

Instructions for applying for an *AllPeopleBeHappy* foundation 2014 Volunteer Service Award

Requirements:

- The volunteer activity must be a part of a program run by an organization with 501(c)(3) status
- The activity must address at least one of the areas which align with the *AllPeopleBeHappy* foundation vision of ending extreme poverty:
 - Education and Training
 - Health Care
 - Sustainable Agriculture
- Application is to be submitted by an authorized representative of the sponsoring organization
- Submission of the application indicates that:
 - Sponsoring organization has accepted the volunteer for the specified project
 - Sponsoring organization agrees to administer the funds on behalf of the applicant (*i.e.*, the funds will be sent to the sponsoring organization with instructions to offset expenses for the named grant recipient)
 - Sponsoring organization agrees to wave any customary management fees for the administration of the Volunteer Service Award funds
 - Applicant must spend a minimum of 6 weeks in-country working on the project and/or applicant must work with the organization for a minimum of 6 months on the project, with at least 4 weeks working in country
- Applicant must be 18 or older before receiving the grant funds
- Applicant must be a US Citizen or US Resident
- Applicant cannot be related to members of the *AllPeopleBeHappy* Board or Advisory Council
- Prior Volunteer Service Award recipients are eligible to apply for the 2014 award, but will be given no preference during the selection process
- Award recipient is expected to raise at least half of the required funds from other sources
 - Maximum grant = \$2500/Minimum grant = \$1000
- Required information is to be sent electronically to info@allpeoplebehappy.org
- Award recipient must sign the *AllPeopleBeHappy* foundation's liability waiver prior to funding

Application process:

- A representative of the sponsoring organization should submit all requested information electronically to info@allpeoplebehappy.org
- In the subject line indicate name of organization and name of applicant.
- The application may be sent in multiple parts, but please add an indicator in the subject line of number of notes to expect (*e.g.*, 1 of 3)

Required information:

- **General formatting requirements**
 - Documents prepared specifically as part of the application must include the individual's name, email address, and name of the sponsoring organization in either in the header or footer of each page. Also include the name, title and email address of the individual submitting the application
- **Assignment** – Describe the project; include overall team effort as well as your individual responsibilities. Include the sponsoring organization's name, as well as the dates during which you will be volunteering in this section of the application
- **Resume** – include all relevant documentation:
 - Application submitted to sponsoring organization
 - Education, work experience, volunteer experience, and references
 - Contact information –email, phone, mailing address. If you are using a university email address please also include an alternate email address
- **Creativity** - answer the following question:
 - What do you feel will lead to a world where *All People Can Be Happy*, and what contribution will you make?
 - Format of your choice
 - Keep it short
- **Need**
 - Justification for applying for grant
 - Submit a short statement about how receiving a grant would impact your ability to volunteer
 - Budget – include all relevant expenses
 - Immunization and prophylaxis
 - Visa
 - Transportation
 - Food and housing
 - Other (explanation required)
 - Fundraising
 - What funding do you currently have and how do you plan to procure additional funds? *Reminder – the Volunteer Service Award is a matching grant and will cover half of your estimated expenses or up to \$2500 if your estimated expenses exceed \$5000.*
 - Documentation – submit all relevant documents
SUGGESTION –redact social security numbers prior to submitting

AllPeopleBeHappy foundation Volunteer Service Award 2014 requirements

AllPeopleBeHappy foundation is a 501(c)(3) non-profit organization. Tax ID # 26-0815307.

www.AllPeopleBeHappy.org

- Student Aid Report (SAR). SAR is the confirmation you receive in the mail at your home address for completing the FAFSA
- If you did not complete the FAFSA, enclose a copy of your most recent tax return. You may include parent's tax return if it is considered to be relevant
- Student status and/or employer name, current salary, plus contact information

Award Recipients Must Agree to:

- Submit a post experience report to info@allpeoplebehappy.org within 30 days of returning
- Grant *AllPeopleBeHappy* foundation permission to use all submitted information (including essays, blogs, photographs, videos) on the Foundation's website, social networking sites, brochures, annual reports, newsletters, and presentations

Schedule for 2014 awards:

- Application process announced on **16 January 2014**

Spring/Summer Awards

- Completed applications must be submitted no later than **6 April 2014**
- Award recipients announced on or before **6 May 2014**

Fall/Winter Awards

- Completed applications must be submitted no later than **7 September 2014**
- Award recipients announced on or before **7 October 2014**

Additional opportunity for volunteers who have made a commitment of at least 9 months

After completing the 1st six months of your volunteer commitment send an interim report to info@allpeoplebehappy.org

- Report should include pictures and list:
 - Accomplishments, problems encountered and how they were resolved, unintended consequences both positive and negative
 - The most important things that were learned
 - Updated budget to include the amount spent and funds still required

An additional grant of up to \$2500 may be awarded based on the report and financial assistance still required.