

Request for Funding

APPLICATION INSTRUCTIONS

Request for Funding Application Instructions

For ART trustees to evaluate your request for funds, the following information must be provided. Your information should be detailed enough for a complete evaluation of your request for funds. Since the available funds will be allocated to projects most promising for achieving the objectives of our mission, we encourage you to provide convincing reasons as to why your request for funds should be granted by providing specific answers to each of the topics below.

1. Applicant Information

1.1 Name and Address:

Provide the name of your organization and the headquarters' mailing address

1.2 Contact Person:

Provide the name of the person in charge of the proposed project

1.2.1 Email, Phone, WhatsApp (if applicable):

Provide email, phone number for both your organization and contact person

1.2.2 Organizational status:

For your organization, please provide the following information.

1.2.3 Registration (if any):

Is your organization registered?

1.2.3.1 Country of Registration:

Provide the name of the country in which your organization is registered, and a copy of registration. Indicate the status of your registration (active vs inactive). Indicate if your organization is not registered in any country.

1.2.3.2 Type of Entity:

Provide information of your organization based on tax code (or other code) classified by the country of registration, such as "for profit", "not for profit", "non-profit", S-corporation (US), C-corporation (US), etc., or similar classification used in your country.

1.2.3.3 Standing with the domiciliation's pertinent authority:

Has your organization filed tax and any other mandatory reporting, as required by the country of registration? Please provide a copy of your most recent such filing.

2. Project

2.1 Clear description of your project and its goals:

Provide a detailed description of your project and its ultimate goals. This portion of your response should show that this is a viable project and has high probability of success. Provide adequate reasoning and supporting data to demonstrate its potential success. In support of your claims, you may provide the results of past similar projects where you used your proposed approach. We emphasize that this section of your application is crucial in the evaluation, therefore be detailed and comprehensive in your response. Your response can be anywhere from 50 to 100 sentences.

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- 2.2 Precisely how does the Project Goal help ART Fund’s Goals?
Please review ART’s mission statement and make references to the objectives of the mission, and how and where your objectives are in line with ART’s goals.
- 2.3 Project Timeline
Provide overall project timetable that includes starting date and completion, also indicate the major milestones, products, and anticipated results. The projects that have a duration of less than one year are preferable.
- 2.4 Strategy to achieve the goal (with data/support info why it does)
- 2.4.1 Strategic Objectives (and why they lead to achievement of the goal)
Provide steps that will lead to project goal achievement. Identify the data and information you will be relying on for execution of your project. Is the information and data readily available? Or do they have to be obtained through your efforts?
- 2.4.2 Tasks to reach the objectives
Provide a breakdown of the project into tasks and sub tasks. Each task and sub task must have specific product(s), timeline (start date and completion date). This should be summarized in a Gant chart format
- 2.4.2.1 Placement of the Tasks on the Project Timeline
For all your project tasks provide a Gant chart.
- 2.4.2.2 Interdependence of Tasks
- 2.4.2.2.1 Relative: dependence on partial fulfillment of previous task(s)
For the tasks, identify their interdependency, such as what task must be completed before another one begins, and which tasks can run in parallel. Delays in completion of one task may affect the completion time of other task(s).
- 2.4.2.2.2 Fulfillment Metrics (showing the degree of completion of each Task)
Provide a method for measuring completion/achievement of a task, such as percentage of completion, number of people contacted, number of people trained, etc.
- 2.4.2.3 Task Resource Requirement
- 2.4.2.3.1 Kind of Resource each Task requires
Provide a breakdown of all resources required for executing each task; this could include equipment, manpower (volunteered or salaried), travel expenses, media expenses, etc.
- 2.4.2.3.2 Unit Cost of Resource
Provide the value of each unit of the resource required for task execution, such cost of each equipment, hourly rate of salaried manpower (for volunteered staff provide the in-kind compensation), hourly cost of media exposure, etc.

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3. Competition/Cooperation

- 3.1 Are there projects underway that overlap with some objectives in this one?
Are you aware of any other current project(s) similar in objectives and approach to your proposed project? If so, please indicate the level of success of those projects and state your reasoning for proposing a similar project.
- 3.2 Could you cooperate to reduce overlaps?
If there are overlaps with another current project, is there a way to cooperate to reduce redundancy and/or create synergy?
- 3.3 Are they purely competitive with this one?
Will your project or the proposed execution approach cause impediment to a current project and reduce its success?
- 3.4 How do you assess the strength/weakness of competitors?
Are you uniquely qualified to implement the project? Would you be interested in cooperation with other groups who will complement your qualifications?

4. Management

Provide a detailed description of the Project Management Structure, including principal investigator, the duties of such manager, and the relationship between the principal investigator and other staff members. Provide background information of the principal investigators, task leaders and other project contributors.

- 4.1 Project Management Org Chart
Provide an Org Chart depicting the relationship between the principal investigator, task leaders and other project contributors.
- 4.2 Statement of division of responsibilities
Provide clear duties and responsibilities of each project contributor.
- 4.3 Statement of policies and procedures
Does your organization have Policies and Procedures Manual?
- 4.4 Qualifications of Senior Manager(s)
Provide specific qualifications and expertise of each senior project contributor in relation to the proposed project.

5. Risk Assessment

Please provide the most comprehensive analysis of the Project's Risks. This may include any situations/reasons that the proposed project will not be able to achieve its objectives.

- 5.1 Risk Factors
Identify and rank all anticipated risk factors by the degree of impact severity. Identify which of these risk factors should cause redirection or cancellation of the project.
- 5.2 Insurance

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Does your organization carry an insurance for any of the following items?

- *Liability Insurance*
- *Workman's Comp Insurance*
- *Auto Insurance*
- *Errors and Omissions/Professional Liability Insurance*
- *Cyber Security Insurance*

5.3

Legal and Other Services

Are you represented by a legal entity? Do you have an established relationship with an accounting firm, which can provide information on your accounting system?