

2023 REQUEST FOR PROPOSALS

CITGO CARING FOR OUR COAST PROGRAM

APPLY ONLINE AT OUR ONLINE GRANTS MANAGEMENT PORTAL [Versaic-Client](#)

In 2014, the CITGO Caring for our Coast initiative started as a yearlong series of projects focused on coastal conservation and restoration in remembrance of Hurricanes Katrina and Rita. Today, it has grown into a program to protect vulnerable coastal and inland habitats through educational and volunteer efforts.

CITGO invites qualified organizations to apply for funds for charitable grants to support the Caring for Our Coast Program using the CITGO online application.

Program Priorities

- The goals of the Caring for our Coast Program are to support healthy habitats that are critical for birds, fish, plants and wildlife; increase resilience of communities to mitigate impact of natural or manmade disasters; and increase awareness and action to conserve resources and engage the community on environmental issues. CITGO will prioritize funding for projects working towards achieving the following outcomes:
- Environmental Restoration and Protection:
 - Natural habitats are restored, maintained and protected
- Environmental Awareness and Education:
 - Increased skills and knowledge regarding conservation and the environment
 - Increased personal responsibility to take action and/or support conservation and the environment
- Environmental Sustainability:
 - Increased adoption of environmental practices to conserve resources and/or protect ecosystems

Priority will be given to projects that support habitats located in or near CITGO operations in Corpus Christi, Texas; Houston, Texas; Lake Charles, Louisiana; Lemont, Illinois; or the U.S. Gulf Coast.

Applicant Criteria

1. To be eligible to apply, the Applicant organization ("Applicant") must meet the following criteria:
2. The Applicant must be a public school or a tax-exempt organization under Section 501(c)(3), Title 26 of the Internal Revenue Code, classified as a public charity under Section 509(a)(1) and operate exclusively for charitable, scientific, or educational purposes;

3. The Applicant must provide charitable, scientific, or educational services located in or near CITGO operations in Corpus Christi, Texas; Houston, Texas; Lake Charles, Louisiana; Lemont, Illinois; or the U.S. Gulf Coast;
4. The Applicant must not be organized primarily for political, sectarian, fraternal, professional, veteran, or religious purposes, except for religious organizations that are educational in nature and offer their educational benefits to the entire community, without any form of discrimination; and
5. The Applicant must not employ any individual employed by: (i) CITGO, Petróleos de Venezuela S.A. ("PDVSA"), or any affiliate or subsidiary of CITGO or PDVSA, or the spouse or equivalent, ancestor, child or child's spouse/equivalent, grandchild or grandchild's spouse/equivalent, or great-grandchild or great-grandchild's spouse/equivalent of anyone employed by same; and/or (ii) any governmental agency with responsibility for decisions affecting the business interests of CITGO, PDVSA, or any affiliate or subsidiary of CITGO or PDVSA.

Award Information

1. Funding Availability - This Request for Proposal includes the potential for available funding designated for the CITGO Caring for our Coast Program. There are no guarantees that sufficient funds will be available to make awards for proposals.
2. Award Size - The maximum award for funding is \$100,000. The average award for funding may range between \$35,000-\$50,000. CITGO anticipates awarding several grants per priority location and one larger award to benefit the U.S. Gulf Coast.
3. Project Period - Applicants should plan on implementing their project activities beginning no later than October 1, 2023. Project activities should be completed within twelve (12) months of execution of a grant agreement between the Applicant and CITGO.
4. Budget Guidelines - If funding is available and awarded to an Applicant, the funding will be available for:

- a. Program Implementation: day-to-day management of the approved projects.
- b. Operation and Administrative Costs: administrative staff salaries, utilities, rent, supply expenses, and other expenses, as described in the approved project proposals. Operation and administrative costs are not to exceed 20% of the total funding request.

Application and Grant Process Requirements

1. Any organization seeking funding must first submit a proposal using the CITGO-designated online system. Any incomplete application may delay or cause denial of the application. Proposals will not be considered after August 11, 2023. All applications must be completed in English.
2. All documentation submitted to CITGO will be maintained by CITGO for its sole use and benefit according to its records retention policies and practices. Submitting organizations acknowledge that no information submitted will be returned to them, and Applicant should maintain a copy of all records as the Applicant deems appropriate. Applicants may be asked for additional information. Completion of the project description form does not guarantee funding or other support from CITGO.
3. CITGO reserves the right to amend or terminate the CITGO Program at any time and without notice.
4. If an Applicant is selected by CITGO to receive a grant, Applicant's receipt of the grant will be conditioned on the Applicant's satisfactory completion of the CITGO due diligence process and execution of a grant agreement with CITGO and submission of such other documentation requested by CITGO.
5. Applicants can track the status of their proposals through the online application portal. Applicants will be notified of funding decisions after receipt of the application and all required documentation is evaluated.
6. Funding decisions are made at the sole discretion of CITGO in accordance with the policies and procedures of CITGO as well as other factors. Funding decisions are not subject to review or appeal. If approved for funding, any awarded amounts will be sent directly to the recipient Applicant after receipt of an executed grant agreement and all other required documentation.

Evaluation Criteria for Proposals

CITGO will evaluate proposals with the following criteria:

- Summary/description of project
- Description of targeted beneficiary or habitat
- Need/Justification
- Measures of Success
- Activities
- Budget
- Other factors deemed appropriate by CITGO

Proposal Questions

Organization Contact Information

- Organization Name
- Organization Address
- Organization City
- Organization State
- Organization Zip Code
- Organization Phone

Organization Mailing Information

- Mailing Address
- Organization Mailing Address (line 1)
- Organization Mailing Address (line 2)
- Organization Mailing City
- Organization Mailing State
- Organization Mailing Zip Code

Contact/Fiscal Sponsor Information

- Contact First Name
- Contact Last Name
- Contact Job Title
- Contact Phone Number
- Extension # (if applicable)
- Contact Email Address
- Is your organization applying as a fiscal sponsor?
If yes, please answer the following questions
- *Note: Fiscal Sponsor Information only required if a fiscal sponsor is used. A fiscal sponsorship is when a nonprofit organization extends its tax-exempt status to a select group engaged in activities related to the organization's mission.*
- Sponsored Organization Name
- Sponsored Organization Address (line1)
- Sponsored organization Address (line 2)
- Sponsored Organization City
- Sponsored organization State
- Sponsored Organization Zip Code
- Sponsored Organization Contact First Name
- Sponsored Organization Contact Last Name

Request Information

- Project Name
- Grant Amount Requested
- Full Program Budget
- Project Start Date
- Project End Date
- Where is the location of this project?
- Does your project require permits? If yes, describe.
- Is this an existing project? If yes, for how long?
- How long has this project been in existence?
- Project Summary
- Please list partners (if applicable) that will participate or work on this project.

Outcomes and Activities

CITGO prioritizes funding for programming that focuses on achieving the following outcomes:

- Environmental Restoration and Protection: Natural habitats are restored, maintained and protected
- Environmental Awareness and Education: Increased skills and knowledge regarding conservation and the environment
- Environmental Awareness and Education: Increased personal responsibility to take action and/or support conservation and the environment
- Environmental Sustainability: Increased adoption of environmental practices to conserve resources and/or protect ecosystems
- Please describe the outcome and list the activities and events your organization will implement to help it achieve the project's outcomes. Only list those that will be directly supported by CITGO funding.

- *Note: In this section, there is a separate field to list activities per outcome listed above. Applicants may add activities to one or multiple outcome areas. If there is an activity that applies to more than one outcome area, applicants may list it in each relevant outcome. There is an additional field that will allow you to add different outcome with activities, if necessary.*

• Target metrics

- Number of volunteers
- Number of volunteer hours
- Number of volunteer events
- Number of trees, grass plugs, etc. to be planted
- Number of pounds of litter and/or debris collected
- Number of miles of rivers/lakes/shorelines cleaned
- Number of miles of trails restored
- Do you have any additional metrics? If yes, please list.

Budget Information

- List and identify the Program Implementation Costs
- List and identify the Operation and Administrative Costs