

Instructions for applying for an *AllPeopleBeHappy* foundation 2020 Volunteer Service Award

Application process:

- A representative of the sponsoring organization should submit all requested information electronically to 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 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 2020 award but will be given no preference during the selection process

AllPeopleBeHappy foundation Volunteer Service Award 2020 requirements

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

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

Required information:

- **General formatting requirements**

Application must include the following information on its 1st page

- Applicant's name
- Applicant's email address
- Name of the sponsoring organization
- Tax ID# of the sponsoring organization
- U.S. Mailing address 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

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- Immunization and prophylaxis
- 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 \$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 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 2020 awards:

- Application process announced on **16 January 2020**

Spring/Summer

- Completed applications must be submitted no later than **10 April 2020**
- Award recipients announced on or before **19 May 2020**

Fall/Winter Awards

- Completed applications must be submitted no later than **16 September 2020**
- Award recipients announced on or before **16 October 2020**

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

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