Template

Title Page: Includes Title or Name of Project

Names and Addresses of Participating Institutions: A minimum of one Belizean institution and one non-Belizean institution (U.S.). Names and addresses of Primary Contact persons at each institution including telephone numbers and email addresses. Total amount of funds requested from COBEC. Provide any matching funds being provided by either or both institutions.

Abstract: An abstract of 100 words or less describing the project with anticipated outcomes.

Project Narrative: Up to a maximum of five pages to include: **A statement of need, project goals and objectives, relevant experience of participating institutions and project personnel, anticipated benefit to Belize and to participating institutions, and a specific timetable of activities.**

A Detailed Budget: A one-page budget showing planned expenditures of COBEC funds and matching contributions from participating institutions.

Copies of the Curriculum Vitae: Copies of current CV's of key project personnel should be attached.

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