

Instructions for applying to become an *AllPeopleBeHappy* foundation Fellow

Summary:

The *AllPeopleBeHappy* foundation's Fellows program is intended to assist 501(c)(3) organizations or their grassroots supported NGO partners in developing local leadership or expanding their services by hiring trained specialists. It is intended that the Fellow be given a salaried position which will cover his/her expenses for transportation, health care, safe housing, food and water.

AllPeopleBeHappy expects the sponsoring organization to assume supervisory responsibility, to work with the Fellow to set realistic goals, and to review and revise (as necessary) those goals throughout their commitment.

AllPeopleBeHappy will provide a grant to cover up to 50% of the agreed upon stipend, up to \$12,000/year. The sponsoring 501(c)(3) organization is responsible for the remaining stipend.

General Requirements:

- The Fellow's assignment must be a part of a program run by an organization with 501(c)(3) status, or partner grassroots supported NGO.
- The 501(c)(3) organization assumes responsibility for disbursement of the *AllPeopleBeHappy* funds as well as matching funds.
- The source of the matching funds must be identified at the time of the application
- The Fellow's responsibilities 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
- Applicant must be pre-approved by an authorized representative of the sponsoring organization.
- Submission of the application indicates that:
 - 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 use the funds to cover up to 50% of the Fellow's stipend).
 - Sponsoring organization agrees to waive any customary management fees for the administration of the Fellows grant.
 - Sponsoring organization has assigned a supervisor for the Fellow and a direct contact for communications with *AllPeopleBeHappy* foundation.
 - Fellow has committed to spend a minimum of 12 months working with the sponsoring organization in country.

- Applicant must be 18 or older before receiving the grant funds.
- If the applicant is a foreign national, he/she must have a suitable degree or certification.
 - Foreign nationals must be a citizen of the country of the sponsored program or have the appropriate long term work permit or visa.
- If the applicant is a US Citizen or resident, he/she must have received minimum of a Bachelor's degree from an accredited college or university prior to being accepted as a Fellow.
- The required information is to be sent electronically to sctang@comcast.net.
- Award recipient must sign the *AllPeopleBeHappy* foundation's liability waiver prior to funding.
- Award recipient must also send quarterly updates to info@allpeoplebehappy.org, as well as a final report within 30 days of completing his or her fellowship.

Required Information:

- **Assignment** – Describe the assignment, include the overall effort and how this assignment will benefit the organization's current program(s)
- Who will have supervisory responsibility (include contact information)
 - Goals and milestones (be specific)
 - Review and progress report schedule
 - Who will have supervisory responsibility (include contact information)
- **Resume** – include **all** relevant documentation:
 - Application submitted to sponsoring organization
 - Education, work experience, volunteer experience, and references
 - Contact information – email, phone, mailing address
- **Proposed Salary** (in US dollars)
- **Justification for salary**
 - It is anticipated that the salary be sufficient to cover expenses
 - Estimated expenses
 - Local transportation
 - Housing
 - Food and water
 - Communication
 - Other health and hygiene items
 - International travel expenses (if applicable)
 - Airfare (if applicable)
 - Visas (if applicable)

AllPeopleBeHappy foundation Fellow's requirements
 AllPeopleBeHappy foundation is a 501(c)(3) non-profit organization. Tax ID # 26-0815307.
www.AllPeopleBeHappy.org

- Housing (if applicable)
 - Food
 - Other (explanation required)
- **Matching funds**
 - How will the organization obtain the matching funds?

Application Process:

- Representative of the sponsoring organization is responsible for submitting all requested information electronically to sctang@comcast.net.
- Indicate name of organization and name of applicant in the subject line.
- You may send the application in multiple parts, but please add an indicator in the subject line of number of notes to expect (*e.g.*, 1 of 3).

Submission Deadline:

- Deadlines for submitting Fellows applications are:
 - 31 March
 - 30 September