

**U.S. Embassy Club (USEC)
Community Services Project Grant Application
2016 INSTRUCTION/GUIDE**

Deadline: 5:00 p.m., January 13, 2017

USEC

The United States Embassy Club is a charitable giving and volunteer organization made up of U.S. Embassy Manila employees and their family members. USEC began more than 45 years ago and has evolved into a volunteer club dedicated to improving the lives of women and children in the Philippines. USEC does not receive any government funding. All USEC funding comes from charitable giving and fundraisers.

Grants Program

USEC offers financial grants to local organizations dedicated to improving the lives of women and children. Our primary focus is to assist organizations in the metro Manila area with small-scale projects in the areas of health, education, livelihood, and the environment. Grants are not intended to fund private profit-making activities or foreign based organizations.

To apply, complete the application form in English. Answer all questions to ensure we can consider all applications equally using the same criteria. Do not send in duplicate applications that you have prepared from other funding sources. We will only consider applications that follow this format: **Part 1: Organization Information; Part 2: Project Description and Benefits; Part 3: Supporting Documents (including Statement of Commitment).**

The project should:

- Address women, children, or other vulnerable populations in the metro Manila area.
- Demonstrate community support. Only projects that help less fortunate Filipinos residing in the Philippines are eligible.
- Permit quick implementation and impact. Projects must have a definite start and end date within a one year timeframe.
- Be sustainable. Programs should be capable of continuing on their own after the funding ends. **(NOTE: Salaries, office rent, supplies, food, administrative costs do not demonstrate sustainability.)**
- Demonstrate supplemental projects. They should not be used to relieve an organization of the responsibility to provide for its own on-going programs.
- Be conducted by registered non-profit organizations.
- Have clearly measurable results. The grant recipient needs to report on the impact of funding.
- The organization must provide volunteer opportunities to member of USEC and the Embassy Community.

Selection Process

USEC board members conduct reviews and select applicants based on the following selection criteria:

- Technical merits of the application;
- The impact of the funding. (Please note priority will be given to projects that help women and children);
- Cost effectiveness and cost realism of the application;
- Past performance of the organization. Preliminary reviews may include a site visit; and
- Following application format and guidelines.

Grants are awarded for a one year period. USEC normally provides grants within the Php 30,000-50,000 range per project. The maximum award for any application is Php 100,000. Recipients will be notified of selection by February 28, 2017. Selected projects for the 2017 grant year will receive their funding in March 2017.

All USEC grants *must* supply receipts of the expenditures and documentation that the project was completed within 30 days of completion. Each project accepted for funding must report details of its results twice a year (June and December). Reports are used to document the project's accomplishments and demonstrate measurable results.

Contact Information

If your organization has a project that meets the USEC Grants Program guidelines, we encourage you to complete the application and **submit it through either one of the following methods:**

1. Return Completed Form with the required documentation by the deadline via email to: usembassyclubmanila@gmail.com.
2. Hard copies may also be mailed or hand-delivered to:

U.S. Embassy Club (USEC)
c/o U.S. Embassy
1201 Roxas Blvd
Ermita, Manila

Please send any questions you may have to the above email address or please contact our office at the Seafront compound at tel. 301-2855 M/T/Th/F from 8am-5:30pm. A member of the service projects committee will return your call or respond by email.

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PART 1: ORGANIZATION INFORMATION

Today's Date:

Name of Organization or School:

Address:

Telephone

FAX:

Email:

Contact #1 Name/Position/Telephone:

Contact #2 Name/Position/Telephone:

What is the mission or purpose of your organization?

How old is your organization?)

Are you registered with the SEC? Yes ___ No ___

If no, then what government registration(s) do you carry? _____

Are you applying for educational funding or school support? Yes ___ No ___ If yes, then you MUST attach a copy of your DEC Certification.

Are you in need of used items such as clothes, toys, books, etc? Yes ___ No ___

If yes, please specify: _____

Do you have volunteer opportunities for USEC members? Yes ___ No ___

If yes, please specify: _____

What are the other funding sources for your organization? (Check all that apply)

___ Private Donations

___ Government Funding

___ Sale of items or services (i.e., handicrafts during World Trade-USEC Bazaars)

___ Charitable Organizations (other clubs, churches, Rotary Clubs, etc.)

___ Corporate donations or grants

___ International Agencies

Please list the names of other donors to your organization within the past 2 years:

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PART 2: PROJECT DESCRIPTION AND BENEFITS

PROJECT NARRATIVE

- 1) **Name of Project:**
- 2) **Total Grant Requested:**
- 3) **Date funding is required:**
- 4) **Date project completion expected:**
- 5) **Description of the Project:**
- 6) **Why is this grant needed? Who will benefit from this project? What benefits are expected?**
- 7) **What steps (if any) have already been taken on the project?**
- 8) **How will the project sustain itself in future years?**
- 9) **What areas would this project help? Check all that apply:**
Health___ Education ___ Livelihood ____ Environment ____ Other Describe
- 10) **Does your project incorporate volunteers? How many volunteers will be needed to complete this project?**

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Supporting Documents

Please submit the following documents (scanned or hard copy) together with your proposal. These are required BEFORE a project proposal can be reviewed and BEFORE the application deadline:

- A detailed budget. Please provide a detailed list of all materials and expenses that will be needed to complete the project. If possible, include pro-forma invoices.
- Additional sources of funding committed or pending to complete this project.
- A detailed history of your organization and project stating when it was founded, what has been accomplished, what you have done for the community, and how the community supports you. (2 page limit) Do NOT send the organization's constitution or by-laws.
- Copy of SEC or DTI Registration
- Copy of DECS Certificate (for schools only)
- A map showing how to get to your project from a major road. Please name the project's geographic location.
- Proof of a bank account in the organization's name.

Statement of Commitment

Should my request for grant be approved, I will provide adequate supporting documentation to show that the project has been completed (i.e. written reports, school records/tests, photographs, or site visits by a USEC member). I will also ensure that all receipts will be submitted to show expenses paid with the grant monies and will return any excess grant money above that actually incurred. Supporting completion documentation, expense receipts, and excess money repayments will be accomplished within 30 days of project completion.

Signature of Preparer of Grant Proposal

Signature of Director of Organization