

Instructions for applying for an *AllPeopleBeHappy* foundation 2023 Volunteer Service Award

Application process:

- A representative of the sponsoring organization should submit all requested information electronically to barbara.tang@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 U.S. 501(c)(3) tax 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 of Directors or Advisory Council
- Prior Volunteer Service Award recipients are eligible to apply for a 2023 award but will be given no preference during the selection process

AllPeopleBeHappy foundation Volunteer Service Award 2023 requirements

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

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- Award recipient is expected to raise at least half of the required funds from other sources
 - Maximum grant = \$3000, Minimum grant = \$1000
- Required information is to be sent electronically to barbara.tang@allpeoplebehappy.org

Required information:

- **General formatting requirements**

Application must include the following information on its 1st page

- Applicant's name
- Applicant's email address
- Name and US mailing address 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
- Name of the organization's Chief Financial Officer and Executive Director
- **Assignment**
 - Describe the organization's mission
 - Describe specific responsibilities of the volunteer applying for this grant
 - Indicate the location (*e.g.*, country, district, city...) that the volunteer will be residing in
 - Dates the volunteer 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

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- Visa
- Transportation
- 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 \$3000 if your estimated expenses exceed \$6000.*
- 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 barbara.tang@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 2023 awards:

- Application process announced on **16 January 2023**

Spring/Summer

- Completed applications must be submitted no later than **10 April 2023**
- Award recipients announced on or before **19 May 2023**

Fall/Winter Awards

- Completed applications must be submitted no later than **16 September 2023**
- Award recipients announced on or before **16 October 2023**

Note: Late or incomplete applications will be rejected without comment.

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