



FRIENDS OF MALAWI

SMALL GRANTS PROGRAM

Friends of Malawi (FOM) was established in 1987 as a private, non-profit organization in the United States, and now has over 900 members! While most FOM members are former Peace Corps/Malawi Volunteers, the membership also includes former British VSOs, Canadian CUSOs, UN Volunteers, USAID and US Embassy staff, Malawians living in the USA, and others interested in Malawi. All FOM revenue comes from membership dues and individual donations.

A key FOM activity is the Small Grants Program, which supports organizations and projects in Malawi in several sectors: Education, Environment, Human Services, Agriculture, and Small Business Development. As a matter of FOM policy, *no* discretionary grants, loans, or scholarships are ever awarded directly to individuals.

Most project grants range from \$100 to \$500, disbursed in current equivalent kwacha. In exceptional cases larger grants may be considered when the development potential is significant and FOM support is meaningful to the success of the project. Please note that if the support requested from FOM covers only a portion of a project's cost, the project description and budget must be *very* explicit about exactly what will be accomplished with the funding requested from FOM. Please be aware that FOM *cannot* consider any funding for large-scale projects in which the funding requested from FOM is insignificant to the overall endeavor.

Once a grant has been awarded, accountability and reporting by the grantee is very important in order that FOM can share with its members how their charitable support has been used. Therefore, grant recipients must provide FOM with brief interim reports as well as a final report on the project's conclusion. Specific reporting requirements and report deadlines will be given at the time the grant is awarded.

Detailed instructions for completion and submission of the application, as well as a summary of general approval criteria, can be found in the following pages. The "Small Grant Application Cover Sheet" and "Budget" page, necessary to the completion of a small grants application package, are also attached. We look forward to hearing from you!

Sincerely,
The FOM Board of Directors

FOM SMALL GRANTS TEAM

Katrina Grantz
Matt Grantz
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Friends of Malawi
1850 Columbia Pike #729
Arlington, VA 22204

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*Years listed are those of
residence in Malawi

FOM'S SMALL GRANTS PROGRAM

SUMMARY OF GENERAL APPROVAL CRITERIA

1. Grant support focuses on those sectors which are listed on the cover sheet; grants are for economic and social improvement at the village level, to be implemented by local communities and/or groups within Malawi. Priority is given to projects with broad participation and benefits that are immediately visible among large numbers of participants.
2. FOM gives highest priority to community and non-governmental organization projects; government sponsored projects have lower priority. Funding is not intended for recurring costs of operations and maintenance, such as salaries and rents. Funds are not intended to cover attendance at conferences.
3. Grants are generally for small-scale projects that can be completed relatively quickly within the limits of funding approved by FOM, rather than funds being commingled as a contribution to a larger program.
4. Self-help is an important project element, with contributions of labor, materials, or funds from community members normally comprising part of the project plan.
5. Where projects will generate income for grantees, a plan for the use and accounting of future proceeds is required.
6. Projects that require recurring inputs, such as fertilizer for agriculture or security and maintenance of facilities and equipment, must have a plan for covering such requirements after grant funds are expended.
7. Funds requested for training programs must include a summary of planned curricula, along with relevant experience and qualifications of trainers.

INSTRUCTIONS FOR COMPLETING FOM'S SMALL GRANT APPLICATION Package

Application packages are accepted throughout the year; there are no deadlines. Applications should be completed electronically when possible, but can be completed by hand (typewritten or handwritten in black ink).

There are *five required parts* to an application...

1. A capsule summary of the proposed project—150 Words maximum.
2. A completed* small grant application cover sheet—Please use the form provided.
3. Description of your organization—One page only. Describe your organization and its current programs/activities. You are encouraged (but not required) to enclose any current brochures, pamphlets, newspaper stories, etc. which describe your organization and/or its programs.
4. Justification and description of proposed project—Two pages or less. This is an expanded version of the 150 word capsule summary indicated above. Describe the project/activity for which you are requesting FOM support, and state a specific amount of funding requested. The following should be included:
 - a. a clear statement of the problem and the rationale for the proposed project,
 - b. project goals and objectives, including how you will know whether or not they have been achieved,
 - c. a description of those who will benefit directly or indirectly from the project,
 - d. the proposed project activities,
 - e. a timetable with beginning and ending dates, and
 - f. the names and qualifications of persons with primary responsibility for the project.
5. Project budget—Please use the form provided.

An application must follow the designated format and all requested information must be included: incomplete applications will be returned for additional information, which will greatly delay a decision on funding.

* Special note to Peace Corps Volunteers: It is not necessary to complete those parts of the cover sheet which relate only to NGO applicants, but make sure the items in boxes with double-line borders are completed.

Completed application packages should be e-mailed to FOMgrants@yahoo.com, or hardcopies can be mailed to:

Friends of Malawi
1850 Columbia Pike #729
Arlington, VA 22204
USA

Grant applications will be acknowledged upon receipt. Decisions on grant awards will be made on at least a quarterly basis by FOM's Grants Team.

FOM Grant Application
Check List for APCD / PCVL / APCD Admin Assistant

Yes No

- Do you judge this project, in the best of your ability, to be sustainable and to have a positive community impact?

- Do you feel the request for the project originated from the community?

- Do you feel the budget is accurate and sufficient to accomplish the project goals?

- Do you feel there is adequate time for the completion of the project? (Please consider PCV COS date, seasonal constraints, community or school calendar, etc.)

- Are you confident in recommending this project for approval of a grant from the FOM small grant program?

- Are there any reservations you have regarding this activity, the site, or the PCV? If yes, please briefly describe on the bottom of this page.

We welcome any additional feedback you wish to provide.

Signature

Date

Comments:

FRIENDS OF MALAWI SMALL GRANTS APPLICATION COVER SHEET

Organization Information			
Organization Name:		Year organization founded in Malawi:	
Organization Mailing Address		Number of full-time employees:	
		Number of part-time employees:	
		Number of volunteers:	
Telephone Number:*		Name & Title of Chief Executive Officer:	
Fax Number:*		Name & Title of Chief Financial Officer:	
E-mail Address:*			
Budget Information: Please complete the following information describing your organization's financial position.			
Total organizational budget (in Malawian Kwacha) for the <i>last</i> fiscal year:		List the sources and amounts of all major funding received within the last 18 months:	
Total organizational budget (in Malawian Kwacha) for the <i>current</i> fiscal year:		Source	Amount
In what month does the current fiscal year end?			
* If applicable			
Project Information			
Name of the project:		Date the project will (or did) begin:	
Name & Title of person responsible for project (if non-Malawian, e.g. Peace Corps Volunteer, include the expected completion of service date):	Name:	Anticipated date of completion:	
	Title:		
	COS Date:		
Name of the Bank to which funds should be sent:		Total cost of the project (in MK):	
		MK requested from FOM:	
Bank's mailing address:		Other Contributors	Amount
Organization's (or, if PCV, individual's) bank account number (for deposit of funds):			
Project Goals: Please briefly describe the goals of your project and how you will know whether or not they have been achieved.			
Goal		Measure of Success	
Please do not write in this box.		Name & title of person submitting application:	
		Today's Date:	

FRIENDS OF MALAWI SMALL GRANTS

APPLICATION BUDGET

Project Name: _____

This budget should cover *all* project costs. List the FOM contributions and the community contributions separately. State amounts in Malawian Kwacha.

Paid Project Personnel/Staff				Total Compensation	
Name	Compensation Rate	Period of Employment		FOM Contribution	Community Contribution
Project Materials (be specific)				Total Cost	
Material	Cost per Unit	Total Units Required		FOM Contribution	Community Contribution
Project-Related Travel (be specific)				Total Cost	
Trip	Cost per Traveller	Number of Travellers		FOM Contribution	Community Contribution
Printing/Duplication (be specific)				Total Cost	
Material to be Copied	# of Units Needed	# Pages / Unit	Cost/Page	FOM Contribution	Community Contribution
Office Equipment/Supplies (be specific)				Total Cost	
Item	Cost per Unit	Total Units Required		FOM Contribution	Community Contribution
Other Expenses (be specific)				Total Cost	
Item	Cost per Unit	Total Units Required		FOM Contribution	Community Contribution
Total Project Expense:					
Total FOM Contribution:					
Total Community Contribution:					