

Friends of Sierra Leone Project Funds **Application Form**

I. Purpose:

The Friends of Sierra Leone (FOSL) Project Committee supports non-governmental organizations providing services that directly benefit the people of Sierra Leone. The maximum grant amount is \$3,000 although smaller requests are encouraged.

Applications are accepted year-round, although the Projects Committee and the FOSL Board reviews and acts upon applications on a semi-annual basis. To be considered, applicants must complete the FOSL Projects application form accompanied by a detailed proposal addressing the areas listed in these directions and a line item budget.

II. Funding Guidelines:

Applications for FOSL funding must include all requested information. Failure to include information may disqualify the proposal from consideration. Incomplete applications may be returned for additional clarification at the discretion of the Projects Committee or FOSL's elected board of directors.

FOSL will not fund:

- Political advocacy, litigation activities, political campaigns, attempts to influence legislation in Sierra Leone, or visa or other immigration requests aimed at individuals.
- Debt relief for any organization.

APPLICANTS MUST SUBMIT:

- Signed Application Form (See Section III of these instructions)
- Proposal (See Section IV of these instructions)
- Detailed Budget

III. Grant Application Form

Complete all information and return with all attachments to:

FOSL Project Chair: Jim Hanson
Projects@fosalone.org (electronic submissions are preferred)

Or mail to:
 Friends of Sierra Leone, Projects Committee
 PO Box 15875
Washington, DC 20003-0875, USA

Date of Application: _____

Total Amount requested from FOSL: \$ / Le *check one* _____

*If Leones are used please provide currency exchange rate provided by a local bank
 Exchange rate number of leones per US dollar.*

Bank offering the quote	
Name of organization requesting support:	
Executive officers of requesting organization: <i>Please use additional sheets if needed</i>	
Names and titles of project lead and treasurer. Use additional sheet if needed:	
Address, both physical and mailing address	
Telephone, both landline and mobile numbers:	Landline:
	Mobile:
E-Mail and website (if any):	
US Contact (if any), name, address and phone or e-mail address:	
What is the overall purpose of the organization?	
Please supply brief outlines of projects undertaken during the past one to three years by your organization. Use additional sheets, if needed:	

What type of organization do you represent? (Check all that apply):	
<input type="checkbox"/> Community Based Association: Registration Number: Year Granted:	<input type="checkbox"/> NGO: Registration Number: Year Granted:
<input type="checkbox"/> Educational Institution Registration Number: _____ Year Granted:	<input type="checkbox"/> Other (Specify): Are you a membership organization? If so, how many active members do you have?
SLANGO Member? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Are you affiliated with a religious organization? Yes: <input type="checkbox"/> No: <input type="checkbox"/> If so, please indicate: _____	
What was your organization's total annual revenue during the past calendar year?	
What were the organization's total annual expenses in the past year?	
If you maintain bank accounts, please list their names?	
What are your organization's major funding sources? (Membership dues, government, local or international NGOs, and any other) Type of project the funding will support:	
<input type="checkbox"/> Scholarship/Tuition Assistance	<input type="checkbox"/> Health
<input type="checkbox"/> Relief	<input type="checkbox"/> Water
<input type="checkbox"/> Education	<input type="checkbox"/> HIV/AIDS
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Culture
<input type="checkbox"/> Sports	<input type="checkbox"/> Social
<input type="checkbox"/> Youth	<input type="checkbox"/> Other

Please attach your project's budget. We require a detailed line item budget item, quantity, price per item, sub-totals and grand total) describing all estimated expenditures. Please be as detailed as possible and avoid excessive lumping of items. Attach budget on the back of the application.

Name of Project: _____

Sponsoring Organization: _____

Total Cost of Proposed Project: _____

Amount being requested from FOSL: _____

Total number of individuals who will benefit from this project: _____

FOSL cannot proceed without a signed form. Your signature and that of your fiscal officer are needed.

Name of the head of the requesting organization (Please Print): _____

Signature of head of the requesting organization: _____

Name of the financial officer of the requesting organization (Please Print): _____

Signature of the financial officer of the requesting organization: _____

Does anyone on your organizations board of directors or leadership body have any personal or professional relationships with a member of Friends of Sierra Leone? Please circle or check: Yes No

If so please detail these relationships, utilize an additional sheet if needed.

IV. Proposal

The proposal itself must contain the following information:

Situation

1. What opportunity, problem, issue, or need does your proposal address?

2. What community will benefit from this project? (Province, Chiefdom and town neighbor if located in a large town or city.)

3. When will the proposal be implemented and what is the overall timeframe? Is this project a continuation of a prior project? Please describe:

4. Will there be any charge for those being served by the proposed project? If so please explain.

5. How are the individuals who are benefiting being identified?

6. Please list-qualifying criteria and indicate who will be responsible for selecting participants.

Impact of Activities

1. How will the proposed activities benefit the community? Be clear and concise about the impact you expect to have and time frame in which all this will take place.

2. How many people will directly benefit from the proposed project? Please provide breakdowns of all those receiving benefits. Include the total number of direct beneficiaries, the number of men/boys and women/girls, if the proposal is for education projects provide a breakdown by elementary, secondary or university levels. If the proposal is for a population with various needs provide a breakdown based on their needs.

3. What impact, if any, with the proposed project have on the environment? Things to consider: Will the project require the draining of wetlands (swamps), cutting of forest (bush) or impact the quality of rivers or streams? If the project will benefit the environment please detail.

4. Long-term strategies for sustaining this effort

5. The FOSL Project Committee seldom provides on-going support to projects. The acceptance of any funding should be conditioned on the fact that FOSL cannot be relied on as a regular or steady source of outside funding.

6. With this in-mind, how will your organization continue this project without additional FOSL funding? Please be as detailed as possible.

Evaluation

1. Please explain in as much detail as possible how you intend to monitor and evaluate your project.

2. Your indicators must be specific, measurable, realistic and time bound.

3. Who will be involved in evaluating this work (staff, board, constituents, community, and consultants)?

FOSL reserves the right to have an outside evaluator visit and review the project and its financial records. In the event we elect to conduct our own evaluation the resulting report will be sent to FOSL with a copy sent to the organization.