

Key steps in application process.

- 1) Launch of annual request for proposals (RfP) for the region, along with the MAR Fund Small Grants RfP, usually in July or August.
- 2) Submission of project proposals by prospective grantees in the offices of the respective member funds in each MAR country or directly to MAR Fund (submission within 1-2 month from the launch).
- 3) Initial filter of proposals by member funds and MAR Fund Project Officer to review proposals and determine that they respond to RfP objectives and have all required information. If some information has not been attached and/or few clarifications are needed, prospective grantees are given two weeks to provide the information and/or improve the proposal.
- 4) Proposals that have passed the initial filter are sent to the MAR Fund Grants and Evaluation Committee. This Committee evaluates and discusses the proposals during an in-person meeting. They make suggestions to the proposals they will recommend to the Board for approval.
- 5) The suggestions are sent to each prospective grantee. If the proponents agree to incorporate the suggestions, they have one week to do it and the final revised proposals are sent to the Board for their final consideration and decision.
- 6) Notification letters for approved and rejected projects are sent to prospective grantees.
- 7) Prospective grantees with approved projects complete any outstanding requirements and provide acceptance letters.
- 8) Grants agreements are drafted and the conditions within are accepted mutually and signed by both parts.
- 9) The 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."