

LEGACY FOUNDATION REGISTERED CHARITY #978 GRANT FUNDING APPLICATION

Before You Begin: Standards-Based Guidance for a Successful Grant Application

Legacy Foundation applies international best practices to its grantmaking process. Before you submit the funding application form below, please review our eligibility criteria, grant guidelines, budget and reporting standards and ensure your proposal meets all compliance and transparency requirements, as outlined below. Our goal is for every funding application to receive a fair and thorough review. Before you begin, please read the information below to help you prepare a successful application.

Cover Letter (Required)

Attach a one-page cover letter, signed by an authorized representative, introducing your organization, its mission and the reason for applying. State the project focus area and funding requested.

Eligibility Criteria

To be eligible for grant funding from Legacy Foundation, applicants must:

- Be a nonprofit organization, NGO, Government department or Ministry, community group, Government School or an individual leading a community project, based in Barbados or St. Lucia.
- Project must align with at least one of the Legacy Foundation focus areas: Wellness, Empowerment, Learning.
- Not be a political organization, for-profit entity or seeking funds for personal/individual benefit.
- Demonstrate some organizational and project-level capacity for implementation and reporting.

Instructions and Guidance

Before you begin, review our full eligibility criteria and other pertinent information on the Foundation's website www.legacyfoundation.bb/application-guidelines. If any of the questions listed below in the grant funding application are unclear, please contact the Foundation for support before submitting.

Complete every section and attach all required documents. Incomplete applications may be delayed or not considered.

Eligibility Checklist

Before completing this application, the Foundation recommends that you confirm the following:

- Organization or project based in Barbados or St. Lucia
- Project aligns with one or more strategic focus areas: Wellness, Empowerment, Learning
- Not for individual or personal benefit

Evaluation Criteria and Weightings

Applications are evaluated using a transparent, points-based rubric. Applications must score above an overall minimum threshold to be considered for funding. Detailed feedback is available upon request after review completion. Each section is scored as follows:

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Criterion	Description	Weight (%)
Eligibility & Alignment	Fits with Foundation's mission and eligibility criteria	15
Project Need & Rationale	Clarity of community need, baseline data and evidence for the project	15
Project Design & Methodology	Goals, planned activities and implementation plan	20
Measurement & Impact	Defined outcomes, KPIs, monitoring and reporting methods	15
Budget & Cost Effectiveness	Transparent, justified budget; leveraged funding	15
Sustainability & Equity	Plan for sustainability post-grant; equity-inclusion	10
Organizational Capacity	Ability to implement and report; relevant experience	10

Reporting Requirements

Should your grant application be successful you shall be required to submit progress and final reports (narrative and financial) as per the award agreement, reporting formats will be provided. Please also note that all projects may be subject to audit.



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SECTION 1: ORGANIZATION INFORMATION			
Application Date:			
Organization Name:			
Registration / Charity Number <small>(if applicable)</small>			
Registered Address:			
Project Contact Person:			
Position & Role:			
Telephone Contact:		Email:	
Website:		Social Media	

SECTION 2: PROJECT OVERVIEW			
Project Title:			
Provide a brief Summary of Project <small>(max 200 words)</small>			
Requested Grant Amount <small>(BBD)</small>			
Project Start Date:		Project End Date:	

SECTION 3: PROJECT FIT AND STRATEGIC ALIGNMENT	
Which of the Legacy Foundation focus area(s) does your project address? <small>(check all that apply)</small>	<input type="checkbox"/> WELLNESS <input type="checkbox"/> EMPOWERMENT <input type="checkbox"/> LEARNING



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In 1 to 2 sentences describe how the project supports the selected focus area(s):	
Does the project primarily serve an underserved or priority group/community or area?	<input type="checkbox"/> YES <input type="checkbox"/> NO (if no please explain)

SECTION 4: THEORY OF CHANGE (for projects exceeding BBD\$100,000.00 in grant funding only)	
Describe how your project or intervention will produce the intended change. What are the assumptions and intended outcomes.	
What indicators or evidence will you use to measure whether the intended change has been achieved?	

SECTION 5: PROJECT DETAILS	
Describe the project goals, planned activities, expected outcomes and methods of implementation.	
Who is the target group for the project and what are the estimated number of beneficiaries?	
List all project partners, collaborators and their respective roles:	
Provide a timeline for project implementation, including key phases, milestones and deliverables. Specify who will be responsible for each phase	



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and indicate any important deadlines:	
Is this a new project or continuation?	<input type="checkbox"/> NEW <input type="checkbox"/> CONTINUATION
Identify possible naming opportunities for the project that incorporates Legacy Foundation:	

SECTION 6: MEASUREMENT, IMPACT AND SUSTAINABILITY =	
List baseline data or research that supports your project need:	
Describe how you will measure project outcomes/results (list KPIs, indicators, and data collection methods):	
How will the project impact be tracked, measured, and reported?	
Describe your plan for sustaining the project post Legacy funding:	

SECTION 7: BUDGET AND FUNDING					
Attach a detailed, itemized budget using these categories plus quotations for at least 3 credible vendors:	CATEGORY	REQUEST FROM LEGACY	OTHER FUNDING SOURCE	TOTAL COST	
Provide a budget narrative justifying requested costs:					
List other confirmed funding sources and the amounts:					

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SECTION 8: REQUIRED DOCUMENTS CHECKLIST

<p>Check each item that has been included (where applicable):</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Registration / Incorporation (if applicable) <input type="checkbox"/> Detailed budget and supporting documents <input type="checkbox"/> Annual reports or financial statements (where applicable) <input type="checkbox"/> Letters of support / partnership or MOUs (if applicable) <input type="checkbox"/> List of current Board of Directors / Trustees their professional affiliations, contact information, two valid forms of photo ID and proof of address no more than 3 months old (if applicable) <input type="checkbox"/> Project lead / manager two valid forms of photo ID and proof of address no more than 3 months old <input type="checkbox"/> Other (any document, proposal or information in support (please specify))
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SECTION 9: CONFLICT OF INTEREST DECLARATION

<p>Declare any actual or potential conflicts of interest involving the project staff, Legacy staff or Trustees and/or partners:</p>	
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SECTION 10: DECLARATION AND SIGNATURE

I certify, to the best of my knowledge, that all information included in this proposal is correct. Should a grant be awarded, the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.

I certify that all funds received from Legacy Foundation will be used in compliance with the Anti-Money Laundering and Counter Financing of Terrorism (Prevention and Control) Act, 2011 – 23 (MLFTA).

Name of Authorized Officer:	
Title:	
Signature:	
Date:	



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SECTION 11: SUBMISISON INSTRUCTIONS	
Email completed and signed form and all attachments in PDF file format to hanif.moore@legacyfoundation.bb include "Grant Application – Project Name" in subject line.	
Contact for Support – Phone	+1 246-622-9199 (Monday to Friday 9am to 3pm)
Contact for Support – Email	hanif.moore@legacyfoundation.bb

SECTION 12: APPLICATION FEEDBACK	
I am willing to share feedback or suggestions about the grant application process (if desired):	<input type="checkbox"/> Yes, I am willing to share please contact me. <input type="checkbox"/> No, not at this time