

Guidelines for Funding Requests to Friends of Fiji

Using monies raised primarily at its biennial fundraiser, the Friends of Fiji (FoF) is interested in supporting a portfolio of projects that meet the general guidelines outlined here.

For projects submitted via the Peace Corps Partnership Program (PCPP), the guidelines are:

1. Project meets a pressing community need;
2. Project is community initiated and directed;
3. A well-developed plan for project implementation and sustainability exists for the project;
4. The community contributes at least 25% of the total project cost;
5. Indicators of success have been outlined in the proposal;
6. A well-developed budget in local currency and U. S. dollars detailing both the community contribution and requested funds; and
7. The proposal contains a statement to the effect that the community has been informed and understands that there will be no additional funding beyond the authorized amount on the proposal as submitted.

(source: Office of Private Sector Initiatives, Peace Corps)

For funding requests, whether or not they are coming through PCPP, FOF is particularly interested in projects that follow the PCPP guidelines and the extent to which they also meet one or more of the following criteria:

1. The project supports rural communities.
2. The project serves a diverse community.
3. The project is, to the extent possible, intentionally multicultural in its reach and benefit.
4. The project and its outcomes do not discriminate in who may benefit.

FOF requires a final report on use of funds and how the indicators of success have been met within two months of completion of project. This report is to include a financial report, narrative and photos (if applicable), as well as direct input from project beneficiaries.

Note: FoF accepts applications on a rolling basis and considers proposals at their regular monthly board meetings. Any given project may generally receive a maximum of \$1,000 in support. FoF encourages multiple sources of support.

To apply for funding from FoF, either fill in the attached form or submit the same information on your own format and email the application to info@fofiji.org.

Friends of Fiji Application for Funding

Individual Responsible for Submitting Application Information	
Name	
Title	
Email Address	
Phone Number	
Skype Address	

If the application is on behalf of an organization, please complete the following:

Organization Information	
Legal Name of Organization	
Address of Organization	
Website Address	
Mission Statement	
Brief History of Organization (up to 100 words)	
Description of organization's current work (up to 100 words)	

Individual Who Can Provide a Letter of Reference	
*Preferably an individual in the Peace Corps Community	
Name	
Email Address	
Phone Number	
Skype Address	
How known or related to the organization?	

Banking Information

If funding is awarded, the funds will be transferred

- By check to U.S. address/bank
- By wire transfer to international bank

Funding Request

*generally a maximum of \$1,000 will be awarded

Funding Amount Requested		<input type="checkbox"/> Fiji dollars (F\$) or <input type="checkbox"/> U.S. dollars (US\$)
How will the grant be used? (up to 100 words)		

Proposed Project Information

Name of community where project will be based	
Location of community	
Brief description of community (up to 100 words)	
What is the community need? (up to 100 words)	
Description of the proposed project. How will you meet the community need? (up to 250 words)	

<p>Target Group - Who will benefit? Be specific. (up to 100 words)</p>	
<p>What are the project goals? (up to 100 words)</p>	
<p>Timetable for the project and the use of the funds (up to 100 words)</p>	

Attach a budget, including non-grant funds, if any, and in-kind contributions. Indicate which specific expenses in the budget would be funded by the grant from the Friends of Fiji.

Impact Assessment
<p>How will your organization measure the impact of the funding? (For example, number of households to be helped in community; number of volunteers to be trained, etc. Up to 150 words.)</p>

Who is the person responsible for overseeing the program?

Name:

Email Address:

Phone Number:

Skype Address:

Who will be sending FOF the final evaluation report and photographs?

Check here if it is the same person as above. If not, list contact information below

Name:

Email Address:

Phone Number:

Skype Address:

Presubmission Checklist:

- We have completed the above application.
- We have attached a budget.
- We agree to submit a post project report within two months of the project completion.

Please submit application and attachments by email to info@fofiji.org.