



# CISV INTERNATIONAL PEACE FUND

A TRUST CREATED IN 1988 TO GLOBALLY SUPPORT CISV OBJECTIVES

## PFT GRANT APPLICATION PROCEDURE

[GAP]

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## General information

### Before you start

- Is it really time to write this grant? Is it premature?
- You should write the plan paper first!
- Plan ahead and don't rush — give yourself at least 2-3 months to plan your project / workshop thoroughly and prepare the grant application.
- Arrange with colleagues or mentors to review a first draft of your specific aims EARLY (6 weeks or so) just to make sure you are on the mark.
- Complete the budget section after you have written your project plan and have a good idea of costs.
- Request only enough money to do the work.
- If you have doubts, consult with the PFT Trustees to get advice



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### Elements of a Grant application

Item	Element	Questions to ask/answer
WHY	objectives of your project	what will be the sustainable result, how can success be measured?
WHAT	contents of the project	methods used, materials/equipment needed, prepare documents
WHO	number of participants	define minimum number? target group? are they available?
WHERE	location	facilities available, cost for food and lodging
WHEN	dates of project	give sufficient time for NAs to select the <b>right</b> people, to decide about NA sponsoring, to plan low cost travel
COST	budget of project	which purpose will money be used for (stay or travel or PA participants or ?

### STEPS TO SUCCESSFUL GRANT (SOME HELP FROM THE INTERNET)

1. [Know what you really want.](#)
2. [Find out if there is really a need.](#)
3. [Determine if the project is feasible.](#)
4. [Build a proposal team.](#)
5. [Follow the rules.](#)
6. [Be flexible.](#) (You can't always get what you want, but if you try hard you just might get what you need.)

### Who Can Apply For Grants

Applications for grants using form PFA can be made by

- a) CISV charities (the International Association, a National Association (NA itself or one of its Chapters), Promotional Association)
- b) official delegates to regional or international CISV activities / conferences (with endorsement of relevant CISV entity)
- c) legally recognised Non Governmental Organisations applying for grant support for regional or international co-operative ventures with CISV charities
- d) PFT trustees for projects consistent with PFT's objectives.

### What can be applied for

Trustees may approve grants for projects which are in line with PFT objectives and the purpose of the sub-fund, provided accumulated interest is available.

Please, note PFT does not finance operational expenses, e.g. committee's administrative expenses, regular publications, organising recognised activities etc.

**Registered Charity no. 1005161**

CISV International Peace Fund  
MEA House, Ellison Place  
Newcastle upon Tyne, NE1 8XS  
England

Telephone: +( 44 191 ) 232 4998  
Fax: +( 44 191 ) 261 4710  
E - mail: [peacefund@cisv.org](mailto:peacefund@cisv.org)



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## Where to Get Further Information

Information about the grant application procedure, the PFT info with details of the sub-funds and the application form can be downloaded from our PFT website. For further information contact the liaison of the relevant sub fund directly (see PFT Info) or inquire at CISV International Peace Fund at its registered office, at MEA House, Ellison Place, Newcastle Upon Tyne NE2 8XS, England.

## Application instructions

### Deadlines for Grant Applications

There are 4 application deadlines per year, all deadlines are UK time (GMT). Any grant application received throughout the year will be processed by trustees at next application deadline, except when the project/workshop etc. has already started by that time.

Application receipt date	Application decision latest by
January 31 <sup>st</sup>	March 31 <sup>st</sup>
May 31 <sup>st</sup>	July 31 <sup>st</sup>
August 31 <sup>st</sup>	October 31 <sup>st</sup>
October 31 <sup>st</sup>	December 31 <sup>st</sup>

#### Note:

The 2 months period will give time for PFT trustees to review, ask for clarifications and/or missing info, discuss and process the grant application before decisions are made. Applicants are encouraged to apply as early as possible, so trustees can review the application and check completeness. For complete, high quality applications the 2 month period may not be needed and the decision can be forwarded to the applicant earlier.

### Grant application details

Complete the Grant Application Form (GAF) and attach

- short description of the project, incl. planned dates, venue, no. of participants;
- budget;
- statement of reference. Projects must have endorsement of the project owner, e.g. CISV committee chair, regional co-ordinator or NA official. She/he must provide a short "statement of reference", highlighting the benefits of the project (why should this be done).

### Where to Send Form GAF

Primary PFT communication partner to the applicant will be the respective sub-fund liaison. Form GAF and required attachments can be sent by e-mail either to [peacefund@cisv.org](mailto:peacefund@cisv.org) or to a PFT trustee (see PFT Info for names and e-mail addresses).

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### Description of Trustee Decision Process

Every application must be complete, incomplete applications may result in the rejection. Time permitting PFT trustees are allowed to preview grant applications, make recommendations to improve the application, or assist applicants in answering or providing any required information.

The voting PFT trustees have the final authority and responsibility for approving or rejecting and announcing all grant applications.

### Trustee's criteria for Assignment of Grants

1. The Project matches the purpose of the sub-fund
2. The chosen sub-fund has available monies
3. Project is 'in line' with the priorities of relevant Committee and CISV International.
4. Applicant and Project fit to the specifications defined for them by PFT
5. Project is authorised by the applying entity
6. Applicant is endorsed by the relevant entity
7. Budget requested is realistic and justified by the aims and methods of the project
8. Programmes and areas sponsored in a given year are diversified
9. Application Form and added attachments are complete and informative
10. Timely submittal

The PFT liaison will

- contact the Governing Board liaison to PFT for scrutiny, giving GovB a chance to comment on the application
- call a meeting of PFT Trustees by distributing / circulating application documents to all voting PFT trustees.

Meetings may be held in person, by conference call or by (e-)mail / fax. The Trustees decision is recorded in PFT's Minute Book kept at PFT office (archive), using form DCM being completed by the liaison. An approval by (a majority of) Trustees includes authorisation of later payment by PFT Treasurer.

### Payment to Applicant

After being notified of the approval by the Liaison, the applicant, as per grant conditions, may request release of funds in due time to the planned expense date or afterwards. Payment is made by the PFT Treasurer as expediently as the financial routines of the PFT will allow, via the manner of payment requested (offset via an NA is the preferred solution).

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### Conclusion of Project

In due time (*max. 1 month*) after the activity / project is concluded the applicant must send to the Liaison:

- a final written report of the activity / project including list of participants;
- full settlement of accounts (including receipts etc.). Any money not spent for the approved purpose or not accounted for by receipts has to be re-paid immediately to PFT.

The Liaison sends

- final report to all PFT Trustees and the Archivist at the PFT office, MEA House, Ellison Place, Newcastle upon Tyne, England;
- project's accounts to the PFT Treasurer for audit. If correct, PFT Trustees are informed about correct completion of the activity / project. Otherwise the PFT Treasurer takes corrective actions.

*The Trustees of CISV International Peace Fund*