



FIVE-YEAR
STRATEGIC PLAN
2024-2029
Prepared by: Bonnit Consulting



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- The Executive Members of AACARI (Dominica) Chapter Inc.
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1. INTRODUCTION

This strategic plan will serve as a comprehensive guide for Eco Balance Inc.'s future direction and growth. It is designed to align the mission and vision with the evolving needs of the communities and grassroots organizations it serves and hopes to serve, particularly in the areas of environmental sustainability and capacity building. This plan reflects Eco Balance Inc.'s commitment to making a measurable impact by enhancing the skills, knowledge of its beneficiaries, and leverage the resources of its partners, fostering collaboration and innovation. As Eco Balance Inc. navigates the challenges and opportunities ahead, this strategic plan will be its roadmap, to ensure that its efforts are focused, coordinated, and effective as it achieves its long-term goals.

1.1. ORGANISATION

Eco Balance Inc. is a registered non-Government organization in Dominica. From 2011 Eco Balance Inc. has provided support to grassroots organizations within the agriculture sector (farming community and agro-processors in Dominica), through capacity development initiatives such as;

- Grant proposal writing,
- Financial Management,
- Baseline data collection,
- Business plan development,
- Conducting surveys,
- Project management and implementation.

Additionally, the organization has supported communities to understand the need to care for and value their natural heritage and environment, through educating them to treasure our natural environment.

Eco Balance Inc. has a proven history of grant acquisition, delivering and facilitating impactful capacity development sessions through its expert consultants and providing mentorship and resources to farmers groups within Dominica, helping to strengthen Dominica's agricultural sector and promote environmental stewardship.

1.2. OBJECTIVES OF THE STRATEGIC PLANNING PROCESS

The objectives of this strategic planning process are to establish a clear direction for Eco Balance Inc., optimize its resources and ensure that it can effectively achieve its mission and vision. The key objectives include:

- Defining a clear mission and vision to provide direction and purpose for the organization. This could include updating the existing mission and vision statements to reflect current goals and aspirations.
- Establishing broad, long-term goals that align with the mission and vision.

- Conducting a comprehensive environmental assessment – analyzing internal and external factors that impact Eco Balance Ltd.
- Identifying critical issues and opportunities that the organization needs to address. This will require input from stakeholders, conducting research, reviewing data and trends and prioritizing issues based on impact and urgency.
- Developing SMART objectives that support the long-term goals of Eco Balance Inc. Strategic goals will be broken down into actionable and trackable objectives.
- Developing strategies to achieve the defined objectives and addressing identified issues.
- Creating a detailed action plan to guide the implementation of strategies – outlining tasks, assigning responsibilities, setting timelines, and allocating resources.

1.3. METHODOLOGY

Eco Balance Inc will adopt an inclusive and systematic approach to developing the strategic plan, engaging stakeholders, conducting analyses, and enlisting a consultant for an objective perspective. The following steps outline the process:

1. Define Purpose and Scope

The Executive Director and consultant will define the plan's purpose, establish a timeline, and form a strategic planning committee composed of board members, the Executive Director, and the consultant.

2. Gather Stakeholder Input

The committee will consult key stakeholders (e.g., executive members, volunteers, donors, partners, beneficiaries) through surveys, interviews, and focus groups.

3. Conduct SWOT and PESTLE Analysis

The committee will analyze Eco Balance Inc.'s internal and external environment to understand factors impacting the organization.

4. Set Strategic Goals

A board retreat will be held to establish strategic goals, review the mission, vision, and core values, and ensure alignment with overarching goals and stakeholder expectations.

5. Prepare a Work Plan

The Executive Director and consultant will draft a work plan, breaking down goals into actionable steps, assigning responsibilities, and setting timelines.

6. Draft and Revise the Plan

The board will draft and revise the strategic plan.

7. *Approve and Implement*

The board will approve the strategic plan, then, organization will begin implementation,(through an approved implementation plan presented to the Board of Directors by the Executive Director within 2 weeks of approval of the strategic plan).

2. ORGANISATIONAL PROFILE

2.1. HISTORY

Eco Balance Inc. was founded in response to a need for capacity development initiatives in support of grassroots organizations within the agriculture sector in Dominica. It was noticed that the farmer's groups, cooperatives, and other agriculture grassroots organizations had difficulties sourcing grant funding, managing, and implementing projects, maintaining project records, and maintaining smooth operations within their organizations. During its inception Eco Balance Inc. found that there was a need for knowledge-sharing on agriculture areas specific to permaculture.

Through grant funding, Eco Balance Inc. established the first biodiversity center for learning on the island of Dominica, where visitors were taught on care for the environment through permaculture activities, over the 6-year period before the devastating effect of category five hurricane Maria over 500 students (locally and internationally), 300 researchers and 400 eco tourists and nature enthusiasts visited the center. The center provided facilities for hands-on training within the natural environment.

Eco Balance Inc has since 2011 supported over 10 grassroots organizations with 80% of these organizations being part of the agriculture sector in various capacity development areas. The organization has impacted over 300 farmers to include 200 female farmers, 60 youth. The organization has secured grant funding through international donors such as the Global Environment Facility Small Grants Program, Canadian Fund for Local Initiatives, Australia Direct AID, UN Women MCO-Barbados, New Zealand Embassy, of approximately 400,000.00 Eastern Caribbean dollars.

Eco Balance Inc. plays an integral role as a board member of the Dominica National Conservation Trust Fund (DNCTF) as well as a local partner with the Caribbean Policy Development Centre (CPDC) on Climate and Disaster Risk Finance and Insurance (CDRFI).

Eco Balance Inc. has forged partnerships with various local technical training non-Government and grassroots organizations such as the Central Universal Farmers Group and Agro Visionaries, a dynamic budding agriculture youth group.

2.2. VISION

To be the go-to entity for organizations, providing support and improving capacities, while creating a sustainable environment.

2.3. MISSION

To build the capacity of grassroots organizations with a keen focus on the environment.

2.4. CORE VALUES

Sustainability: We prioritize long-term environmental stewardship, ensuring that our actions today support a healthy and sustainable environment for future generations.

Empowerment: We are committed to building the capacity of grassroots organizations, providing them with the tools, knowledge, and support needed to thrive and create meaningful change.

Collaboration: We believe in the power of partnerships and collaboration, working closely with organizations, communities, and stakeholders to achieve shared goals and foster collective impact.

Integrity: We uphold the highest ethical standards in all our actions, ensuring transparency, accountability, and trust in our relationships with partners and the communities we serve.

2.5. CURRENT APPROACH

Eco Balance Inc, currently operates under the following:

Mission: To educate, inform and influence communities within the agriculture sector in various aspects of capacity development.

Vision: To be the go-to Organization for farmers, agriculture, and farmers groups, creating linkages and providing various capacity development supports, within the agriculture sector.

Strategic Focus

Core Programs: Eco Balance Inc prepares and submits grant proposals to benefit different groups within the agriculture sector in Dominica.

Target Audiences: Eco Balance Inc.'s primary target are currently farmers and farmers groups.

Operational Practices

Processes and Procedures:

- The Executive Director reports to the board of directors and works with the Finance and Administrative Officer and social media and Communications Officer for day-to-day operations of the organization.

- Appropriate consultants are matched and contracted during project implementation; they report to the Executive Director. Decisions are approved at the Board level.

Financial Management

Eco Balance Inc. has a chequing account at a credible financial institution and an accounting system with cheques issued, these cheques are paid only on presentation of invoices. The cheques are signed by two authorized persons. A voucher system is also in place for signing by the recipient of the cheque.

Stakeholder Engagement

Community Involvement:

- Eco Balance Inc. engages in surveys throughout the year targeted at its beneficiaries.
- Eco Balance Inc. shares knowledge and any other opportunity which may arise with stakeholders and beneficiaries.

Stakeholder Relationships: The organization does not currently have many forged partnerships.

Monitoring and Evaluation:

- Eco Balance Inc. does not currently have an existing monitoring and evaluation framework to assess and measure the impact of the organization on its beneficiaries.
- There are no existing processes in place to obtain feedback from stakeholders.

Sustainability and Growth:

- The organization will develop appropriate strategies to ensure its environmental and financial sustainability.
- Eco Balance Inc. will commence work on sustainable strategies to expand its reach.

2.6. CURRENT CHALLENGES

1. Funding

Limited Funding Base: Eco Balance Inc is reliant solely on grants which are not guaranteed and may restrict program development. Dependence on a single funding source makes the organization (Eco Balance Inc.) vulnerable to economic downturns or funding shifts.

2. Organizational Capacity

Limited Staff Size: Eco Balance Inc. has a small team which can only manage a few projects. This hinders scalability and outreach.

Technical Expertise Gaps: Lack of expertise in specific areas like data analysis or monitoring and evaluation hinders program evaluation and impact measurement.

3. Outreach and Awareness

Limited Online Presence: Inadequate online presence restricts Eco Balance Inc.'s ability to connect with a wider audience of potential donors, partners, and volunteers.

Geographic Focus: Focusing on specific communities inhibits Eco Balance Inc.'s visibility, overall impact, and reach.

4. Collaboration and Partnerships

Unconfirmed Existing Partnerships: The confirmation and value of existing partnerships with local organizations or government agencies is unclear.

Potential Challenges in Building Partnerships: Developing strong partnerships with government agencies, private companies, or NGOs can be time-consuming and require effective communication and negotiation skills.

5. Additional Challenges

Addressing Complex Environmental Issues: Dominica faces challenges like deforestation, natural disasters, and climate change impacts. Eco Balance Inc. needs effective strategies as well as adequate human resources to address these complex issues.

3. CONTEXT

3.1. ENVIRONMENT

Natural Environment:

- **Rich Biodiversity:** Dominica is a biodiversity hotspot with lush rainforests, volcanic landscapes, and unique ecosystems. This provides a valuable resource for environmental education and conservation efforts.
- **Vulnerability to Natural Disasters:** The island is prone to hurricanes, floods, and volcanic eruptions, requiring disaster preparedness and climate-smart adaptation strategies.
- **Environmental Degradation:** Issues like deforestation, soil erosion, and pollution threaten ecosystems and water resources. Eco Balance Inc. can address these issues through education and community-based initiatives.

Social and Cultural Environment:

- **Strong Community Spirit:** Dominica has a strong sense of community, which can be a valuable asset for mobilizing participation in environmental initiatives.
- **Cultural Traditions:** Understanding and integrating cultural traditions into environmental education programs can increase their effectiveness and community buy-in.
- **Limited Resources:** Some communities may have limited access to resources and infrastructure, which can be a barrier to implementing certain environmental projects.

Political and Economic Environment:

- **Government Policies:** The level of government support for environmental initiatives and sustainable development will significantly impact Eco Balance Inc.'s work. Policies such as the National Biodiversity Strategy and Action Plan (NBSAP) and The National Agriculture Policy (NAP) will help inform Eco Balance Inc.'s work activities.
- **Economic Dependence:** Dominica's economy relies heavily on tourism and agriculture. Eco Balance Inc. can play a role in promoting sustainable tourism practices and climate-smart agriculture.
- **Limited Funding:** Access to funding for environmental projects can be limited in Dominica. Eco Balance Inc. will need to diversify their funding sources.

Technological Environment:

- **Limited Infrastructure:** Access to technology and the internet can vary across Dominica, impacting the reach of online educational resources and communication strategies.
- **Attitude to Technology:** Eco Balance Inc. can utilize this to attract youth to the organization's volunteer plan.

- **Potential for Innovation:** Eco Balance Inc. can explore using appropriate technologies for data collection, remote learning, and communication to enhance program delivery.

3.2. RESOURCES

Human Resources

Staff expertise in

- environmental education,
- climate change adaptation,
- permaculture,
- sustainable agriculture,
- project management
- grant proposal writing.
- community development.

A Network of volunteers who contribute time and skills to program delivery. Small network looking to expand, tapping into the volunteer pools at Dominica State College.

Small staff limits the ability to fulfill additional program activities.

Natural Resources

Dominica's rich biodiversity provides a valuable learning environment for environmental education programs.

Dominica's topography can pose a challenge with regards to commuting to training. Training facilities may need to be strategically chosen to accommodate this variation, which impacts logistics and accessibility, which in turn affects transportation and commuting costs for participants and facilitators.

Potential Access to Resources

- Existing partnerships with local organizations
- Potential for collaboration with government agencies on environmental initiatives.

3.3. STAKEHOLDERS

Stakeholder	Needs	Wants	Expectations
Communities	<p>Knowledge and skills to manage natural resources sustainably.</p> <p>Access to resources and funding for community-based environmental initiatives.</p> <p>Increased resilience to natural disasters and climate change impacts.</p>	<p>Culturally sensitive environmental education programs.</p> <p>Training and support to implement sustainable practices.</p> <p>A sense of ownership and participation in environmental decision-making.</p>	<p>Eco Balance Inc. to provide accessible and engaging educational programs.</p> <p>Effective facilitation and support for community-based initiatives.</p> <p>Collaborative partnerships that empower communities to address environmental challenges.</p>
Donors (Grant institutions, Individual donors)	<p>Effective use of their donated funds to achieve environmental and social impact.</p> <p>Regular updates and reports on program progress and outcomes.</p> <p>Transparency and accountability in financial management.</p>	<p>To support a reputable organization with a clear mission and strong history.</p> <p>Evidence-based demonstration of program effectiveness and impact.</p> <p>Opportunities to engage with Eco Balance Inc.'s work and beneficiaries.</p>	<p>Eco Balance Inc. to have a well-defined strategic plan with measurable goals.</p> <p>Efficient and transparent use of funding for intended purposes.</p> <p>Regular communication and reporting on program activities and achievements.</p>
Government Agencies	<p>Support for achieving national environmental sustainability goals.</p> <p>Data and expertise to inform policy development.</p>	<p>Collaboration on environmental initiatives that align with national priorities.</p> <p>Capacity building and training for government staff on environmental issues.</p>	<p>Eco Balance Inc. to advocate for sound environmental policies.</p> <p>To contribute data and research findings that inform policy decisions.</p>

Stakeholder	Needs	Wants	Expectations
			To work collaboratively on projects that complement government initiatives.
Private Sector Companies	<p>Opportunities to fulfill their corporate social responsibility goals.</p> <p>Positive brand association with environmental sustainability efforts.</p>	<p>Partnerships that address environmental challenges relevant to their business operations.</p> <p>Measurable impact from their investment in Eco Balance Inc.'s work.</p>	<p>Eco Balance Inc. to develop clear proposals outlining potential benefits of partnerships.</p> <p>To demonstrate the positive environmental and social impact of their contributions.</p> <p>To be acknowledged as valuable partners in Eco Balance Inc.'s work.</p>
Volunteers	<p>Opportunities to contribute their skills and knowledge to a worthy cause.</p> <p>Personal growth and learning experiences related to environmental issues.</p>	<p>Meaningful roles and responsibilities that utilize their skills.</p> <p>Recognition and appreciation for their contributions.</p>	<p>Eco Balance Inc. to provide clear instructions and support for volunteers.</p> <p>To create a positive and rewarding volunteer experience.</p>

3.4. SWOT ANALYSIS

STRENGTHS

- **Local Knowledge:** Deep understanding of the Dominican context and community needs.
- **Environmental Focus:** Strong alignment with global sustainability goals and local environmental challenges.
- **Community Engagement:** Potential for strong community relationships and participation.
- **Potential for Innovation:** Opportunity to develop innovative approaches to environmental challenges.

OPPORTUNITIES

- **Growing Environmental Awareness:** Increasing public interest in environmental issues creates potential for growth.
- **Government Support:** Potential for collaboration with government agencies on environmental initiatives.
- **Corporate Partnerships:** Opportunities to partner with businesses for sustainable development projects.
- **Funding Opportunities:** Potential for securing grants from international organizations.
- **Technological Advancements:** Leveraging technology for program delivery, communication and data management.

WEAKNESSES

- **Limited Financial Resources:** Reliance on grants and donations can be unpredictable and can restrict program development, staffing and outreach efforts.
- **Organizational Capacity:** A small team may struggle to manage a diverse range of programs effectively. Lack of specific technical expertise can hinder program evaluation and impact measurement.
- **Lack of Technical Expertise:** Potential gaps in areas like data analysis, marketing and fundraising.
- **Dependency on Partnerships:** Reliance on external partners can be risky if partnerships dissolve.
- **Limited Outreach:** A limited online presence or communication strategy can restrict their ability to connect with potential donors, partners and a wider audience. Focusing on specific communities may limit their overall impact.

THREATS

- **Economic Downturns:** Potential reduction in funding during economic recessions as well as changes in donor priorities away from environmental or community development focus areas.
- **Natural Disasters:** The increased frequency and intensity of natural disasters (hurricanes, floods, droughts) disrupting program implementation and requiring emergency response efforts.
- **Climate Change Impacts:** The ongoing effects of climate change, such as rising sea levels, changing weather patterns, and increased resource scarcity, complicating long-term planning and project sustainability.
- **Environmental Degradation:** Continued deforestation, soil erosion, and pollution that could undermine the effectiveness of Eco Balance Inc.'s environmental education and community initiatives.
- **Competition:** Competition for funding and resources from other NGOs.
- **Policy Changes:** Changes in government policies that negatively impact environmental initiatives.
- **Community Engagement Challenges:** Difficulty in maintaining consistent community participation.

4.0 PLAN

As part of this strategic plan, Eco Balance Inc. must lay the foundation for its commitment to empowering grassroots organizations as well as its special focus on environmental sustainability. Our mission to build capacity and our vision to become the leading support entity in this field are the driving forces behind the goals and objectives set forth in this document.

These objectives are not only aligned with our core values but are also strategically designed to address the evolving needs of the communities and organizations Eco Balance Inc serves. By setting clear, measurable targets, Eco Balance Inc. aims to enhance our impact, foster collaboration, and promote sustainable practices that will lead to a more resilient and thriving environment. This strategic plan is Eco Balance Inc's roadmap to achieving lasting change and ensuring that the organization remains a trusted and effective partner in the pursuit of environmental and organizational excellence.

No.	Goals	Objectives	Key Performance Indicators	Targets
1	Strengthen grassroots organizations to lead local development initiatives by 2029.	Provide Quarterly capacity-building workshops for two (2) grassroots organizations annually, until 2029 focusing on project management, <ul style="list-style-type: none">• grant proposal writing.• financial management,• organizational governance and• environmental practices.	<ul style="list-style-type: none">▪ Number of grassroots organizations strengthened.▪ Number of workshops conducted or facilitated annually.▪ Number of projects successfully completed by grassroots organizations.	<ul style="list-style-type: none">▪ Commencing Q2 2025, build the capacity of 8 grassroots organizations by 2029.▪ At least 8 capacity building workshops will be conducted or facilitated by Q4 2029.▪ A minimum of 4 successfully implemented projects of participating grassroots organizations by 2029.

No.	Goals	Objectives	Key Performance Indicators	Targets
2	Enhance financial sustainability with diversified funding.	Establish partnerships to support initiatives of grassroots organizations by 2029.	<ul style="list-style-type: none"> ▪ Number of partnerships established. ▪ Number of grassroots organizations supported. 	<ul style="list-style-type: none"> ▪ Establish at least 1 new partnership annually with stakeholders to support 4 grassroots organizations by 2029. ▪ Support at least four (4) grassroots organizations by Q4 2029.
		Develop a diversified fundraising strategy for sustaining Eco Balance Inc., by 2025, including grants, donations, and income-generating activities.	<ul style="list-style-type: none"> ▪ A fundraising strategy developed. ▪ Number of income-generating services offered. ▪ A business canvas model developed. 	<ul style="list-style-type: none"> ▪ Raise or generate at least US\$50,000.00 annually by Q4 2029. ▪ Provide at least two (2) services to grassroots organizations by Q1 2025 and an additional two (2) services by Q4 2029.
3	Design and implement projects or activities that promote environmental biodiversity preservation.	Design and launch projects or activities focused on environmental conservation and biodiversity preservation.	<ul style="list-style-type: none"> ▪ Number of projects or activities designed and launched annually. ▪ Number of organizations adopting 	<ul style="list-style-type: none"> ▪ Two (32) environmental conservation and biodiversity preservation projects or activities per

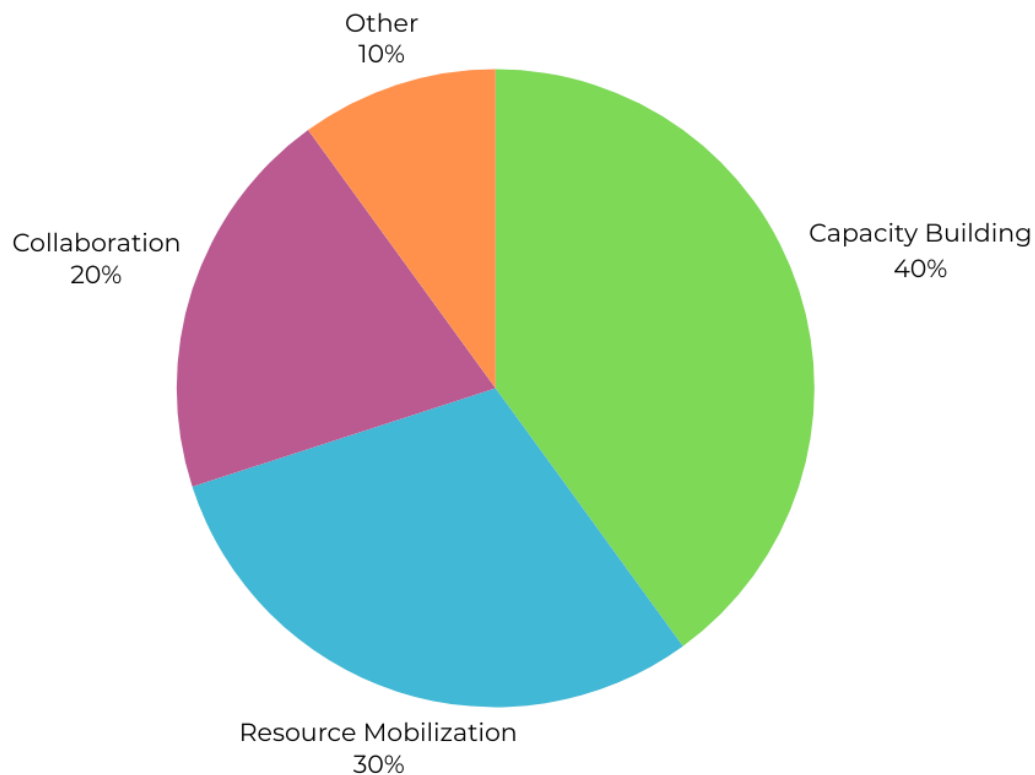
No.	Goals	Objectives	Key Performance Indicators	Targets
			sustainable practices.	<p>year until 2029.</p> <ul style="list-style-type: none"> At least 75% of participating or supported grassroots organizations adopt sustainable environmental practices by 2029.
		Annually monitor and evaluate the environmental impact of projects.	<ul style="list-style-type: none"> Design and conduct surveys. 	<ul style="list-style-type: none"> A minimum of one (1) survey per year.
4	Foster partnerships and stakeholder linkages	Facilitate networking opportunities among organizations to foster knowledge sharing and collective action on various issues, by 2029.	<ul style="list-style-type: none"> Number of networking events organized. 	<ul style="list-style-type: none"> At least one (1) major networking event annually, focusing on environmental sustainability and capacity building by 2029.

4.1 STRATEGIC APPROACH

Eco Balance Inc. will implement a comprehensive strategic approach to achieve its objectives and Key Performance Indicators by focusing on capacity building, resource mobilization, and collaboration. This will begin with a needs assessment of target grassroots organizations to identify skills gaps and resource needs, followed by tailored training programs, workshops, and mentorship to enhance project management and governance.

The organization will also develop a fundraising strategy to secure funding and partnerships, build relationships with diverse stakeholders, and compile a donor database for effective project proposals. To promote sustainable practices, Eco Balance Inc. will provide technical support, access to eco-friendly technologies, and monitor progress for measurable environmental impact.

The organization will facilitate annual networking events to encourage collaboration among grassroots organizations and stakeholders. Continuous monitoring and evaluation will ensure the organization stays on track, adapts strategies as needed, and ultimately achieves its mission and vision by 2029.



4.2 PROGRAMS/ACTIVITIES

4.2.1. WORK PROGRAM - See Appendix 1

4.2.2 COMMUNICATIONS & AWARENESS PROGRAM - See Appendix 2

4.2.3. VOLUNTEER PROGRAM - See Appendix 3

5. APPENDICES

5.1. APPENDIX 1: WORK PROGRAM 2024-2027

Objective	Program/Activity	Timeline	Person Responsible	Budget Allocation (XCD\$)
YEAR 1: JULY 2024 TO JUNE 2025				
Provide Quarterly capacity-building workshops for two (2) grassroots organizations annually, until 2029 focusing on project management, <ul style="list-style-type: none"> grant proposal writing. financial management, organizational governance and environmental practices. 	Capacity Building Trainings/Workshops <ul style="list-style-type: none"> financial management environmental practices (Backyard Poultry Management project) Hydroponics (water management & innovative technologies) Capacity Building Climate Finance (2) 	Q3 2024 Q3 2024 Q1 2025 Q3 2024 to Q2 2025 Q3 & Q4 2024	Executive Director Communications Officer Project Team	5,500.00 27,000.00 3,000.00
Establish partnerships to support initiatives of grassroots organizations by 2029.	Identify and connect with short list of potential partners. <ul style="list-style-type: none"> CNN Call to Earth USAID Caribbean Agricultural Productivity improvement Activity (CAPA) project 	Q3 & Q4 2024	Executive Director Board of Directors	500.00

Objective	Program/Activity	Timeline	Person Responsible	Budget Allocation (XCD\$)
	<ul style="list-style-type: none"> Dominica National Council of Women (DNCW). Division of Agriculture 			
Develop a diversified fundraising strategy for sustaining Eco Balance Inc., by 2025, including grants, donations, and income-generating activities.	<p>Develop fundraising strategy.</p> <p>Develop business canvas model for Eco Balance Inc.</p> <p>Market two (2) services to grassroots organizations</p> <ul style="list-style-type: none"> Grant Proposal writing Project Management 	<p>Q1 2025</p> <p>Q4 2024</p> <p>Q1 2025</p>	Board of Directors Technical Team Executive Officer Communications Officer	<p>1,000.00</p> <p>100.00</p>
Design and launch projects or activities focused on environmental conservation and biodiversity preservation.	<p>Launch the Call to Earth Activity</p> <p>Design and implement activity for World Environment Day (June 05)</p>	<p>Q4 2024</p> <p>Q2 2025</p>	Board of Directors Technical Team Executive Officer Communications Officer	5,000.00
Annually monitor and evaluate the environmental impact of projects.	<p>Launch survey.</p> <ul style="list-style-type: none"> Needs assessment for agriculture community 	Q4 2024	Board of Directors Technical Team Executive Officer	
Facilitate networking opportunities among	Host one (1) networking event	Q2 2025	Board of Directors Technical Team	3,000.00

Objective	Program/Activity	Timeline	Person Responsible	Budget Allocation (XCD\$)
organizations to foster knowledge sharing and collective action on various issues, by 2029.			Executive Officer Communications Officer Project Coordinator	
YEAR 2: JULY 2025 TO JUNE 2026				
Provide Quarterly capacity-building workshops for two (2) grassroots organizations annually, until 2029 focusing on project management, <ul style="list-style-type: none"> grant proposal writing. financial management, organizational governance and environmental practices. 	Capacity Building Trainings/Workshops <ul style="list-style-type: none"> financial management environmental practices Capacity Building Climate Finance 	Ongoing	Executive Director Communications Officer Project Team	10,000.00
Establish partnerships to support initiatives of grassroots organizations by 2029.	Identify and connect with short list of potential partners. <ul style="list-style-type: none"> IICA CARDI UNDP 	Ongoing	Executive Director Board of Directors	500.00
Develop a diversified fundraising strategy for sustaining Eco Balance Inc., by 2025, including grants, donations, and	Market two (2) services to grassroots organizations <ul style="list-style-type: none"> Grant Proposal writing 	Ongoing	Executive Officer Communications Officer	100.00

Objective	Program/Activity	Timeline	Person Responsible	Budget Allocation (XCD\$)
income-generating activities.	<ul style="list-style-type: none"> Project Management 			
Design and launch projects or activities focused on environmental conservation and biodiversity preservation.	Launch the Call to Earth Activity Design and implement activity for World Environment Day (June 05)	Q4 2025 Q2 2026	Board of Directors Technical Team Executive Officer Communications Officer	5,000.00
Annually monitor and evaluate the environmental impact of projects.	Launch survey. Needs assessment for agriculture community	Q4 2025	Board of Directors Technical Team Executive Officer	500.00
Facilitate networking opportunities among organizations to foster knowledge sharing and collective action on various issues, by 2029.	Host one (1) networking event	Q2 2026	Board of Directors Technical Team Executive Officer Communications Officer Project Coordinator	3,000.00
YEAR 3: JULY 2026 TO JUNE 2027				
Provide Quarterly capacity-building workshops for two (2) grassroots organizations annually, until 2029 focusing on project management, <ul style="list-style-type: none"> grant proposal writing. financial management, 	Capacity Building Trainings/Workshops <ul style="list-style-type: none"> financial management environmental practices Capacity Building Climate Finance 	Ongoing	Executive Director Communications Officer Project Team	12,000.00

Objective	Program/Activity	Timeline	Person Responsible	Budget Allocation (XCD\$)
<ul style="list-style-type: none"> organizational governance and environmental practices. 				
Establish partnerships to support initiatives of grassroots organizations by 2029.	Identify and connect with short list of potential partners. <ul style="list-style-type: none"> AACARI (Dominica) Chapter Corp-EFF 	Ongoing	Executive Director Board of Directors	700.00
Develop a diversified fundraising strategy for sustaining Eco Balance Inc., by 2025, including grants, donations, and income-generating activities.	Market two (2) services to grassroots organizations <ul style="list-style-type: none"> Grant Proposal writing Project Management 	Ongoing	Executive Officer Communications Officer	200.00
Design and launch projects or activities focused on environmental conservation and biodiversity preservation.	Launch the Call to Earth Activity Design and implement activity for World Environment Day (June 05)	Q4 2025 Q2 2026	Board of Directors Technical Team Executive Officer Communications Officer	7,000.00
Annually monitor and evaluate the environmental impact of projects.	Launch survey. Needs assessment for agriculture community	Q4 2025	Board of Directors Technical Team Executive Officer	500.00
Facilitate networking opportunities among organizations to foster knowledge sharing and	Host one (1) networking event	Q2 2026	Board of Directors Technical Team Executive Officer	5,000.00

Objective	Program/Activity	Timeline	Person Responsible	Budget Allocation (XCD\$)
collective action on various issues, by 2029.			Communications Officer Project Coordinator	

5.2. APPENDIX 2: COMMUNICATION & AWARENESS PLAN

Objectives: Increase awareness of Eco Balance Inc.'s mission, vision , program to engage stakeholders and the public.

Target Audience includes grassroots organizations, donor organizations, government agencies, the private sector, and the general public.

Activities	Communication Channels	Monitoring & Evaluation	Persons Responsible
Weekly social media campaigns highlighting programs, success stories and volunteer opportunities	Facebook Instagram	Track engagement metrics (likes, shares, comments)	Board of Directors Executive Director Communications Officer
Bi-annual E-newsletter featuring updates, upcoming events, donor, and volunteer spotlights, among other things	Website Email	Website analytics	Board of Directors Executive Director Communications Officer
Regular updating of Website	Website	Website analytics	Board of Directors Executive Director Communications Officer
Issue press releases when necessary to highlight significant achievements, launch of programs or activities and more	Multi-media	Feedback mechanisms	Board of Directors Executive Director Communications Officer
Host community events such as workshops, webinars, and networking events to engage the community and stakeholders	Virtual Meetings In person Meetings Hybrid Meetings	Event registration and attendance Feedback mechanisms	Board of Directors Executive Director Communications Officer
Circulate flyers, brochures, and posters	Multi-media	Feedback mechanisms	Board of Directors Executive Director Communications Officer

5.3. APPENDIX 3: VOLUNTEER PLAN

Component	Details
Volunteer Program Objectives	<ol style="list-style-type: none"> 1. Support Eco Balance Inc.'s Goals. 2. Expand Reach and Impact 3. Foster Community Engagement
Volunteer Recruitment & Onboarding	<p>Target:</p> <ul style="list-style-type: none"> • Senior high school students • Agriculture, Tourism & Science students at the Dominica State College • Students from Environmental and 4-H Clubs • Community members <p>Recruitment Channels: Website, Social media, Partnerships</p> <p>Application Process: Online application, interviews, and skills assessments</p> <p>Onboarding and Orientation: Introduction to Eco Balance Inc.'s mission, vision, core values, policies, expectations, and specific tasks for roles</p>
Volunteer Training and Development	<p>Initial Training: Role-specific training sessions</p> <p>Ongoing Development: Workshops, webinars, mentorship, and online resources</p> <p>Peer Learning and Support: Eco Balance Inc. will facilitate peer-to-peer learning opportunities</p>
Volunteer Engagement and Recognition	<p>Communication: Regular updates via newsletters, emails, meetings</p> <p>Feedback and Recognition: Feedback mechanisms, public acknowledgement – feature volunteers in newsletters, on Eco Balance Inc.'s website and social media pages</p>
Volunteer Impact and Evaluation	<p>Tracking Contributions: Monitor volunteer hours, activities, and outcomes.</p> <p>Volunteer Surveys: Assess satisfaction and gather feedback.</p> <p>Continuous Improvement: Regularly review and update the volunteer plan</p>