



THE MESOAMERICAN REEF FUND

Small Grants Program

- Project Cycle

- ✓ The member funds will:

1. Act as local managers and promoters of the MAR Fund
2. Initiate screening of proposals, filter
3. Formalize grant agreements with grantees
4. Manage the disbursement of approved funds
5. Monitor and evaluate projects in the field, and
6. Inform the central office about progress and results

1. Act as local managers and promoters of the MAR Fund
 - Dissemination of the request for proposals
 - Channeling questions and doubts from applicants
 - Providing support for the development of proposals
2. Initiate screening of proposals, filter
 - Review of all requirements of RfP (Example)
 - Missing docs from 1 to 2 weeks after first deadline
 - After this, discarded
 - Comments / recommendations welcome, own criteria
3. Formalize grant agreements with grantees
 - Reviewing and signing of grant agreements

4. Manage the disbursement of approved funds
 - Disburse according to grant agreements
 - Second and final disbursement are conditioned
5. Monitor and evaluate projects in the field
 - Review and approval of interim reports
 - Field visit with guidelines
 - Field visit report
 - Field visit feedback report
 - Review and approval of final reports
 - Closing of the project
6. Inform the central office about progress and results
 - Constant communication with grantees and MAR Fund

- Key tools, discussion
 - Proposal format
 - Project development table
 - Screening matrix
 - Proposal evaluation sheet
 - Others