

SIFAT Short Term Project Application Form

Rev E: Jan 2020

Guidelines for completing application form

1. Proposals may be submitted any time of the year however SIFAT will evaluate proposals starting in October and March of each year
 - a. Unless urgent, proposals will not be evaluated until the beginning of the next evaluation period (October or March)
2. Send completed application forms to Art Stephenson by email at agstephenson@comcast.net
3. All application forms must be written in English. Application forms received in another language will be returned to the sender
4. All sections of the application form need to be answered. However, if a section does not apply (such as no “Market” is needed since no product or service will be sold) write “Not applicable” in the response area
5. The project application form has been redesigned as a Word document so that SIFAT graduates can make entries directly on the application form.
 - a. Please do not change any questions
 - b. Application form must be signed as a Word document (select font for your signature) and return
6. Proposals should nominally be for \$5000 or less. In rare instances a proposal amount up to \$15000 will be considered for approval. Proposals over \$15000 and up to \$25000 must:
 - a. Designate a Project Champion known to SIFAT who will lead fund raising efforts
 - b. Have an individual and/or church donor who have already agreed to donate more than 50% of the total project cost
7. Attachments such as spreadsheets, budgets, schedules, sketches should be included and noted in appropriate section

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1. General information

	Provide response in box below
Project Title	
Country where project is to occur	
SIFAT Graduate Name	
Date submitted	
Proposal Amount (\$US)	

Check project category (check all that apply)

	Category	Example
<input type="checkbox"/>	Education/training	Initial or expansion
<input type="checkbox"/>	Capital purchase	One-time purchase of equipment such as building(s), land, vehicle, machinery
<input type="checkbox"/>	Living/lifestyle enhancement	Solar installation, smokeless fuel-efficient cook stoves
<input type="checkbox"/>	Health/Safety/Security	Water well drilling, fencing
<input type="checkbox"/>	Farming/Crops	Food or agriculture for consumption (not for profit)
<input type="checkbox"/>	Religion/Ministry	Church construction, repair or expansion
<input type="checkbox"/>	Income generating, sustainable business	Crops, brick making, clothing production, micro-industry
<input type="checkbox"/>	Other	Provide explanation/description of project

Check timeframe for completion of project

	Timeframe
<input type="checkbox"/>	12 months or less
<input type="checkbox"/>	12-24 months
<input type="checkbox"/>	24-36 months

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c) Describe background and demonstrated success of this organization in executing projects. Give examples.		
d) Provide name of SIFAT Graduate, place and year of graduation as well as contact information		

Note: Agency Director and SIFAT Graduate must sign proposal (last page)

4. Project Beneficiaries	Provide response in box below	For GPC Review only (yes/no/comment)
a) What community will this project benefit?		
b) What is the problem or improvement being addressed?		
c) If applicable, explain any failed attempts in the past to address this problem/improvement and lessons learned from those attempts with an explanation of how those lessons are being applied to this new project.		

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5. Project Responsibility	Provide response in box below	For GPC Review only (yes/no/comment)
a) Who in addition to the SIFAT graduate proposing the project, if applicable, will be responsible to carry out the project and ensure the money is used for its stated purpose?		
b) What experience does this leader have? Provide examples.		
c) Explain the role of the Graduate in executing such a project		
d) Describe how this project will use ideas/process learned at SIFAT		

6. Project Plan	Provide response in box below	For GPC Review only (yes/no/comment)
a) How many phases are anticipated to complete project? Explain objective of each phase if more than one phase is required.		
b) Give the expected project schedule for the different project phases and the length of time that you expect it to take for each phase. If only one phase is required for this project state that is the case. Spreadsheet may be attached.		
c) Describe the needed inputs (what is needed, e.g. material) and expected outputs (what is the end result) of each phase.		

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d) Provide a detailed list of materials and cost of each item. Spreadsheet may be attached.		
e) List schedule or cost risks (e.g. purchasing, labor, weather)? Describe how you plan to address these risks?		
f) If the proposed project involves working with a government agency for approval of the project, present copies of approved documents if available. For example, if a building permit is required to build a structure, include copies of the building permit. If unavailable describe process for getting approval and any possible obstacles.		
7. Community Provided Resources	Provide response in box below	For GPC Review only (yes/no/comment)
a) Describe what the community will contribute to the project (material, labor, funds, etc.)		

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b) Describe any factors (e.g. harvest, rainy season) that might impact the ability of community members to contribute, as planned, in a timely manner to the project		
How might these factors be dealt with to avoid cost increases or schedule delays?		

8. Required Training	Provide response in box below	For GPC Review only (yes/no/comment)
a) Is training required for those involved in the project to perform their work successfully?		
b) If so, describe the required training and when it will be done		
c) Describe the qualifications of the person doing the training		

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Note: Training costs should be reflected in the budget (Section 10)

9. Project Monitoring and Reports	Provide response in box below	For GPC Review only (yes/no/comment)
a) Describe who will monitor the project and report progress		
b) How often will this person monitor it (daily, weekly, monthly)?		
c) SIFAT would like to know if the funds are being spent at the planned times. Provide spreadsheet for project expenditures by quarter		

Agree to the following (check all)

	I agree to the following	
	Reports will include actual expenditures	
	Reports will be submitted quarterly or after completion of each project phase, whichever is the shorter period of time	
	Reports will show if the project phase was completed within the budget as planned or if it cost more or less	
	Reports will identify unexpected problems in accomplishing project phases and cost overruns	
	Reports will include photos	
	Final report after project completion will be submitted including pictures, proposal budget plan vs actual expenses and impact on community members	

10. Budget	Provide response in box below	For GPC Review only (yes/no/comment)
a) Provide a complete and detailed budget, by phase, including that portion of the total budget being requested from SIFAT. Spreadsheet may be attached.		

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<p>b) Provide needed timing of delivery of desired SIFAT raised funds by phase (phase 1, phase 2, etc.)</p>		
<p>c) If the project has only one phase and funds are needed at certain times within this one phase, provide dates when funds are needed and the amount needed for each payment. Address the following concern: Knowing that SIFAT cannot predict when funds will be available and assuming SIFAT provides funding by phase, are project phases independent of each other? If not, what are the project cost and schedule risks?</p>		
<p>d) Include the cost of materials listed in Section 6</p>		
<p>e) Provide the total cost to complete the project including the amount of project costs paid for by the community (if any)</p>		
<p>f) Provide the total funds requested from SIFAT in \$US</p>		

Note: The total funds requested in the project proposal must account for the following two elements:

1) The Effects of Currency Exchange Fees when changing \$US to the currency of the country where the project is being performed. For example, if SIFAT sends \$1000, the graduate will receive \$1000 minus the bank exchange fee. Thus, the proposed funds requested from SIFAT should be increased by the expected loss in amount received by the graduate due to the exchange fee. (SIFAT will not adjust the amount of funds (\$US) sent in the future due to exchange rate changes - up or down).

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2) The Addition of a SIFAT Administrative Fee of 10% of the funds needed by the graduate. For example, if the total required project funds (\$US) to complete the project, including the effects of the exchange fees mentioned above, is \$1000 then the project funds you should request from SIFAT in the proposal should be \$1,100 with the 10% Administrative Fee of \$100 going to SIFAT for their participation.

3) Check that the following conditions will be met (if applicable) or put "NA"

	State agreement that if the SIFAT graduate receives funds for this project from a donor outside of SIFAT the graduate will notify SIFAT so the amount sent to the graduate is reduced by that amount plus the 10% for SIFAT's administrative costs
	If a piece of equipment (e.g. vehicle or machinery) or land is purchased for the project, then the title for it must not be in the name of the graduate but rather in the name of the non-profit organization the graduate operates through

11. Market	Provide response in box below	For GPC Review only (yes/no/comment)
a) If a product or service is being developed for sale, describe where and how you will market it?		
b) Is the market local, national, international?		
c) Is there a risk that you might lose this market?		
d) Describe any alternative markets if you lose this one?		
e) Describe the method and cost of transportation to the market		
f) Describe what steps need to occur to succeed in this market		

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12. Ultimate Independence and Sustainability	Provide response in box below	For GPC Review only (yes/no/comment)
a) When the money requested in this grant is spent, will the project be able to continue on its own?		
b) For projects that involve building an asset (e.g. building, well, nursery, fish pond) please address how natural disasters (e.g. storms) and break down of equipment (e.g. pumps) will be addressed. Is the structure designed to withstand high winds? Are there funds available to replace failed components like pumps or solar arrays?		
c) For projects dependent on availability of water (crops) what is the plan to help reduce the chance of failure due to droughts. For example, in a nursery is city water available and is part of the plan to tap into city water?		
d) If the project involves building or placing an asset (e.g. farm, well, building) on land, is the land totally owned by the community so that the asset will always be available to the community?		
e) Is the project sustainable from the resources it will produce?		
f) If not independent and sustainable when all of the SIFAT funds are received and the project is		

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complete when do you expect it to become self-supporting?		
g) Explain how the community will pay for all operational and maintenance costs for any equipment or machinery that is part of this project (these expenses are independent of SIFAT)		
h) If a project is designed to generate funds for a community, please address how the community could set apart some profits from the proposed project to be used by the community to fund a portion of or desirably the entire cost of future projects. The goal is to achieve total community independence and not need to ask SIFAT to fund future projects		

Signature of applicants	Print name below	Sign below (use different font)	Date
SIFAT Graduate			
Agency Director			