



SERIAL NUMBER

**PRESBYTERIAN HUNGER PROGRAM
INTERNATIONAL PROJECTS GRANT APPLICATION FORM**
This application form is only for grants covering a one year period

Important:

- 1) Please do not write in shaded box.
- 2) Application must be submitted on this form, typewritten or using black ink.
- 3) This application is **only** for international projects. Contact PHP office for U.S.-based projects forms.

I.- General Data:

1.- Project Title: _____

2.- Country: _____ Continent: _____

3.- Applying Organization: _____

4.- Mailing Address and Telephone Number: _____

_____ Email: _____

5.- Contact Person: _____ Function/Responsibility: _____

6.- Telephone and Address (if different from above): (____) _____

_____ Email: _____

7.- Time-frame for use of requested funds. From: _____ Until: _____

8.- Project's Total Budget (by 12 months blocks): _____

9.- Amount Requested from PHP: _____

10.-Previous Funding Received from PHP for this project and/or for any related activities (years, amounts): _____

11.-Funds Requested/Received from other organizations for this project: Source, year, amount; indicate any Presbytery Partnership if applicable:

12.-If a grant is made, please indicate precisely how it should be sent to the beneficiary by checking the appropriate option:

(a) 1st class mail _____; (b) Special Carrier (which one): _____

(c) Direct bank to bank transfer (**Please, note that this option is only to be considered when the first two are absolutely not feasible.**)

Person Preparing this form: _____ Executive Director: _____

Date: _____ Signature : _____

**Mail to: Presbyterian Hunger Program, 100 Witherspoon St. Louisville KY 40202-1396 .U.S.A.; Fax # (502)569-8963
or send it via email to: php@pcusa.org ; Phone (502) 569- 5834/ 5828**

This application should propose work in one or more of the following types of activities, which are more thoroughly described in the **Presbyterian Hunger Program Operating Guidelines**:

1. direct food relief to poor people;
2. hunger-related development and empowerment of poor people and communities;
3. advocacy for policy changes in political and economic systems to relieve hunger in poor communities and empower their self-development;
4. educating the church community and public about root causes of hunger;
5. assisting the church community to move toward responsible personal and corporate lifestyles.

In all areas, the guidelines call for proposals to reflect:

1. an understanding of the root causes of hunger;
2. a commitment to upholding the integrity of God's creation;
3. the empowerment of poor people: especially women, racial/ethnic, and disadvantaged persons;
4. involvement of beneficiaries in planning, implementation, and management of the project;
5. clearly stated objectives, feasible methods, appropriate technologies, a plan for evaluation, competent staff, and a clear, adequate budget;

In addition, where appropriate, given their national context, applying organizations should demonstrate adequate relationships with either a national religious denomination, a council of churches, or a church related development agency.

Your funding proposal will be evaluated on the basis of these criteria.

Please enclose with your application the following documents:

- a) An endorsement by a national church body, or ecumenical agency
- b) By laws, list of officers,
- c) Certificate of official registration conferring legal status to the group
- d) A copy of the government issued authorization to receive foreign contributions, if this is a requirement in your country.

Please be very explicit in answering all questions. If a grant is approved for your request, in order for a special courier to deliver the grant check they need a complete street address and phone number where you may be reached. **If you do not have phone, please make specific arrangements so that mail may be delivered to you in care of a church office or care of an institution which has a telephone and a street address.**

If you want a bank to bank transfer please submit a formal statement issued by the bank on it's letterhead with the following information:

BANK'S NAME AND ADDRESS IN YOUR COUNTRY:

ORGANIZATION'S ACCOUNT TITLE AND NUMBER AT THE BANK

BANK'S CORRESPONDENT BANK IN THE U. S. A. (Name and Address)

BANK'S ABA OR SWIFT CODE

Without a complete set of the above documents your application will not be processed. Organizations which have provided such information in the past year need only to signal whether there has been any changes.

II.- Specific Project Information:

Please answer ALL of the following questions:

1. In no more than 150 words, describe what you propose to do, including who will benefit and why this project is needed.

2. How does the project propose to change the conditions that cause hunger in the community?

3.- Describe the applying organization: How and when was it formed, how is it related to the community and what has it accomplished? Has it operated under any other name? How is the board selected? (Elected or appointed, by whom?)

- Attach a list of the board members noting their occupations/affiliations. (Page 10 - Attachment 2)
- Complete the Representation Chart on page 8 of this form.

4. What do you expect the project to accomplish during the period covered by this application? Include the total number of persons benefitting from this project. (Example: This year we will raise 5 acres of corn for 50 widows.) How and by whom will the results be evaluated?

5. Describe the activities to be undertaken, the timeline and use of paid staff and volunteers.

6. Describe the people who will benefit from this project and how they will be involved in the decision making process for both implementing and management of the project.

7. As applicable, describe any Presbyterian or other church involvement with this project or the applying organization.

8. Describe the working relationships between the project and other organizations in your area carrying out similar efforts. Can you call on any of them for technical and/or administrative assistance?

9. How will the project continue after the present PHP grant will have been spent?

10.BUDGET

Please provide a detailed breakdown of all projected expenditures by activity, and indicate all in hand, committed and requested incomes with their sources, including - if applicable - local contribution and partial re-investment of project revenues, and contributions from other donors. Please use (a) separate page(s) as necessary. **Budget must be prepared in local currency.**

CURRENT LOCAL BANK CONVERSION RATE: _____ == US\$1.00 **DATE:** _____

INCOME

CASH IN HAND / OPENING BALANCE

INVENTORY:

DUES AND LOCAL CONTRIBUTIONS:

OUTSIDE FUNDING PLEDGED (BY SOURCE):

AMOUNT REQUESTED FROM PHP:

TOTAL:

EXPENDITURES

TECHNICAL AND ADMINISTRATIVE STAFFING :

TRANSPORTATION AND MOBILIZATION OF STAFF AND SUPPLIES:

EQUIPMENT AND FURNISHING:

OFFICE SUPPLIES:

BANKING FEES:

TRAINING WORKSHOPS:

PROGRAM MATERIALS (FOR EXAMPLE: SEEDS, TOOLS, FERTILIZER ECT.,)

TOTAL EXPENSES:

MISCELLANEOUS AND UNFORESEEN. (Including reasonable provisions for inflation)

GENERAL TOTAL:

(Supplementary Budget information to be attached as needed)

International Form - Reference Question # 3; Socio-economic Representation Chart.

SOCIO ECONOMIC REPRESENTATION CHART	(1) TOTAL NUMBER	(2) Number of WOMEN	(3) Indigenous Groups	(4) Disadvant. Racial Groups	(5) Disadvant. Ethnic/Trib. Groups	(6) Other Social. Disadvant. Groups	(7) Other Social Categories (Specify)	(8) # Below Poverty Line	(9) # Above Poverty Line
Board of Directors from Applicant Organization									
Policy-making board for this project if different from above									
Office Employees									
Field Employees									
Volunteers									
Persons benefiting Directly from this project									

Please add comments and/or explanations if needed: _____

Note: The chart above is intended to give an indication of the fairness of representation of socially and economically disadvantaged groups in the decision making structures of the organization/project. Please indicate in the appropriate box of the table above the number of people in each socio-economic category listed. Be sure that individuals are not counted twice in the categories ranging from column 3 to 7.