

## Instructions for applying for an *AllPeopleBeHappy* foundation 2018 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

### ***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 volunteering with the sponsoring organization or its local partners
  - Note that only one identified individual will be considered for this award. Team applications will be disqualified
- 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 2018 award but no preference will be given during the selection process

*AllPeopleBeHappy* foundation Volunteer Service Award 2018 requirements

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

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

- 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](mailto:info@allpeoplebehappy.org)

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

- **General formatting requirements**

Application must include the following information in the 1<sup>st</sup> page

- Applicant's name
  - Applicant's email address
  - Name of the sponsoring organization
  - Tax ID# of the sponsoring organization
  - Name, title and email address of the individual from the sponsoring organization submitting the application
- **Assignment**
    - Describe the organization's overall effort as well as your individual responsibilities
    - The specific location of your assignment (country and region or town)
    - Dates you will be in-country volunteering
  - **Resume** – include all relevant documentation
    - Application submitted to the 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

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- Food and housing
- Other (explanation required)
- Fundraising efforts
  - 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 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 2018 awards:***

- Application process announced on **16 January 2018**

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

- Completed applications must be submitted no later than **8 April 2018**
- Award recipients announced on or before **8 May 2018**

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

- Completed applications must be submitted no later than **16 September 2018**
- Award recipients announced on or before **16 October 2018**

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