



# 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, Step Up, Seminar, Youth Meeting);
- regular publications (e.g. annual reports).



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## Application Instructions

### Deadlines for Grant Applications

The Peace Fund is committed to either accept or reject an application within a period of ONE MONTH from the date of submission. However, the Peace Fund may ask for further information and/or documentation from the applicant. In this case, the one month period will be increased in the equivalent number of days as applicant takes to fulfill the Peace Fund requirements.

#### **Note:**

Applicants are encouraged to apply as early as possible, so trustees can review the application and check completeness.

### 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 co-ordinator 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.
- 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 of the liaisons will help you.