

How to Request a Donation from Calendar Proceeds – October 2018

Background:

Each year we raise thousands of dollars from sales of our International Calendar as well as notecards and posters that use images from the calendar. We use the proceeds to fund educational and self-help development projects around the world (e.g., Community Garden Program in Madison, formation of health clinics in Guatemala, schoolroom construction in Vietnam). The committees that coordinate preparing and selling these materials determine how much will be available for donations to worthy projects.

Our donation process has evolved over time. At present, we donate funds to the National Peace Corps Association, Peace Corps Partnership Programs, international education projects suggested by our members and purchasers of our educational posters, and Open Doors for Refugees (a local Madison initiative). In addition, we fund worthy projects proposed by our members through a process we call the GiftAway. This year the October 13, 2018 GiftAway meeting has \$25,000 available to fund approved projects. The Rules and Guidelines for submitting a Donation Request for the GiftAway follow. **NOTE:** As discussed in my email cover letter, the GiftAway process has changed significantly from past years, so the guidelines have also changed.

Rules and Guidelines for Donation Requests for the GiftAway:

We fund educational and self-help development projects located both overseas and in Wisconsin (some of our members will not vote for Wisconsin-based projects). Wisconsin-based projects will be funded **ONLY IF** they directly involve refugees and/or immigrants. All funded projects must align with the following Purpose Statement.

PURPOSE: The GiftAway helps fund projects submitted by members that either a) support needed development in countries of current or former Peace Corps service, or b) promote understanding and acceptance of other cultures in Wisconsin.

If you wish to request a donation:

- You **must** have paid dues to the RPCVs of WI-Madison for this year or have a free membership for the year following your Peace Corps service. Otherwise you can work with a member who will sponsor your project.
- All requests for funds **must** address the ranking criteria described later in this document and provide the other requested information. (Do **NOT** use the old application form if you still have it.) Questions about the process? Ask Walt Zeltner at 608-345-6678 (leave voice mail) or email giftaway@rpcvmadison.org (I do not check this every day). **Proposals that do not include all requested information will not be considered.** Be sure to indicate how to get funds to the project. We will not send checks overseas.
- **Deadline:** E-mail completed forms to giftaway@rpcvmadison.org by **Sept. 24, 2018** for consideration at the October 13 meeting. (We will update our members if the timing or location changes.) Donation requests can only be considered if they are distributed to the membership before that meeting. Supporting documents can be e-mailed to giftaway@rpcvmadison.org or mailed to: Walt Zeltner, 393 Lake Kegonsa Road, Oregon, WI 53575.
- Someone familiar with the project should attend the meeting to give a short 5-minute presentation (no more than 5 minutes, possibly less if we have a large number of requests to consider) about the project and answer questions that may arise. If necessary, plan to spend no more than 2 minutes discussing your organization and use the remaining time to present your specific project. If we lack adequate information, we will not fund your project at the October meeting. You would have to wait until the next GiftAway meeting in April for your project to be considered. **NOTE:** We will have computer projection capabilities in the meeting room. If you want to use a Power Point presentation, keep the presentation short and to the point. Show up early so your presentation can be uploaded.
- Donations are limited to \$3,000 except that organizations we have funded for at least four years total are limited to \$1,000 donations. This change in policy has been made because many of our members prefer to provide start-up funding rather than funding on an ongoing basis.
- Higher ranked donation requests will be funded in full until we run out of funds.
- Projects with matching funds from other sources, including in-kind resources (e.g., labor, supplies, travel, etc.) provided by the project participants/beneficiaries are favorably considered.

Please keep in mind:

- We do not fund overseas travel, even for projects that are otherwise approved.
- Projects in the US will not be funded unless a large component of the project is based in Wisconsin.
- An organization can submit proposals for two separate projects at most but must limit the total amount requested to the maximum amounts (\$3,000 if the organization has been funded for three years or less; \$1,000 otherwise). The maximum amount applies to both GiftAway meetings this fiscal year. An organization that received \$3,000 at the October meeting cannot apply for additional funding at the April meeting.
- A member of the RPCVs of WI-Madison can submit two separate proposals at most but must limit the total amount requested to \$3,000. The maximum amount applies to both GiftAway meetings this fiscal year. A member whose requests received \$3,000 at the October meeting cannot apply for additional funding in April.
- Legally, we cannot fund Peace Corps Volunteers in the field. If a PCV collaborates with a local agency or individual, we can directly fund that agency or individual. To be funded directly, the PCV should submit a project to the [Peace Corps Partnership Program](#) and then alert us to the funding opportunity.
- Generally, we do not fund relief projects with calendar proceeds unless they have a significant development component. If you feel strongly about providing money to a relief project, consider organizing an educational fund-raising event for the entire community. Ask members of the group to help provide some ideas.
- We generally do not fund scholarships in the US or support living expenses for foreigners working in the US.
- Any organization that has been funded for at least two years will not receive further funding unless they submit a report on the use of the provided funds. A newsletter that discusses the specific projects we have funded will satisfy this requirement. Reports can be sent to me using the contact information given above.

Ranking Criteria:

We are using 6 criteria to rank GiftAway proposals. Feedback on the appropriateness of these criteria as well as other criteria that could be used will be appreciated.

- **Project Description** – Describe the project in as much detail as you desire, as long as the total application is no longer than two readable pages. Include the specific goals of the project and expected outcomes. Do not refer to any supporting documents that you send to me as they will not be included in the proposals that I will send to our members for their consideration.
- **Measuring Project Effectiveness** – How will we know that our funds are being used effectively?
- **Length of Impact** – How many years is the project expected to impact the community?
- **Budget** – How will the requested funds be used? What is the total amount of funding required to complete the project? Will other sources be used to provide additional funding if required? What matching contributions will the community provide? You will need to strongly justify a request for an organization that has access to many other sources of funds in order to avoid receiving a low score on this criterion.
- **Timeline** – Estimate the time needed to complete the project. You do not need to emphasize the problems that can arise in attempting to complete projects overseas. We have all experienced those issues.
- **Overall Clarity and Completeness** – You will have a chance to present your proposal and answer questions about it that you might not have thought of in preparing your request. This should help you improve your score on this criterion.

Other Required Information:

Please include the following information on your funding request.

- Project Title (try to keep this short)
- Short description of the purpose of the project (e.g., school or hospital construction, purchase of medical supplies or equipment, purchase of books or school supplies, purchase of clothing, etc.)
- Specific country or region where the project is based (regions include Central America and the Caribbean, East Asia and the Pacific, Europe, Middle East and North Africa, Russia and Neighboring States, South America, South Asia, Sub-Saharan Africa)
- Date of application
- Amount requested (up to \$3,000 unless we have funded the organization for 4 years in the past)
- RPCVs of Wisconsin – Madison member sponsor, their phone number and email address
- Contact person for the project, their address, phone number and email address
- If you are requesting funding for a US-based organization, you **must** include the organization's name and Federal Employer Identification Number (**9 digit EIN**)

E-mail completed form and any desired supporting information to giftaway@rpcvmadison.org or send hard copy of supporting information to Project Grants, Walt Zeltner, 393 Lake Kegonsa Rd, Oregon, WI 53575

- If you are requesting funding for an overseas NGO, an EIN is not required
- How the money will be provided to the project. If by check or money order, who it should be made out to and the address to which it should be sent in the US. If the funds must be sent overseas, we need to have enough information to send the funds by money order or wire transfer. **NOTE:** Any costs associated with sending the funds overseas will be deducted from the amount awarded to the project.

Remember to limit the overall application to two pages.