



# CISV International Peace Fund

A trust created in 1988 to globally support CISV objectives

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## CISV International Peace Fund Grant Application Procedure

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## GENERAL INFORMATION

### Before You Start

- Review the different sub-funds and the funding criteria. Does your project meet the goals and criteria of at least one of the sub-funds?
- Plan ahead - don't rush your application. The more thorough your application, the greater chance of a successful outcome.
- Ensure your project/activity has clear objectives that are measurable.
- Ensure you have a detailed budget of costs to include in your application, being clear to which areas you are applying the grant to.
- In your budget, show all the funding sources for your project/activity. Note that the International Peace Fund cannot fully fund any project. It is essential that there are funds coming from other sources.
- Have others review your application before submitting it.
- If you have doubts, consult with the Peace Fund (PFT) Trustees to get advice.

### Who Can Apply For Grants

Applications for grants from the CISV International Peace Fund can be made by:

- a) CISV charities (officials of the International Association (e.g. International Office, Governing Board), a National Association (NA itself or one of its Chapters), Promotional Association);
- b) Official delegates to regional or international CISV activities / conferences (with endorsement of relevant CISV entity); or
- c) PFT trustees for projects consistent with PFT's objectives.

### What Can be Applied For

Trustees may approve grants for projects which are in line with PFT objectives and the purpose of the sub-fund, provided accumulated interest is available. Some examples of projects that have been funded in the past include:

- first time programmes hosted by promotional associations;
- participation by promotional associations at CISV workshops/activities; and
- international or regional workshops co-hosted by CISV and like-minded organizations.

Please note: PFT does **not** finance operational expenses such as:

- committee administrative expenses;
- hosting CISV official recognised activities in established National Associations (NA) (e.g. Village, Interchange, Step Up, Seminar, IPP, Youth Meeting);
- regular publications (e.g. annual reports).



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## Application Instructions

### Deadlines for Grant Applications

There are 4 application deadlines per year, all deadlines are UK time (GMT). Any grant application received throughout the year will be processed by trustees at next application deadline. Some exceptions may be made, however applicants are strongly encouraged to plan ahead and apply with sufficient time for your project/activity.

| Application receipt date | Application decision latest by |
|--------------------------|--------------------------------|
| January 31 <sup>st</sup> | March 31 <sup>st</sup>         |
| May 31 <sup>st</sup>     | July 31 <sup>st</sup>          |
| August 31 <sup>st</sup>  | October 31 <sup>st</sup>       |
| October 31 <sup>st</sup> | December 31 <sup>st</sup>      |

### Note:

The 2 month period will give time for PFT trustees to review, ask for clarifications and/or missing information, discuss and process the grant application before decisions are made. Applicants are encouraged to apply as early as possible, so trustees can review the application and check completeness. For complete, high quality applications, the 2 month period may not be needed and the decision can be forwarded to the applicant earlier.

### Grant Application Details

Complete the Grant Application Form (GAF) and attach the following documentation:

- A short description of the project, including dates, venue, number of participants;
- A complete budget;
- Statement of endorsement of the project owner (e.g. CISV committee chair, regional coordinator or NA official). S/he must provide a short statement of reference highlighting the benefits of the project (why it should be done).



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## Elements of a Successful Grant Application

| Item         | Element                     | Questions to ask/answer  |
|--------------|-----------------------------|--|
| <b>WHY</b>   | The purpose of your project | Why is this project essential? What needs will be met that will benefit CISV? What will be the sustainable result?   |
| <b>WHAT</b>  | Objectives of your project  | What are the objectives of your project/activity?<br>How will you measure success of each?<br>What methods/materials will be used to meet the objectives?  |
| <b>WHO</b>   | The participants            | Who is your target group?<br>What is the minimum/maximum number of participants?<br>How will you advertise to get full participation?  |
| <b>WHERE</b> | Location                    | What facilities will you use?  |
| <b>WHEN</b>  | Dates of project/activity   | What are the start and end dates of your project/activity?<br>What timeline do you have to advertise for participation to give sufficient time for NAs to select the <b>right</b> people and plan low cost travel? |
| <b>COST</b>  | Budget of project           | What is the cost for food, lodging, and transportation?<br>What is the cost of any materials/equipment needed?<br>How will the grant be used?<br>What other sources of funding have you secured?                   |

### Where to Send Form Grant Application Form (GAF)

Submit the completed GAF and supporting documents to [office@international-peacefund.org](mailto:office@international-peacefund.org).



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## The Decision Making Process

After receipt of your application, you will receive an email from the PFT trustee handling your grant request. The application is then reviewed for any missing information. The trustees may make recommendations to improve the application or assist in answering or providing additional required information.

The voting PFT trustees then review the application and either approve or reject the application.

## Trustee's Criteria for Assignment of Grants

1. The Project matches the purpose of the sub-fund
2. The chosen sub-fund has available monies
3. Project is in-line with the priorities of relevant Committee and CISV International.
4. Applicant and project fit to the specifications defined for them by PFT
5. Project is authorised by the applying entity
6. Applicant is endorsed by the relevant entity
7. Budget requested is realistic and justified by the aims and methods of the project
8. Programmes and areas sponsored in a given year are diversified
9. Application Form and added attachments are complete and informative
10. The application is receiving in a timely manner

The PFT liaison will:

- Call a meeting of PFT Trustees by distributing / circulating application documents to all voting PFT trustees.
- In some cases, contact the Governing Board liaison to PFT for scrutiny, giving Governing Board a chance to comment on the application.

In most cases, the review is done via email. At times a conference call is made to discuss grant applications. The decision of the trustees is recorded and kept in PFT archives, using the Grant Application Decision form (DCM) being completed by the liaison. An approval by a majority of Trustees includes authorisation of later payment by PFT Treasurer.

## Payment to Applicant

After being notified of the approval by the Liaison, the applicant, as per grant conditions, may request release of funds in due time to the planned expense date or afterwards. Payment is made by the PFT Treasurer as expediently as the financial routines of the PFT will allow, via the manner of payment requested (offset via an NA is the preferred solution).



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## Conclusion of Project

At the conclusion of the project (maximum 1 month), the applicant must send to the Liaison:

- Completed Final Project Report Form (FPR) and any additional documentation required, including:
  - A list of participants, benefiting from the grant;
  - Appropriate photographs related to the project/activity suitable for publication. NOTE: Any photos submitted must comply with CISV International's Child Protection Policy and Procedure (1504). Any shared photos and/or videos become property of the PFT for publication purposes.
  - Copy of any publication that references that CISV International Peace Fund has supported the project/activity; and
- full settlement of accounts (including receipts etc.). Any money not spent for the approved purpose or not accounted for by receipts has to be re-paid immediately to PFT.

Upon receipt of the final report, the Liaison will send:

- The final report to all PFT Trustees and the archivist at the PFT office, MEA House, Ellison Place, Newcastle upon Tyne, England;
- The project's accounts to the PFT Treasurer for audit. If correct, PFT Trustees are informed about correct completion of the activity / project. Otherwise the PFT Treasurer takes corrective actions.

## Where to Get Further Information






Grant application forms, information on the different sub-funds, and general information on the Peace Fund, can be found on our website <https://international-peacefund.org>. For specific questions not answered on the website, contact the Peace Fund at [office@international-peacefund.org](mailto:office@international-peacefund.org) and one or the liaisons will help you.



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## Appendix: CISV International Peace Fund Sub-Funds

|   |  |  |
|---|--|--|
|    | <b>Allen Fund</b>  |  |
|   | Established: 6 August 1976 in honour of Doris and Rusty Allen  |  |
| <b>Purpose</b>  | 100% of post-expense income to support CISV research, programme development and leadership training.   |  |
| <b>Restrictions</b>   | Capital not to be spent  |  |
| <b>PFT Liaison</b>  | Jukka Kangaslahti (kangaslahti@dnainternet.net)  |  |
|    | <b>Chun Fund</b>   |  |
|   | Established: 2 August 1985 in honour of Shin-il Chun   |  |
| <b>Purpose</b>  | <ul style="list-style-type: none"> <li>33% of post-expense income for use by the CISV Asia - Pacific region.</li> </ul>  | <ul style="list-style-type: none"> <li>67% of post-expense income for unrestricted use by CISV International.</li> </ul> |
| <b>Restrictions</b>   | Capital not to be spent  |  |
| <b>PFT Liaison</b>  | Tom Adarme (tomadarme@yahoo.com)   | Gillian (Gill) Uy (gmuy@icloud.com)  |
|   | <b>Doris Twitchell Allen Founders Fund</b>   |  |
|   | Established: 6 August 2001 in honour of Doris Twitchell Allen, Founder of CISV   |  |
| <b>Purpose</b>  | 100% of post-expense income to support CISV youth participation, organisation, and/or facilitation of workshops/meetings promoting the aims and objectives of CISV.    |  |
| <b>Restrictions</b>   | Capital not to be spent  |  |
| <b>PFT Liaison</b>  | Ignacio Cavero (ignacio@cavero-sanchez.com)  |  |
|  | <b>MAC / Japan Fund</b>  |  |
|   | Established: 4 August 1991 in memory of Makoto Watanabe by CISV Japan  |  |
| <b>Purpose</b>  | 100% of post-expense income to provide globally scholarships for youth aged 11-18 supporting their participation in international CISV activities, (not to be repaid). |  |
| <b>Restrictions</b>   | Capital not to be spent  |  |
| <b>PFT Liaison</b>  | Zeca Giorgi (zrgiorgi@osite.com.br)  |  |
|  | <b>Bill &amp; Mary Matthews Fund</b>   |  |
|   | Established: 2 August 1985 in honour of William P. Matthews, Jr., first Secretary General of CISV International and his wife Mary, Honorary Trustee of PFT             |  |
| <b>Purpose</b>  | 100% of post-expense income for CISV International promotional efforts and co-operation with like-minded organisations.  |  |
| <b>Restrictions</b>   | Capital not to be spent  |  |
| <b>PFT Liaison</b>  | Mona El Shibiny (monasheg@yahoo.com)   |  |