

Key steps in application process.

"The Belize Marine Fund (BMF) dispenses the support needed by its local partners through two programmatic windows, one being the Small Grants (grant ceiling of USD 30k) Program.

Key steps in the grant application process are as follows: Small Grants Program

- 1) Launch of annual request for proposal (RfP) for Belize along with the MAR Fund Small Grants RfP, usually in July or August.
- 2) RfP Launched nationally with 1-2 month proposal submission window.
- 3) Presentation/submission of project proposal by prospective grantees.
- 4) Review of project proposals by BMF Grants and Evaluation Committee to ensure sound technical merit, making recommendations for strengthening where required, and preapproval/recommendation to BMF Steering Committee. This committee meets in person or through teleconference to discuss the proposals.
- 5) Discussion and final approval of proposals by BMF Steering Committee.
- 6) Notification letters for approved and rejected projects sent to grantees within two weeks of decision.
- 7) Within 15 days of delivery of notification letters, grantees with approved projects complete any outstanding requirements and provide acceptance letter (with agreement to any/all conditions indicated) for offer of grant support.
- 8) Grant agreements made out to grantees that have presented acceptance letters.
- 9) Grantees sign and return grant agreements within 20 days after receiving acceptance letters.
- 10) First disbursement is made to grantees, and subsequent disbursements are made after approval of interim reports. The last disbursement, of 10% is made after approval of the final technical and financial reports. "