# The JB Fernandes Award for NGO Excellence

in Trinidad and Tobago 2013

Rewarding Best Practices. Celebrating Excellence.

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JB FERNANDES
MEMORIAL TRUST II

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Named after famed Trinidad and Tobago entrepreneur and philanthropist, JB Fernandes, the Memorial Trust II that bears his name was established in 1997. Its mission is to support charitable causes in Trinidad & Tobago. Among the hallmarks of the Fernandes' philanthropic legacy are:

- Support to charitable organizations working with the poor, children, the elderly and families by providing much needed direct services.
- Long-term support for building the management and program capabilities of charitable organizations serving the disadvantaged;
- Efforts to engage the public and nonprofit sectors in solving some of society's most vexing problems.

The JB Fernandes Memorial Trust II is administered by the Rockefeller Philanthropy Advisors. www.rockpa.org



# **Administered By**



Founded in 1919, the Institute of International Education is dedicated to increasing the capacity of people to think and work on a global and intercultural basis. To accomplish its mission, IIE provides services in four key areas:

- Building leadership skills and enhancing the capacity of individuals and organizations to address local and global challenges.
- Promoting closer educational relations between the people of the United States and those of other countries.
- Rescuing threatened scholars and advancing academic freedom.
- Strengthening and linking institutions of higher learning globally.

IIE partners with educational institutions, governments, foundations, and corporations to develop and implement educational exchange and training programs that serve students, scholars and professionals in more than 175 countries. IIE-administered programs include the prestigious Fulbright and Hubert H. Humphrey Fellowships, administered by IIE on behalf of the U.S. Department of State, as well as more than 250 other initiatives that benefit over 24,000 men and women from 175 countries each year. Our organization employs a staff of 630 at its New York headquarters and in 32 offices plus representatives around the globe. Sponsors range from large organizations and foundations like the International Monetary Fund, the International Labor Organization, and the Ford, Rockefeller and Packard Foundations to private-sector companies such as ExxonMobil Corporation and GE Foundation. www.iie.org



### **General Program Information**

The JB Fernandes Award for NGO Excellence in Trinidad and Tobago is funded by the JB Fernandes Memorial Trust II through the Rockefeller Philanthropy Advisors. It is administered by the Institute of International Education (IIE). The Award was established to recognize and reward NGOs who have excelled in their desire to improve their communities through various initiatives while also serving as a shining example of best practices in non-profit management. The winner will be honored during an awards luncheon at the 2013 Trinidad and Tobago NGO Professionals Seminar being held at the Hyatt Regency Hotel in Port of Spain, Trinidad on May 15, 2013.

#### **Purpose of the Award**

- Recognize the NGO profession and communicate the positive impact that NGOs have in the community within Trinidad and Tobago;
- Highlight the best practices of NGOs (effective management, accountability, good governance);
- Identify emerging trends and underrepresented areas in the sector;
- Identify key leaders who will shape the sector.

#### Criteria for the Award

The JB Fernandes Award for NGO Excellence in Trinidad and Tobago was specifically created to reward innovation, best practices and partnership among organizations within the non-profit sector in Trinidad and Tobago. A successful submission should highlight fresh approaches, new partnerships and resources in the non-profit sector that are making a significant impact improving the communities of Trinidad and Tobago. A winning initiative does not have to be the biggest or oldest. It should be one that should already be implemented and can show results within the last twelve months. The winning organization along with other noteworthy nominations will be showcased at the 2013 Trinidad and Tobago NGO Professionals Seminar.

In choosing a winner, the Selection Panel considers the degree to which the organization achieves success in some of the following areas.

- Innovation: Developing an innovative approach to solve a pressing need within the country.
- Leadership and Community Empowerment: Demonstrating leadership in inspiring change while addressing a specific need in the community.
- Impact: Tracking and documenting results that show a positive, tangible and sustainable impact.
- Partnerships: Developing innovative partnerships including private-public initiatives and with other nonprofit organizations.
- **Transferability:** Sharing and transferring knowledge, expertise and experience through networking and learning.

#### **Amount of Award**

Following a merit-based selection process, the following will be awarded:

A one-time award of \$5,000 US. These funds must be used towards the strengthening of the
organization's structure and/or education of its staff. Within one year of awarding the funds, the winning
organization will be asked to show how the funds were allocated.

#### **Who Can Apply**

The Award is open to any NGO actively operating in Trinidad and Tobago since January 2011. For the purposes of this Award an NGO is defined as a non-governmental organization that meets the following criteria:

- Be registered with the government
- Have a constitution or defined mission statement
- Have a Board of Directors or executive committee that meets regularly
- Have accurate financial records for the organization
- **Be independent from the government.** (e.g., Organization is not a government entity but can receive government funding)
- Not be a previous winner of the JB Fernandes NGO Excellence Award. Honourable Mentions may apply again. However, you must submit a new application to be considered. No past applications will be kept on file for future competitions.

#### **Selection Process**

The deadline for submissions is March 22, 2013. Complete submissions received by this date will undergo the following selection process:

- Review for application completeness.
- All completed applications will be forwarded to an international selection panel including panelists from Trinidad and Tobago and external experts with an understanding of the nonprofit sector overall.
- A formal selection panel meeting will be conducted where all applications will be discussed and ranked based on the criteria for the award.
- All submitters will be notified of their status following the final decision by the selection panel.

#### **Timetable/ Deadlines**

March 22, 2013: Deadline for receipt of all completed applications
April 2013: International Selection Panel selects Award recipient

May 6, 2013: Award Winner announced

May 8, 2013: Honourable Mentions announced

May 15, 2013: The JB Fernandes Award for NGO Excellence in Trinidad and

**Tobago Award Ceremony** 

#### **Steps to Enter**

To apply for the Award, an organization must complete and return a completed application packet to IIE by March 22, 2013. Award winner will be announced by May 6, 2013. Honorable Mentions will be announced on May 8, 2013.

- 1) Determine your eligibility for The JB Fernandes Award for NGO Excellence in Trinidad and Tobago (see attached "Eligibility Checklist").
- 2) Mail or Email your completed application packet to IIE by the March 22, 2013 receipt date with all five of the following:
  - a. Your Completed Application Form including:
    - i. Organization Financial Information (Detailing funders)
    - ii. One reference
  - b. Any optional supporting materials you would like to submit (Articles appearing in newspapers, professional journals, newsletters or other publications; photographs and/or other graphic material, Brochures or other promotional material.)
- 3) IIE will contact the Award Winner on May 6, 2013
- 4) Notifications to Honorable Mentions and all other applicants will be sent May 8, 2013
- For answers to specific questions about any aspect of the award program, please refer to the FAQ sheet.
- Please send all completed applications to: <a href="mailto:ttngoaward@iie.org">ttngoaward@iie.org</a>

OR you may send your nomination by mail to:

The JB Fernandes Award for NGO Excellence in Trinidad and Tobago #12 Ellerslie Park St. Clair Trinidad

Please send any questions not addressed by this sheet to:

Email: ttngoaward@iie.org

Phone: 212-984-5552 (US number)



## **Frequently Asked Questions**

# 1) Who is eligible to participate in the JB Fernandes Award for NGO Excellence in Trinidad and Tobago?

The Award is open to any NGO actively operating in Trinidad and Tobago since January 2011. For the purposes of this Award an NGO is defined as a non-governmental organization that meets the following criteria:

- **Be registered** with the government
- Have a constitution or defined mission statement
- Have a Board of Directors or executive committee that meets regularly
- Have accurate financial records for the organization
- **Be independent from the government.** (e.g., Organization is not a government entity but can receive government funding)
- Not be a previous winner of the JB Fernandes NGO Excellence Award. Honourable Mentions may
  apply again. However, you must submit a new application to be considered. No past applications will be
  kept on file for future competitions.

#### 2) What is the amount of the award?

A one-time award of \$5,000 US.

#### 3) What are the deadlines?

March 22, 2013: Deadline for receipt of all completed applications
April 2013: International Selection Panel selects Award recipient

May 6, 2013: Award Winner announced

May 8, 2013: Honorable Mentions and all other applicants notified

May 15, 2013: The JB Fernandes Award for NGO Excellence in Trinidad and

**Tobago Award Ceremony** 

#### 4) How is the winner selected?

The winner will be chosen by international selection panel including panelists from Trinidad and Tobago and experts with an understanding of the overall NGO sector.

#### 5) What languages can I use to complete the application forms?

Each section of the application may be completed in English.

# 6) Who can I contact if I have additional questions about the JB Fernandes Award for NGO Excellence in Trinidad and Tobago?

Questions not addressed by this information may be sent to:

JB Fernandes Award for NGO Excellence in Trinidad and Tobago

Email: <a href="mailto:ttngoaward@iie.org">ttngoaward@iie.org</a> Phone: 212-984-5552



Determine your eligibility Please check YES or NO for each of the following statements:
☐ Yes ☐ No Organization is an active NGO in Trinidad and Tobago within the last two years since January 2011
<ul> <li>□ Yes</li> <li>□ No</li> <li>○ Organization is registered in some capacity with the respective authorities and government</li> <li>□ Yes</li> <li>□ No</li> <li>○ Organization has a Board of Directors</li> <li>□ Yes</li> <li>□ No</li> <li>○ Organization can show financial records for the organization</li> <li>□ Yes</li> <li>□ No</li> <li>○ Be independent from government control</li> </ul>
If you checked YES for all of the statements above, you are eligible to apply to the JB Fernandes Award for NGO Excellence in Trinidad and Tobago. If you checked NO for one or more of the statements above, you are not eligible to apply.
Mail or Email the full completed application packet to IIE:  (Must be received by IIE by March 22, 2013)

Please send all completed applications to: <a href="mailto:ttngoaward@iie.org">ttngoaward@iie.org</a>

OR

Mail completed application packet by March 22, 2013 to:

The JB Fernandes Award for NGO Excellence in Trinidad and Tobago #12 Ellerslie Park
St. Clair
Trinidad