2019
PTPI Chapter Project Grant Guide
CONTACT INFORMATION

Submit Application

chapters@ptpi.org | Attn: Chapter Project Grant Application

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ELIGIBILITY

Community Chapters
• Completed a Chapter Annual Renewal
• Submitted a Summary Report

University Chapters
• Completed a Chapter Annual Renewal
• Submitted a Summary Report

Student Chapters
• Completed a Chapter Annual Renewal with photo permission forms
• Submitted Summary Report
Chapter Project Grants support cultural, educational, and humanitarian projects that exemplify the mission of People to People International (PTPI). In this guide you will find detailed information that will assist you in completing the Chapter Project Grant application, building a strong project, and making a difference in your community. Grants are awarded annually, and applications are due March 31st. All applicants will be notified within 30 days following the application deadline and funds will be distributed in May.

AREAS OF FOCUS

Cultural
Cultural competence is important in today’s increasingly global and multicultural world. This comes from understanding and respecting peoples of different countries and diverse cultures and celebrating their uniqueness. To that end, chapters organize projects to learn about, engage with, and reach out to individuals of other cultures, both locally and globally.

PTPI supports projects that promote the idea of cultural understanding by:
• Facilitating direct people-to-people friendships with people of different countries and cultural backgrounds
• Encouraging the exchange of ideas between groups from diverse cultures
• Promoting the value of international understanding through dialogue
• Fostering cultural exchanges for people of all ages
• Engaging in citizen diplomacy to shape international relations at the grassroots level
• Educating a community about its cultural diversity and traditions
• Motivating individuals to be informed, respectful, and accepting of different cultural groups
• Celebrating the cultural diversity and traditions of a community

Educational
Education dispels misunderstandings and gives people the knowledge they need to make the greatest difference. Chapters should examine local and global issues and engage the community in being part of the discussion.

PTPI supports projects that facilitate education and learning through:
• Educating a community about its cultural diversity and traditions
• Understanding the complexity of global issues
• Showing others how global issues affect them locally
• Identifying how local issues are part of larger worldwide challenges
• Inspiring individuals to understand their role as a global citizen
• Mentoring, teaching, and engaging youth on an issue

Humanitarian
Chapters are encouraged to make their community and the world a better place through humanitarian and service work.

PTPI supports projects that involve humanitarianism and service through:
• Recognizing a local need and developing a sustainable way to address it
• Partnering with other groups, chapters, or local organizations in activities or global days of service
• Developing a long-term relationship with an underserved population in your community
• Contributing to humanitarian efforts worldwide

Grant funds may not be used for personal gain, to promote religious or political initiatives, for college scholarships, or funding for a personal trip. This is not a complete list of ineligible activities; therefore, if you are unsure of the eligibility of activities and/or the project, please contact PTPI.

### Blending Focus Areas

As you plan your project, don’t limit yourself to the goals of just one focus area. Some of the most effective projects have blended areas to create a wider-reaching impact on the community.

Consider how your chapter might combine two—or even all three—of the focus areas to transform a basic idea into something more profound. Collaborate with a chapter in another country to carry out two projects simultaneously while learning about different cultures and perspectives. We encourage you to dig deeper and to think about how you might bring PTPI’s focus areas in concert with your chapter’s work.

### PLANNING A PROJECT

Before applying for a grant, chapters should develop a project plan that is based on community needs, designed to make a large and sustainable impact, and ensures success can be measured. A list of project ideas can be found in Appendix A.
Community Needs Assessment

The projects you develop should be designed to help your community in areas of most need and with a focus on global issues. A community assessment will help you know the problems facing your city or town. It will also help you discover existing efforts to which you can contribute or organizations with which you can collaborate and allow you to identify the resources and best method(s) for addressing the issues. Although partnerships with organizations beneficial, projects that are initiated and managed by the chapter and are sustainable will be given priority.

To conduct a community needs assessment:

• Interview multiple groups in the community (teachers, local officials, community organizations, etc.) and ask them what challenges they believe the community faces and what your chapter can do to address them.

• Note: Surveys, focus groups, panel discussions, chapter meetings, and asset mapping are effective and low-cost tools that you can use.

• Determine which community issues are the most commonly identified and discuss with your chapter which issues they are passionate about addressing.

• Identify assets in your community that can be used to help you address an issue. These can include financial resources, organizations currently working on the issue, volunteers, centers, etc.

• Write a brief report about your assessment and share with your chapter.

Project Development

After your chapter has identified what the community needs are, develop a project plan to address an issue. A thorough project plan will incorporate the following ideas and will be important to communicate in your grant application.

• Your chapter should identify two chapter members to lead the implementation and oversight of the grant.

• Your chapter could organize a project committee or assign tasks amongst chapter members. Set a realistic timeline for tasks to be completed and be sure to keep the chapter informed throughout the process.

• When specifying the date or timeframe of the project on the grant application, please include the actual date(s) the project will be carried out on and/or the timeframe of the project if multiple dates are involved.

• When describing your project, it is important to provide as many details as possible. PTPI is looking for a thorough description of what the project entails, specifically how the project fits within PTPI’s mission.

• Identifying a specific and measurable goal that your project seeks to accomplish will help you be better prepared to make lasting change in your community. Identifying the expected outcomes and/or impact of your project is useful to measuring your results after your project is implemented.
You should also consider the following questions when planning your project:

- How does our project exemplify the mission of PTPI?
- How can our chapter best use its resources to address the issue?
- Is there strong community support for our project?
- Are there other organizations with which we can partner?
- Are our goals realistic?
- What PTPI resources can we use to make our project better?
- How can we inform and/or involve local officials?
- How will this project help our community?
- Who will help and what will they do?
**Project Budget**

It is required for chapters to have a project budget in place by the time they apply for a grant. When providing a detailed budget on the application, be sure to provide actual amounts and/or realistic estimates. Further, it is important for chapters to retain records of their expenses and any income throughout the duration of the project.

The following is a sample project budget for starting or maintaining a community garden:

<table>
<thead>
<tr>
<th>Expense Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gardening Supplies – shovels, water buckets, gloves, fence, hoses, storage</td>
<td>US $250</td>
</tr>
<tr>
<td>Plant Materials – seeds, organic fertilizer, plants, mulch, trees</td>
<td>US $450</td>
</tr>
<tr>
<td>Fees related to land usage – soil testing, lease, liability insurance, water bill</td>
<td>US $600</td>
</tr>
<tr>
<td>Public Relations – promotional flyers, ads, t-shirts, garden sign</td>
<td>US $80</td>
</tr>
<tr>
<td>Transportation - bus fare for chapter members, delivery costs</td>
<td>US $100</td>
</tr>
</tbody>
</table>

| Subtotal | US $1,480 |

**Exchange Rate Used**

US $1 =

**Total in US Dollars**

$1,480

**Project Financing**

Preference will be given to projects that rely on multiple sources of funding. PTPI recommends that chapters solicit in-kind donations in addition to cash contributions when necessary. It is important for chapters to state the intended use of funds when seeking contributions. Contact your regional PTPI office for fundraising ideas.

The following are examples of sources for project financing:

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Treasury</td>
<td>US $350</td>
</tr>
<tr>
<td>Private Donations</td>
<td>US $310</td>
</tr>
<tr>
<td>Fundraising Monies</td>
<td>US $300</td>
</tr>
<tr>
<td>PTPI Chapter Project Grant Funding</td>
<td>US $320</td>
</tr>
<tr>
<td>Event fees</td>
<td>US $200</td>
</tr>
</tbody>
</table>

| Subtotal | US $1,480 |

**Exchange Rate Used**

US $1 =

**Total in US Dollars**

$1,480

**SELECTION PROCESS**
A selection committee comprised of regional representatives and world headquarters’ staff will use the following criteria to grade applications. Applications with the highest grades will be awarded grants.

**Application includes a clear explanation of how the project (is):**

- A measurable benefit to the community
  - Consider where the project is located
  - Consider how it targets the underserved communities
  - The project will develop long-term relationships with underserved community
  - Project partners with local organizations
- Based on community needs
  - Project is based on evidence acquired from community-needs assessment
- Designed to make a significant and sustainable impact
  - Timeframe of project is well defined
  - Project has well defined expected outcomes
  - Projects that extend beyond the current year are self-sustaining after initial investment of chapter grant monies.
- Exemplifies the mission of PTPI
  - Fosters Cultural Exchange and promotes cultural understanding
  - Serves community through education, learning, and/or humanitarian service.
- Specific with realistic and measurable goals
  - The chapter has provided data/numbers in application
  - The chapter has provided an accurate depiction of the current situation and the ways the project will address needs of the community

**The Application will also include:**

- Project description
- Description is thorough and clear
- Realistic budget expenses and estimates
- Request does not exceed $2000
- Request clearly explains how additional monies are to be raised or procured through other grants/organizations
- All expenses are included in the application
- An explanation of how the chapter will carry out the project if not awarded the requested amount of funding

**Additional considerations will include:**

- Has the chapter been chartered for at least on year and in good standing with World Headquarters?
- Does the chapter have a successful track record of chapter projects?

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**GRANT RECIPIENT REQUIREMENTS**

Chapters must complete the following grant guide requirements. Failure to complete the requirements will disqualify chapters from receiving grant funding for at least one year. Primary contacts of the grant are responsible for corresponding with and submitting grant requirements to PTPI.
**Project Update**
After grant funding is distributed, recipients are expected to provide project updates and use of funds to PTPI on a periodic basis. Project updates must be submitted in the form of photos and an email or phone call. Chapters are also expected to reply in a timely manner to any communication from PTPI. This important communication will establish credibility with PTPI and will impact the chapters’ ability to receive future grants. The information gathered from project updates will enable us to share news with our PTPI network and determine if funds are being used appropriately.

**Final Report**
Chapters will be required to complete a final report, which will outline the outcomes of the project. Chapters will be expected to report on items such as number of volunteer hours, number of direct beneficiaries, impact of participants, etc. This final report will be important to establish credibility with PTPI and will impact the chapters’ ability to receive future grants. The final report must be completed within 30 days of the conclusion of your project or on an annual basis if your project is multi-year in nature. A sample copy of a Final Grant Report can be found in Appendix B.
Use these project ideas to inspire your chapter to create a project for your community.

- Adopt a local highway or road and clean up trash along it
- Ask residents of a retirement home to tell you about their lives
- Build latrines in areas without access to safe sanitation
- Clean up a local park or vacant lot
- Clean up after a natural disaster
- Collect baby clothes and supplies to donate to new parents
- Collect used sports equipment to donate to families and school programs
- Create a newcomer’s group in your neighborhood to help welcome refugee/immigrant families
- Create a sustainable farm for your community
- Set up a delivery system to take groceries and meals to elderly neighbors weekly
- Collect and donate blankets and coats to a homeless shelter
- Collect and donate old eyeglasses to an organization that collects that and distributes them to people in need
- Create a free music lesson program for school children
- Help create a new walking trail at a nature center or park
- Help deliver meals and gifts to patients at a local hospital
- Help elderly neighbors clean their homes and organize their belongings
- Help fix or raise funds to repair a run-down playground
- Help train service dogs

- Knit or crochet baby blankets to be donated to hospitals or homeless shelters
- Make “care kits” with shampoo, toothbrushes, combs, etc. to donate to homeless shelters
- Make birthday cards for the elderly
- Organize a family day for residents of a retirement home and relatives to play games together
- Organize a reading hour for children at a local school or library
- Organize a summer reading program to encourage kids to read
- Organize games and activities for children in hospitals or who are visiting hospitalized relatives
- Paint over graffiti in your neighborhood
- Participate in National Youth Service Day in April
- Participate in or help organize a community parade
- Participate in the cleanup of a local river, pond, or lake
- Perform a concert or play at a senior center
- Petition your town leaders to build more drinking fountains and public restrooms
- Plant flowers in bare public areas
- Plant native flowers or plants along highways
- Produce a neighborhood newspaper
- Put on a cultural fair for the community
- Put on performances for children in hospitals
- Rake leaves, shovel snow, or wash windows for a senior citizen
- Sponsor a drug-free post-prom event
- Teach computer skills to the elderly
- Test the water quality of a lake or river near you
This is a sample of the PTPI Grant Final Report. A final report is mandatory and will impact the chapters’ ability to receive future grants. The final report must be completed within 30 days of the conclusion of your project or on an annual basis if your project is multi-year in nature.

<table>
<thead>
<tr>
<th>REPORT DATE</th>
<th>CHAPTER NAME</th>
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<table>
<thead>
<tr>
<th>PROJECT LEADS</th>
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<tbody>
<tr>
<td>Chapter president</td>
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<tr>
<td>Chapter member</td>
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<thead>
<tr>
<th>PROJECT INFORMATION</th>
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<tbody>
<tr>
<td>Project Name</td>
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<tr>
<td>Date or timeframe of the project</td>
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<tr>
<td>Number of chapter members that participated in project</td>
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<tr>
<td>Number of volunteer hours completed <em>(Per chapter member. Include time spent on preparation and implementation of project.)</em></td>
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<tr>
<td>Number of direct beneficiaries impacted by project <em>(Event attendees, people affected, target audience, etc.)</em></td>
</tr>
<tr>
<td>Number of indirect beneficiaries impacted by project <em>(Wider community/individuals benefiting from project.)</em></td>
</tr>
<tr>
<td>Total number of beneficiaries <em>(Direct plus indirect beneficiaries.)</em></td>
</tr>
<tr>
<td>PROJECT PROCESS</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>Did your chapter carry out a community needs assessment? Explain:</td>
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<tr>
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<tr>
<td>Describe how you carried out the project. (Include the problem or need addressed.)</td>
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<tr>
<td>List the outcomes and/or impact of the project.</td>
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<tr>
<td>Describe any differences between the budgeted amount and the actual amount spent on the project.</td>
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<tr>
<td>How was the project publicized? <em>(List any media coverage of your project or any notable/public attendees.)</em></td>
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<tr>
<td>What did you learn? What would you do differently? Would you recommend doing this project in the future?</td>
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