Canadian Friends Foreign Mission Board

Application for Financial Support

1. **GUIDELINES**

Who may apply? Canadian Friends and Attenders who are undertaking international and/or overseas activities related to peace, social justice, education or are working to meet a social need may apply.

What kind of projects qualify?Proposals should have a clear relationship to a Quaker Testimony, be well articulated in the applications, and be supported by the applicant’s Monthly Meeting.

What expenses are eligible? Grants will generally be between $1,000 and $3,000. Eligible expenses may include travel, living allowance, supplies and materials, and communications.

Application deadline: Completed application packages are considered as they are received. Depending on the nature of the application, the process of discernment can take up to 8 weeks. Applicants will be notified of a decision as soon as a decision is made. If you have any questions about the application process, please contact ***CFFMB email/phone #***

1. **PERSONAL INFORMATION**

Date:

Name:

Address:

Postal Code:

Telephone:

E-mail:

Monthly Meeting:

Are you a Member or an Attender

**C PROJECT INFORMATION**

Title of Project:

Start Date:

Finish Date:

Name and address of organization(s) with which you will work (if applicable)

1. Briefly describe the project or activity and your goals or objectives in undertaking it.
2. Briefly describe your role or the tasks you will perform.
3. How does your proposed activity relate to a Quaker Testimony?

1. **ADDITIONAL PROJECT INFORMATION FOR ACTIVITIES WHICH INVOLVE GOING TO ANOTHER COUNTRY**
2. Describe the organization with which you will be working (if applicable) For example, what kind of work do they do? How do they carry out the work? How large is the organization? Is it able to work with international volunteers? Is it legally registered? How have you been in communication with the organization to develop a plan to ensure that there is agreement about how your time will be used and which activities you will be involved in?
3. What arrangements and preparations have you made to ensure safe travel and entry to the country and to enable you to participate fully in your visit? Consider the following as appropriate: Visa, Vaccinations, Language study, Cultural and technical orientation ,Travel insurance, Emergency contacts.
4. What contingency plans have you made in case your original plans don’t work out or if unexpected problems arise? For example, accommodation or travel arrangements, emergencies caused by weather or the need for emergency evacuation.
5. Tell us about the extent of the impact of your work. For example, how many persons/people will you reach or influence or benefit? Is the work intended to continue after you leave? How sustainable is the work after you have gone?
6. How will you report on your project or activity to evaluate whether or not you have reached your goals and objectives? This information will assist CFFMB in complying with CRA requirements.
7. **BUDGET**

**On a separate page:** please submit a sample budget which sets out anticipated or planned expenses as well as expected sources of income. A sample budget is provided below.

Sample budget:

Expenses:

Travel:

Airfare $700

Buses $200

Gas $100

Travel total $1000

Food $200

Materials/supplies $200

Phone costs $ 25

Misc. $ 75

**TOTAL EXPENSES $1500**

Income:

Requested from CFFMB $500

Requested from Meeting $400

Others sources of funding

(Please identify) $400

Personal contribution $200

**TOTAL INCOME $1500**

1. **INFORMATION FOR THE APPLICANT’S MONTHLY MEETING**

All applications must be accompanied by a letter from the applicant’s Monthly Meeting, or a copy of the appropriate minute indicating support for and approval of the project and the application to CFFMB.

The applicant may wish to have a clearness committed. Please share the Queries below with your Meeting and your clearness Committee if applicable.

Queries:

* Is the Friend, in his or her intended action rooted in the testimonies of Friends?
* What need does the project serve? If the proposal involves working with a group of people, has that group been involved in the development of the project’s goals and objectives?
* What support will the Monthly Meeting offer (person, financial, practical)?
* How will the Friend report back to the home meeting and CFFMB?

1. **SUBMITTING THE APPLICATION**

Your application package should be submitted via email to [**cffmb@gmail.com**](mailto:cffmb@gmail.com)and should include the following:

* 1. Completed application form
  2. Letter or minute of support from your Monthly Meeting
  3. Letter of confirmation from the organization with which you will work, if relevant
  4. Budget

1. **REPORTING REQUIREMENTS**

If your application for a grant is approved, you will need to submit the following documentation to CFFMB upon completion:

* 1. A Narrative Report on your project which covers the activities and goals/objectives of your project and evaluate how well they were met. The report should also include a summary of the income and expenses of the project.
  2. Original receipts for expenses for the project. If photocopies are being submitted, a notation should explain who has the original receipt (perhaps another funder).

Friends who receive grants are encouraged to share what they have learned with the broader community through presentations to their Meeting, Half-Yearly Meeting, Yearly Meeting, or through a communications tool such as *The Canadian Friend*, or *Quaker Concern*.