

## Instructions for applying for an *AllPeopleBeHappy* foundation 2016 Volunteer Service Award

### ***Application process:***

- A representative of the sponsoring organization should submit all requested information electronically to [info@allpeoplebehappy.org](mailto:info@allpeoplebehappy.org) on or before the scheduled due date (refer to the schedule at the end of this document)
- In the subject line indicate name of organization and name of the applicant or applicants.
- The application may be sent in multiple parts, but please add an indicator in the subject line of number to expect (*e.g.* 1 of 3)

### ***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
- 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 a 2016 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

*AllPeopleBeHappy* foundation Volunteer Service Award 2016 requirements

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

[www.AllPeopleBeHappy.org](http://www.AllPeopleBeHappy.org)

- Maximum grant = \$2500/Minimum grant = \$1000
- Required information is to be sent electronically to [info@allpeoplebehappy.org](mailto:info@allpeoplebehappy.org)

### ***Required information:***

- **General formatting requirements**
  - Documents prepared specifically as part of the application must include the applicant's name, email address, name of the sponsoring organization, name, title and email address of the individual submitting the application on the 1<sup>st</sup> page of the application
- **Assignment** – Describe the project; include overall team effort as well as your individual responsibilities. Be sure to also include the specific location of your assignment (country and region or town), as well as the dates during which you will be volunteering.
- **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 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*

*AllPeopleBeHappy* foundation Volunteer Service Award 2016 requirements

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

[www.AllPeopleBeHappy.org](http://www.AllPeopleBeHappy.org)

*grant and will cover half of your estimated expenses or up to \$2500 if your estimated expenses exceed \$5000.*

- Documentation of financial status. Submit all relevant documentation and redact social security numbers prior to submitting
  1. Student Aid Report (SAR). SAR is the confirmation you receive in the mail at your home address for completing the FAFSA
  2. 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
  3. Student status and/or employer name, current salary, plus contact information

### ***Award Recipients Must Agree to:***

- Sign the *AllPeopleBeHappy* foundation's liability waiver prior to funding
- Submit a post experience report to [info@allpeoplebehappy.org](mailto:info@allpeoplebehappy.org) within 30 days of returning. For longer term volunteers, quarterly updates are required.
- 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 2016 awards:***

- Application process announced on **16 January 2016**

#### **Spring/Summer Awards**

- Completed applications must be submitted no later than **10 April 2016**
- Award recipients announced on or before **6 May 2016**

#### **Fall/Winter Awards**

- Completed applications must be submitted no later than **16 September 2016**
- Award recipients announced on or before **14 October 2016**

*AllPeopleBeHappy* foundation Volunteer Service Award 2016 requirements

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

[www.AllPeopleBeHappy.org](http://www.AllPeopleBeHappy.org)