

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/guideintf.html. 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 in separate files the following:

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 and the International Nonviolence Training Fund, the grant application guidelines, and the grant cycle deadlines, please see www.ajmuste.org/guideintf.html.

PLEASE limit the application file to **no more than 6 pages** (after deleting this instruction page). The agenda, budget and financial report are additional, separate files.

Thank you!

INTF Grant Application

Date of application: _____

1. ORGANIZATION (applying for the grant)

Organization name: _____

Mailing Address: _____

Street: _____

City: _____

Country: _____

Phone: _____

Fax: _____

Email: _____

Website: _____

Contact person: _____

Title: _____

day phone: _____

evening phone: _____

Email: _____

Fax: _____

Year founded: _____

Organization's mission:

Current active program areas (What activities does the organization currently do?):

Financial situation of your organization:

For the current fiscal year, what did the organization budget? Revenue: US \$ _____ Expenses: US \$ _____

For the previous fiscal year, what did the organization report? Revenue: US \$ _____ Expenses: US \$ _____

Total cost of your training project: US \$ _____

Amount you are now requesting from INTF: US \$ _____

Have you ever received a grant from the A. J. Muste Institute? (specify amount, month/year and project name):

2. The NONVIOLENCE TRAINING

Projected dates for the training: _____ Length of training: _____

Training location (City/Country): _____

Title/name of training: _____

Description of training:

Describe the training objectives or goals:

Is the training part of an on-going project or campaign? YES _____ or NO _____ (please mark with an "X")
If yes, describe the project or campaign and its goals:

What experience qualifies your organization to carry out this campaign or project?

How will the principles and practice of active nonviolence be included in the training?

3. PARTICIPANTS

Who is being trained? (number of people, gender, background, etc.):

How are participants recruited?

How will you ensure women and/or girls' participation?

4. OUTCOMES of the training

What outcomes do you expect?

How will the outcomes contribute to an ongoing project or campaign?

How does the training fit into your organization's mission?

How will you evaluate the success of the training?

What follow-up is planned?

Has your organization carried out nonviolence trainings in the past? If so, please give details of each:

INTF is compiling a directory of funders for nonviolence training. Your answer to the following question will help us to complete this directory, which will be available from the AJ Muste Memorial Institute.

Have you received grants from any funder for nonviolence trainings in the past? If yes, please give details of each: _____

5. COORDINATORS and TRAINERS

COORDINATOR, ORGANIZER, FACILITATOR of the training (not necessarily one of the trainers)

Please provide a brief biography of the person responsible for coordinating, organizing or facilitating the training.

Is this person also one of the trainers? YES _____ or NO _____ (please mark with an "X")

Name: _____ Gender: _____ Country: _____

Tel: _____ Email: _____

What relationship do they have to the community? _____

What is their specific experience with nonviolence trainings? _____

TRAINERS

Please provide a brief biography of each trainer including

1. Name: _____ Gender: _____ Country: _____

Tel _____ Email: _____

What relationship do they have to the community? _____

What is their specific experience with nonviolence trainings? _____

2. Name: _____ Gender: _____ Country: _____

Tel _____ Email: _____

What relationship do they have to the community? _____

What is their specific experience with nonviolence trainings? _____

3. Name: _____ Gender: _____ Country: _____

Tel _____ Email: _____

What relationship do they have to the community? _____

What is their specific experience with nonviolence trainings? _____

6. REFERENCES

Please list two or more references (people who are not part of your organization but are familiar with your work)

1. Name: _____ Tel: _____ Email: _____
Address: _____ Country: _____
How do they know of your organization's work? _____

2. Name: _____ Tel: _____ Email: _____
Address: _____ Country: _____
How do they know of your organization's work? _____ [it](#) [View](#)

3. Name: _____ Tel: _____ Email: _____
Address: _____ Country: _____
How do they know of your organization's work? _____