



Technical and Financial Project Proposal Template

<p>Name of the Organization:</p> <p>Ruth's Place</p>	<p>Type of Organization:</p> <p>Holiday Rental Facility</p>
<p>Brief Description of the Organization:</p> <p>Ruth's Place was one of the local establishments set up in 2006 which received concessions from the government to accommodate visitors for the 2007 Cricket World Cup. Ruth has used her facility and her training to innovate and to broaden her horizons by incorporating renewable energy technologies into her operations to keep her competitive. As a pioneer in the field of solar, Ruth's aim is to promote Renewable Technologies to communities throughout the island which overtime will assisting in reaching the country's goal of 20% fossil fuel reduction by 2020 and a step close towards energy security.</p>	
<p>Contact Person:</p> <p>Ruth Spencer</p>	<p>Address:</p> <p>Country Club Rd, Hodges bay, St John's, Antigua</p>
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<p>Project title:</p> <p>An initiative to demonstrate Solar Energy at the community level and to bring widespread public education and awareness leading to empowerment and capacity building..</p>	
<p>Project Objective and Expected Outcomes:</p> <p>This project objective is to demonstrate Solar Energy at the community level. The project will educate and carry out wide public education and awareness showing households how they can begin to adapt to climate change by utilizing solar energy aimed at energy security. The methodology incorporates widespread demonstrations in low income communities on community structures to include churches, private schools or day care facilities .</p> <p>Expected outcomes:</p> <ol style="list-style-type: none"> 1. Demonstrations of 6 solar power systems in 6 community sites showing solar energy as a viable alternatives for electrical power at the community level. 2. Providing basic teaching and training through the involvement and participation in the applications of the technology to the women and youth. This will be a catalyst to create empowerment and capacity building in a new area of engagement. 3. Creating Knowledge and understanding, through wide public education and awareness, 4. Mobilization of the private sector to begin to develop partnerships leading to the creation of new enterprises. 	



Target Population:6 communities averaging ,7,500 adult persons	
Amount Requested in USD: US\$50,000	Project Duration in Months: 8 months



2. **Project Summary:** An abstract of the proposal both in English and Spanish (300 words or less in each language) that should include geographic location, a brief description of the rationale, goal(s), objectives, specific project activities, target beneficiaries, and expected outputs.

Antigua is an Eastern Caribbean island where the temperature is always in the 90% . We are blessed with the sun-a free resource and I was the first small business to have received a grant to design, install and operate a Solar energy system. This grant was received from the Caribbean Export Development Agency in 2012. My ongoing sharing of experiences at the national level, my enlarged capacity and my empowerment going through the process from the writing of the grant to my participation in the design, installation and the achievements has opened up a totally new world for me. I now have a enlarged role to play in public awareness and the sensitization of the nation on the benefits of Solar power for Energy Security and our ultimate survival.

With Antigua having one of the highest energy cost in the world-it is affecting every household and every one is looking for a way out. My success point to a ray of hope-a way out of this dilemma. Many Small hoteliers who are hurting-share their monthly bills with me and I know and understand for I was in that situation until I received the grant. I have qualified installers come to view the system, ask questions, seek clarifications and the sharing has allowed and provided many opportunities for partnerships and networking to be built up. Ruth's Place is a perfect example of gender mainstreaming into the development process. It is a growth process and I can foresee that it will take my business to greater heights. I relate my experiences with all types of persons- which includes school aged children who call and ask for help in their School Based Assessment's and their teachers come as well. Everywhere I go, a question or query about my solar system comes up, so it has become a part of my life, to educate and empower. Even guests have asked about the solar system at work in my place

3. **Organization's Experience** (300 words or less)

Ruth's Place in 2012, received grant funding from the Caribbean Export Development Agency for her business-a holiday accommodation facility and as a result of the savings she has been reaching out to share, show and spread the message about the economic, environmental and social benefits of moving to solar power. A local solar power designer and installer Mr Kwame Pigott has agreed to come on board in this project to volunteer of his skills and expertise to make this happen and become a reality.

4. **Project Narrative Description (Maximum 12 pages):** This section should include the content below in which the following questions should be addressed: what is proposed and what is its relevance (objectives and relevance), how the work will be done (methodology), what will be achieved, what outputs will be delivered, what innovation will be generated, how the project success will be measured (monitoring and evaluation methodology). This should be developed in the format below:

- 4.1. **Rationale:** Describe the project's value to the development of sustainable community objectives; why it is important that this project be implemented (e.g., which commonly recognized need in the community is addressed by the proposal). Describe any overlap or complementarities with existing tools or projects to support better sustainable



community management and decision-making developed by your organization or others and how this could be used, modified or adapted to local community needs. Describe how this proposal will fill existing gaps.

The cost of electricity in Antigua is one of the highest in the Caribbean and as a result many persons cannot afford to pay their bills and have been cut off and disconnected from the grid. Many of these persons are in low income jobs and include single women with children heading households (whose school aged children cannot do homework assignments at home and other household tasks such as ironing uniforms) and unemployed and other vulnerable persons to include persons with disabilities. This project to demonstrate the use of solar energy is the first targeted intervention in the process.

Through these demonstrations, persons in poor communities, especially the women and the youth can begin to see and learn the processes. These demonstrations are also to begin to train and identify youths for employment in a local assembly type operation to put solar components together so that as the demand for the systems will grow, a local capability is on hand to move the project forward.

The Environment division, will shortly be implementing a large GEF Full Sized Project(FSP)-the SPPARE-an innovative project where householder can access small loans at 3% interest rate for solar powered system, so persons will be able to acquire the affordable systems and because the cost of electricity is so high, these loans in the region of US5000.00 for a 2 kwh system can be paid off in about 3 years.

4.2. Baseline: Describe the current situation that the project intends to address as a point of reference to measure success upon project completion. Briefly provide quantitative and/or qualitative information on the existing conditions that support the need for the project.

In the six communities selected of about 7,500 persons, at least 30% persons have their electricity disconnected.

4.3. Project Goals and Purpose: Project goals must be clearly defined and directly relevant to the need(s) identified above. Project purpose must be measurable, realistic (attainable within the project's period of performance), and be directly relevant to the priority area identified (See section IV of the Request for Proposal

This demonstration plan is new and innovative since with all the talk through the media, radio, tv and talk shows, not much is really being done to demonstrate and utilize solar technologies even though we are blessed with this free resource even though we are faced with one of the highest energy costs in the world

For Solar energy technology to become a house hold word, it must be demonstrated the community and household level. I had a solar system installed in July 2012, and to date the abundance of requests- I have had over 55 inquiries which included site visits, requests from school aged children, teachers, private home owners and many hotels and apartment complexes. Mr Kwame Pigott of Sunergy and I gave talks to civic groups, medical centers, local solar companies designers and installers and churches. Requests and inquiries have also come in from Anguilla and Dominica and some of the smaller islands. There is much public interest but to date the average persons see it as unaffordable, and as a technology that is out of their understanding and out of their reach. This demonstration concept will seek to change this. Public interest will continue to grow because electricity cost is high and



continues to increase and energy usage and consumption by APUA is becoming unaffordable by many of the low income families, many headed by single mothers.

APUA now requires that monthly bill be paid in full in 30 days, not 90 days as was previously allowed or face disconnection with the full amount including all arrears be paid in full before being reconnected. The APUA faces serious financial problems to include cash flow constraints and electricity costs will continue to increase, so the alternative facing the population is to go Solar. APUA is now allowing homes/business to install systems up to 50Kwh but systems must be tied to the grid, with no cash/financial returns. Cabinet and government regulations allows all duties and taxes exempted. The country through its obligations under the various environmental agreements and conventions seek to reduce fossil fuel usage by 20% by 2020. When as an Economist, I analyse the debts of the APUA, I am not optimistic that any major interventions will be made to APUA in the next 3 years. The current-(March 2014) debts and liabilities of the APUA are as follows:

Debt of-US\$37 million to the Chinese for an inefficient fossil fuel power plant .

Debt of US\$40 million to Antigua Power Company- a private contracted independent producer and supplier of electricity from a 50 megawatt plant which provides 61 % of the country's electricity . APUA, received a court order for monthly payments of \$1,200,000.00 to APC since 2010, which has not been met.

Debt of US\$ 80 Million to West Indies Oil Company, the local supplier of the bunkersee fuel. 7000 barrels per day is consumed by APC and APUA generators and the contract says APUA is responsible for the costs of the fuel for APC generators.

4.4. Project Outputs and Indicators: Describe the quantitative and qualitative outputs that the project expects to deliver.

The project will set up 6 solar power units on a community structure- a small church, a private school or a community center.

The project will provide hands on training to the youths in the community to assist in the installation and data monitoring and education outreach plan for the dissemination of information.

The project will put together a video of the learning and knowledge management derived from the project for public education, awareness and outreach.

The networking and partnering will lead towards private sector involvement for the development of an assembly type operation.

Explain how you will monitor progress as well as the indicators that will be used to assess if the expected outputs are achieved.

A data monitoring plan will be set up to record the various outputs to be derived.

A log reflecting the number of requests for information on the solar powered system

The changes in the consumption of power reflected in the electricity bills, feedback from the people and monitoring of the data

The number of outreach activities carried out as part of the education plan.

4.5. Project Activities and Methodology: Discuss in detail all proposed project activities and describe the methodologies to be applied to implement the project. In this section the relation between project objectives and activities should be clear. Describe the innovative approach and technical methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.



Identifying the funding sources
 Identifying 2-3 solar designers/installer-discuss project/ seek for in kind technical assistance for the community projects
 getting at least 3 quotations for the costing components
 identifying the 6 communities and the possible sites
 start to sensitize/ discuss with community groups/do house visits/ build up interest

4.6. Logical Framework: Complete a Logical Framework for the project using the format below:

Narrative Summary	Performance Indicators	Means of Verification	Assumptions/Risks
Goal <i>To engage through involvement and demonstration solar power leading to training, new skills development and acquisition and the setting up of an assembly type operation for solar power components.</i>	<i>Indicators to measure the general impact that the Project will have (long term) MOA drawn up with private sector groups and other forms of commitment. to an assembly type operation.</i>	<i>Reports logs verifying data sources of reductions in electricity bills</i>	<i>People looking for viable options Alternatives for electricity. Cost affordable and facilities in place to access loans at low interest rates. Government serious about meeting target goals for fossil fuel reduction by 20%</i>
Purpose <i>Statement of the project's outcome, it's immediate impact demonstrating that Solar energy is within the grasp of the marginalized groups</i>	<i>Indicators to measure if the purpose was achieved Installation of the 6 solar systems Knowledge and training and the acquisition of new skills The begining of work/initiatives leading to an assembly type operation</i>	<i>Sources of information to verify if the purpose has been achieved Logs. data management report Educational reports Media and other PA and E documentation</i>	<i>Non-project factors required to ensure contribution to goal</i>
Outputs <i>Specific results (deliverables) expected from the project to achieve the purpose Designing, sourcing and ordering of the</i>	<i>Indicators of project outputs in terms of quantity, quality, place and time Visits to sites to determine needs, source the inputs, cost them and order</i>	<i>Sources of information to verify the level of achievement of project outputs</i>	<i>Condition for success required to achieve the purpose and within control of the project management.</i>



<i>components.</i>			
Activities <i>Activities required to generate outputs</i>	<i>Budget for each output to be generated under the project</i>	<i>Sources of information to verify the level of achievement of project activities and the use of project funds.</i>	<i>Assumptions to achieve the outputs</i>

4.7. Time frame / work plan: Develop a work plan using the template below. Indicate when activities, milestones and outputs will be accomplished, as well as responsible person and indicator. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the Terms of Reference and ability to translate them into a feasible working plan. A list of the final documents, including reports, presentations, outreach material to be delivered as final output, should be included here in the column “Output”.

Work Plan														Responsible	Indicator	Budget			
Activity	Output	Months														OAS Funds	Co-Financing	Total (US\$)	
		1	2	3	4	5	6	7	8	9	10	11	12						
1.1.																			
1.1.1project development and submission	Project document	*													Ruth spencer		50,000	8,300	58.300
1.1.2.source, cost and order components			*	*											Kwame pigott	Quotations received			
1.2.																			
1.2.1reach out to community			*												Ruth spencer				
1.2.2.identify locations for set up and implement				*		*	*	*	*						Ruth Spencer and kwame pigott				
...																			
Total:																50,000	8,300	58,300	

4.8. Monitoring and Evaluation: Describe the methodology to be used to monitor progress and evaluate the project’s accomplishments and impact.

Once notification of the grant is announced, team members will make public announcements on the media and seek to spread the desired outcomes of the project to a wide audience. regular visits will be made to the communities using a house to house approach to inform residents of the projects goals and objectives and get their buy in. A survey form will be used to record the information.

4.9. Gender Sensitivity and Community Inclusiveness: Describe the strategy to engage different community stakeholders and include the gender perspective recognizing the different needs of both men and women and how they will be affected differently by the project.

In the project areas, the communities are characterised by single women heading households and many unemployed youth both male and females, many dropping out of school. The project will seek to involve both women and men in the deliverables.



4.10. Team Composition and Task Assignment: Indicate the structure and composition of your team. List the name of staff, organization, area of expertise, position assigned, and task assigned.

The management of the project will be done by both Ruth Spencer and Mr Kwame Pigott. Ruth Spencer is the owner and manager of Ruth's Place ,a Development Economist by training who is the visionary behind the project. She, through her networks will identify in cooperation with the Environment and Community Development the various community sites for the project. Mr Kwame Pigott is a Solar designer an certified installer. He will be engaged in the design, ordering and installation of the systems and will be seeking to acquire them at the most competitive prices.

4.11. CVs of Proposed Staff: In addition to the general information about the individual, it would be helpful to have work undertaken by the individual that best illustrates capability to handle the tasks assigned.

CV's of Ruth Spencer and Kwame Pigott sent as attachments.

5. Budget (2 pages): A detailed budget should be submitted in US dollars showing how OAS sustainable community financial resources will be used, and if applicable, how that support fits together with co-financing provided by your institution or partner institution(s). Clearly indicate budget items for which sustainable community funds would be used. Information on salaries may include staff name, position and rate. Travel should include number of flights, per-diem, local transportation, miscellaneous expenses, etc. Other expenses must provide description, quantity, unit price, and total.

Budget

	OAS	Sunergy	Ruth's Place
Local Transportation.....	US\$1,500.00	500.00	800.00
Sourcing of 6 solar systems.....	US\$30,000.00		
International Travel-US.....	US\$ 1,000.00	700.00	
Per diems-100 US per day for 5 days.....	US\$ 500.00		
Video production.....	US\$ 2,000.00		500.00
Photography.....	US\$ 800.00		300.00
Workshop/training/capacity Building.....	US\$1, 000.00		1,500.00
Labour.....	US\$2,200.00	3,000.0	1,000.00
Total.....	US\$50,000.00	4,200.00	4,100.00



**Annex 1: Document proving the legal existence of your Organization
Attachment sent.**