

INTF Grant Application Instructions

Before applying: Please make sure that your training fits the INTF criteria and priorities. For the details, please see our web site www.ajmuste.org Trainings that do not fit the INTF criteria will not be funded.

To apply for an INTF grant:

- fill out this application (save as a “.doc” file – not a “.pdf” file)
- provide the information requested below : Training Agenda, Training Budget and your organization's Annual Financial Report (may be “.xls” or “.pdf” files)

and send it to: intf@ajmuste.org

In the subject line of the email place: INTF - “the name of your organization”

Please send us the following in separate files :

- **Training Agenda** - A draft agenda describing the content day-by-day plan of your training.
- **Training Budget** - A clear, detailed and complete budget (both revenue and expenses) for the entire training in US Dollars. The budget should describe which items are to be covered by the INTF grant application and should list all sources of funding (expected or confirmed).
- **Annual Financial Report** - Your organization’s most recent official statement of annual revenue and expenses.

Important note: We are receiving a large number of applications. Please note that we will not consider your application unless it is complete (all the questions have been answered) and we have received all the information that we requested (see the list above) by the grant deadline listed on our web site.

Grant Decision Process

It is important to note that the grant decision process can take up to 4 to 5 months after the deadline for each grant cycle. Therefore, please plan accordingly. For more information about the [Muste Institute](http://www.ajmuste.org) and the International Nonviolence Training Fund and the grant application guidelines, and the grant cycle deadlines, please see www.ajmuste.org.

PLEASE limit the application file to **no more than 6 pages**

Thank you!