

# FRIENDS OF ARMENIA

A NONPROFIT ORGANIZATION IN SUPPORT OF CHARITABLE PROJECTS IN ARMENIA



October 12, 2011

Dear Applicant,

Thank you for your interest in the Friends Of Armenia (FOA) Grants Program. As former Peace Corps Volunteers (PCV), we understand the challenges involved in designing, funding, and implementing, localized community-level projects in Armenia. As such, the Grants Committee remains committed to the following principles:

- Flexibility
- Efficiency
- Innovation
- Integration
- Local Leadership

The Grants Committee strives to empower community leaders and organizations – and their PCV and FOA counterparts – who demonstrate a commitment to innovative thinking, localized development and grassroots mobilization to address issues, problems and opportunities. We seek not to advance our own agenda but to facilitate the most effective and necessary projects as identified by those in the field. There are few formal or bureaucratic requirements for receiving a grant and we are happy to work with applicants to ensure that their projects are a success.

Thank you for your hard work and commitment.

Sincerely,

*FOA Grants Committee*

Andrea Hendrickson, A-15 – Committee Co-chair  
Jesse Joseph, A-13 – Committee Co-chair

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## **2010-11 Grant Guidelines**

### **Introduction**

We are pleased to announce Friends Of Armenia's second annual Grants Program! In early 2012, we hope to distribute at least \$2000 in small grants to Armenian communities and their counterpart Peace Corps Volunteers, as well as interested Armenian organizations with FOA member sponsorship. In this document you will find a welcome letter (page 1), application instructions (page 5), and other information to assist you in organizing and preparing your application.

Any and all questions should be directed to the same address, [grants@friendsofarmeniaonline.org](mailto:grants@friendsofarmeniaonline.org). We understand Internet communication can be difficult, so if you think that you may have a problem meeting the deadline, please keep the Grants Committee informed of your progress when you do have Internet access. Merely informing us of Internet problems after the fact will not permit us to accept a late application.

### **What is an FOA Community Grant?**

FOA Community Grants support community, youth, business, health and human development projects, as well as humanitarian service projects, in the Republic of Armenia. United States Peace Corps Armenia Volunteers and / or FOA members may work collaboratively with local Armenian individuals and groups to implement projects through the Community Grants Program.

### **Who can apply?**

Both U.S. Peace Corps Armenia Volunteers and their counterpart organizations, as well as independent Armenian organizations may apply. Armenian organizations may be formal or informal, but should be active and be able to demonstrate their dedication to development and positive change through past activity(ies).

### **What are the requirements of an FOA Community Grant?**

FOA Community Grants may involve a U.S. Peace Corps Volunteer or an FOA member and a counterpart Armenian organization, or solely an established Armenian organization (with PCV or FOA monitoring) implementing a community, youth, business, health and / or human development project, or humanitarian service project, in the Republic of Armenia.

Grant recipients are expected to:

- Maintain communication for the life of the project, with each other and with the FOA Grants Committee
- Treat grant funds as a sacred trust
- Maintain clear and accurate accounting

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All joint projects must have active PCV / FOA member participation and oversight. Active participation can include:

- Managing project funds
- Visiting the project site on an as-needed basis
- Sharing information via correspondence
- Sharing expertise
- Purchasing, shipping, or distributing items purchased
- Publicizing the project in Armenia and in the United States

Projects implemented solely by Armenian organizations must have a monitoring plan including a PCV/FOA member. PCV/FOA member participation can include:

- Visiting the project site on an as-needed basis
- Maintaining communication with the project implementers

## **What projects are eligible for a FOA Community Grant?**

FOA Community Grants fund projects that benefit a community in need. Many projects fall within this broad scope; certain items and activities are not funded through the program, including: salary expenses, utility expenses, dedicated “driver” expenses, and/or religious / political activities. If you are unsure of the eligibility of your project, please contact the Grants Committee.

## **What are the funding limits?**

There is no minimum or maximum grant request. However, requests for larger dollar amounts (i.e. \$1000+) must provide more-detailed and well-researched proposals. We also accept proposals for as little as \$20. An application for such micro-grants, while still needing to meet all requirements, may be very concise.

## **What makes a strong application?**

Good proposals are those that are convincing, honest, demonstrate a clear, well-reasoned proposal and are submitted on time. Applications that show in-kind contributions of money, resources, and assets and demonstrate community investment and ownership will be given a preference. Applicants are also encouraged to seek in-kind donations from other grant-giving organizations to broaden and deepen the total activities and impact of the project (if appropriate). **The Grants Committee will give preference to project proposals that can demonstrate a plan to leverage FOA funding to secure additional grant support.** We want to stress that while we strive to avoid bureaucracy, we are very serious about content and deadlines.

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### **How and when to apply**

*The deadline for applications is December 2, 2011.* This is not flexible. Applications should be emailed to [grants@friendsofarmeniaonline.org](mailto:grants@friendsofarmeniaonline.org). It is recommended that the application be submitted as early as possible to avoid delays associated with submission of applications close to the November deadline. The date of submission will not affect the competitiveness of the proposal.

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## **What are the reporting requirements?**

A progress report is required at the midway point of project implementation. A final report is due within two months of the completion of the project. Project partners must keep in contact with FOA on the progress of their project.

## **Key Criteria**

Project proposals will be evaluated using five Key Criteria:

### **1. Innovation**

Is the project legitimately innovative? Does the project provide a new approach to address an issue, problem, need or opportunity?

### **2. Community Involvement**

Is the community / group invested in the project? How is community support, investment and ownership demonstrated? Will the project be implemented if the Peace Corps Volunteer does not take an active role? Are there tangible benefits to the community and/or the implementers of the project that will ensure implementation?

### **3. Quality of the Application**

Is the application well-written and carefully prepared? Is the proposal thoughtful? Does it demonstrate a real understanding of the problem? Is the project feasible?

### **4. Ripple Effect**

Does the project have a high potential for replication in communities / groups outside of the initial engagement area? Does the project have a long-term, sustainable impact? Is the project self-replicating or replicable? Could its success be duplicated elsewhere in Armenia? Is the project sustainable, and if so, how?

### **5. Integration and Viability**

Is the project integrated into existing projects, local initiatives, and the community? The development sector is very active in Armenia – how does the project take advantage of other ongoing or completed projects? Is the project accessing existing resources? Does the project enhance existing initiatives or leverage pre-existing community resources and assets?

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## **Application Instructions**

There is no formal structural requirement for a grant application to Friends Of Armenia, but all the topics listed below must be addressed in a clear and concise format. Please identify where each listed topic is located in your application. Bullet points and outlines are encouraged, provided that they demonstrate a clear and compelling narrative for the project. Extra consideration will be given to those projects that display a solid understanding of project design, monitoring, and the particular challenges of implementing projects in Armenia.

**PROJECT PROPOSALS SHOULD BE IN ARMENIAN, with accompanying English Translation.** There is no page limit or requirement, but concise applications indicate a strong understanding of the project's design.

### **1. Cover Sheet**

- Title of the Project
- Name of the PCV and/or FOA Member, Counterpart & Organization, and Community
- Amount requested in USD and AMD

### **2. Summary**

- Basic Community Profile (issues, problems, needs, strengths, weaknesses, opportunities, threats)
- Describe the project and the problem or need it will address, including the intended beneficiaries and how the project will benefit the community / group in need.
- Specific Goals/Objectives
- List of Tasks
- Monitoring strategy
- Provide the estimated length of time needed to complete the project.
- Describe how the benefiting community will maintain this project after grant funding has been fully expended.

### **3. Project Statement**

- Purpose of the project
- What is the genesis of this project – what was the underlying issue, problem or need – and how does the project address it.
- Why is this project the best way of addressing the problem?

### **4. List of Specific Goals/Objectives**

### **5. List of Tasks, with designated responsible party**

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### **6. Project & Financial Management Structure**

- Include contact information for both primary sponsor (PCV / FOA member) and primary Armenian project counterpart.

### **7. Timeline**

### **8. Monitoring & Evaluation Strategy:**

- How will you know the project is succeeding, when can the project be considered successful?

### **9. Detailed, realistic itemized budget & budget narrative**

- Include in-kind contributions (community)
- Include any donations / contributions from any partner funding organizations