2017 Chapter Project Grant Guide

2016 Chapter Grant Recipient: Lome, Togo Chapter

Chapter Project Grants support projects that exemplify the mission of People to People International (PTPI): to offer multinational experiences that foster cross cultural learning, develop global leadership skills, and connect with an international network of people committed to making a positive difference in the world. In this guide you will find detailed information that will assist you in completing the Chapter Project Grant application, building a strong project, and making a difference in your community.

CONTACT

Submit Application or Connect for Questions Regarding Your Chapter Project:

chapters@ptpi.org | Attn: Chapter Project Grant Application

PTPI World Headquarters | 2405 Grand Blvd, Suite 2500 Kansas City, MO 64105 USA | +1.816.531.4701

ELIGIBILITY

Chapters eligible for the Chapter Project Grant:
- Show a successful track record of chapter projects
- Are chartered for at least one year
- Are in good standing

A chapter in good standing is one that has met the following requirements within the previous 12 months:

- Completed a Membership Update
- Submitted a Chapter Project Report

Grants will be award <u>once</u> this year and applications are due by March 31st. All applicants will be notified within 30 days following the application deadline, and funds will be distributed in May.

SELECTION PROCESS

PTPI encourages chapters to develop projects that will make a significant and lasting impact. Recurring or long-term projects are strongly encouraged. The highest consideration will be given to projects that:
- Benefit a community
- Are developed based on community needs
- Are designed to make a large and sustainable impact
- Exemplify the mission of PTPI

PTPI aims to increase the impact of the worldwide chapter network by ensuring the quality of projects through the provision of this grant. Grant funding will be provided to projects that fall within PTPI's focus areas: Experience, Learn, Lead, Connect, and Serve.

Cultural competence is important in today's increasingly global and multicultural world. Multinational experiences can contribute to better understanding and respecting peoples of different countries and diverse cultures and celebrating their uniqueness. To that end, chapters organize projects to learn about, connect with, and reach out to individuals of other cultures, both locally and globally.

PTPI supports projects that promote the idea of multinational experiences and cultural understanding by:
- Facilitating direct people-to-people friendships with people of different countries and cultural backgrounds
- Encouraging the exchange of ideas between groups from diverse cultures
- Promoting the value of international understanding through dialogue
- Fostering cultural exchanges for people of all ages
- Engaging in citizen diplomacy to shape international relations at the grassroots level
- Educating a community about its cultural diversity and traditions
- Motivating individuals to be informed, respectful, and accepting of different cultural groups
- Celebrating the cultural diversity and traditions of a community

Project examples include:
- International Fair – Showcase the cultural richness of a community through food, music, and dancing. A chapter could engage multicultural community groups and organizations.
- International Speaker Series – Bring international speakers to your community-wide event. Engage public officials, local businesses, and universities to increase cultural awareness in your community.

An essential part of enhancing international understanding is learning about and leading efforts to educate others on topics of global importance. Accurate, unbiased information dispels misunderstanding and gives people the knowledge needed to make informed choices and the greatest difference. Chapters should examine local and global issues and engage the community.

PTPI supports projects that facilitate education, learning, and leadership through:
- Exposing others to global issues
- Understanding the complexity of global issues
- Showing others how global issues affect them locally
- Identifying how local issues are part of larger worldwide challenges
- Inspiring individuals to understand their role as a global citizen

Project examples include:
- Film Screening – Select a film that will educate others about an issue or about life in a different country. Hold a discussion afterwards to increase participants' understanding of the film's theme.
- Forum – Host a panel of experts to share about a current event or issue and engage the audience in the discussion. You could stream your event online, video-in participants from different continents, or have a live social media discussion to engage a larger audience.
- International Trivia Night – Host a competition for teams of community groups, businesses, or schools to compete on knowledge of world affairs, geography, current events, etc. You could solicit in-kind donations for team prizes, have an entry fee, collaborate with local groups, and make it an annual community event.

Chapters are encouraged to respond to humanitarian needs in the local and global community and take part in service work that will make a positive difference.

PTPI supports projects that involve humanitarianism and service through:
- Recognizing a local need and developing a sustainable way to address it
- Partnering with other groups or chapters to respond to local needs
- Developing a long-term relationship with an underserved population in your community
- Collaborating with organizations and clubs on local, national, or global days of service
- Contributing to humanitarian efforts worldwide

Project examples include:
- Work with organizations serving refugees, teens at risk, the homeless, or persons with disabilities. Develop a plan to serve the population long-term. You could volunteer to mentor or tutor, raise funds, serve meals, build a classroom, organize activities, or collect gifts for holidays.
- Start or maintain a community garden to address hunger and nutrition issues and to build a sense of community. You could donate produce to a food pantry, allocate plots for community members to grow food, teach about gardening and nutrition, prepare and serve meals, or sell produce to local restaurants and use funds for gardening supplies. Consider inviting families from other cultures to grow traditional foods.
- Identify an infrastructure need in your community that will improve many lives. You could help build a well, classroom, latrine, bed, house, or clinic. Your chapter could oversee a project or provide supplies, labor, and funding to existing efforts.

Grant funds may not be used for personal gain, to promote religious or political initiatives, for college scholarships, or funding for a personal trip or any operational cost other than the project itself. This is not a complete list of ineligible activities; therefore, if you are unsure of the eligibility of activities and/or the project, please contact PTPI.

Blending Focus Areas

As you plan your project, don't limit yourself to the goals of just one focus area. Some of the most effective projects have blended areas to create a wider-reaching impact on the community. Consider how your chapter might combine focus areas to transform a basic idea into something more profound. Use a food drive to educate your school or community about hunger around the world. Collaborate with a chapter in another country to carry out two projects simultaneously while learning about different cultures and perspectives. We encourage you to dig deeper and to think about how you might bring PTPI's focus areas in concert with your chapter's work.

PLANNING A PROJECT

Before applying for a grant, chapters should develop a project plan that is based on community needs, designed to make a large and sustainable impact, and ensures success can be measured.

Community Needs

The projects you develop should be designed to help your community in areas of most need and with a focus on global issues. A community assessment will help you know the problems facing your city or town. It will also help you discover existing efforts to which you can contribute or organizations with which you can collaborate, and allow you to identify the resources and best method(s) for addressing the issues. Although partnerships with organizations beneficial, projects that are initiated and managed by the chapter and are sustainable will be given priority.

To conduct a community needs assessment:

1. Interview groups in the community and ask what challenges the community faces and what your chapter can do to address them. Surveys, focus groups, panel discussions, chapter meetings, and asset mapping are effective and low-cost tools you can use.
2. Determine which community issues are the most commonly identified and discuss with your chapter which issues they are passionate about addressing.
3. Identify assets in your community that can be used to help you address an issue. These can include financial resources, organizations currently working on the issue, volunteers, centers, etc.
4. Share your assessment with your chapter.

Project Plan

After your chapter has identified the community needs, choose an issue and develop a plan to address it. A thorough project plan will incorporate the following ideas, which will be important to communicate in your grant application.

- Your chapter should identify two members to lead the implementation and oversight of the grant. They will be PTPI's primary contacts for the duration of the grant process. The primary contacts will receive all official communication from PTPI by e-mail and should be prepared to share this information with the chapter.
- Your chapter could organize a project committee or assign tasks among chapter members. Set a realistic timeline for tasks to be completed, and be sure to keep the chapter informed throughout the process.
- When specifying the date or timeframe of the project on the grant application, please include the actual date(s) the project will be carried out and/or the timeframe of the project if multiple dates are involved.
- When describing your project, it is important to provide as many details as possible. PTPI is looking for a thorough description of what the project entails, specifically how the project fits within PTPI's mission.
- Identifying the expected outcomes and/or impact of your project will help you be better prepared to make lasting change in your community. Your chapter should set realistic and concrete goals and be prepared to measure the success of your project.

You should also consider the following questions when planning your project:

- How does our project exemplify the mission of PTPI?
- Is there strong community support for our project?
- Are there other groups (local officials, organizations, etc.) with which we can partner?
- What PTPI and chapter resources can we use to make our project better?
- Are our goals realistic?

Public Relations

PTPI encourages chapters to promote their project and the good work they are doing through a variety of public relations means. Consult with PTPI's Manager of Marketing & Communications at *publicrelations@ptpi.org* to make your public relations strategy a joint effort with PTPI, and to have your media advisories and news releases reviewed before distribution.

Project Budget

It is required for chapters to have a project budget in place by the time they apply for a grant. When providing a detailed budget on the application, be sure to provide actual amounts and/or realistic estimates. Further, it is important for chapters to retain records of their expenses and any income throughout the duration of the project. Submit additional information along with the chapter application.

The following is a sample project budget for starting or maintaining a community garden:

Expense Items	Amount *(local currency)*
Gardening Supplies – shovels, water buckets, gloves, fence, hoses, storage	*US $250*
Plant Materials – seeds, organic fertilizer, plants, mulch, trees	*US $450*
Fees related to land usage – soil testing, lease, liability insurance, water bill	*US $600*
Public Relations – promotional flyers, ads, t-shirts, garden sign	*US $80*
Transportation - bus fare for chapter members, delivery costs	*US $100*
Subtotal	*US $1,480*

Exchange Rate Used	*US $1 =*

Total in US Dollars	*$1,480*

Project Financing

When providing the funding sources, demonstrate how all expense items listed above will be covered. Preference will be given to projects that rely on multiple sources of funding. PTPI recommends that chapters solicit in-kind donations in addition to cash contributions when necessary. It is important for chapters to state the intended use of funds when seeking contributions. Contact your regional PTPI office for fundraising ideas.

The following are examples of sources for project financing:

Funding Sources	Amount *(local currency)*
Chapter Treasury	*US $350*
Private Donations	*US $310*
Fundraising Monies	*US $300*
Event fees	*US $320*
Requested Grant Amount	***US $200***
Subtotal	*US $1,480*

Exchange Rate Used	*US $1 =*

Total in US Dollars	*$1,480*

GRANT REQUIREMENTS

Chapters must complete the following grant guide requirements. Failure to complete the requirements will disqualify chapters from receiving grant funding for at least one year. Primary contacts of the grant are responsible for corresponding with and submitting grant requirements to PTPI.

Project Update

After grant funding is distributed, recipients are expected to provide project updates and report on the use of funds to PTPI on a periodic basis. Project updates must be submitted in the form of photos and an email or phone call. Chapters are also expected to reply in a timely manner to any communication from PTPI. This important communication will establish credibility with PTPI and will impact chapters' ability to receive future grants. The information gathered from project updates will enable us to share news with our PTPI network and determine if funds are being used appropriately.

Final Report

Chapters will be required to complete a final report, which will outline the outcomes of the project. Chapters will be expected to report on items such as number of volunteer hours, number of direct beneficiaries, impact of participants, etc. This final report will be important to establish credibility with PTPI and will impact chapters' ability to receive future grants. The final report must be completed within 30 days of the conclusion of the project or on an annual basis if the project is multi-year in nature.