

How to Request a Donation from Calendar Proceeds

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. This year \$62,465 has been set aside for all our donations.

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 April 2017 GiftAway meeting has \$22,100 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 this year, 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 to fund projects submitted by paid 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 (i.e., those with free memberships **cannot** submit requests) or work with a member who has paid dues and 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.**) Questions about the process? Ask Walt Zeltner at 608-345-6678 (leave voice mail message) or zdogg47@gmail.com. **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 zdogg47@gmail.com by **March 31, 2017** for consideration at the April GiftAway meeting. Donation requests can only be considered if they are distributed to the membership before that meeting. Supporting documents can be e-mailed to zdogg47@gmail.com or mailed to: Walt Zeltner, 393 Lake Kegonsa Road, Oregon, WI 53575.
- Requests will be considered at a special meeting planned for Saturday, April 22. We will update our members if the timing changes.
- Someone familiar with the project should attend the meeting to give a short 5-minute presentation about the project and to answer questions that may arise. If we lack adequate information, we will not fund your project at the April meeting. You would have to wait until the next GiftAway meeting in October for your project to be considered. **NOTE:** We are not likely to have computer projection capabilities in the meeting room, so do not plan on giving a Power Point presentation.
- 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 receives \$3,000 at the October meeting cannot apply for additional funding at the April meeting.
- A paid-up 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 receive \$3,000 at the October meeting cannot apply for additional funding at the April meeting.
- 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 5 criteria for our first effort at ranking GiftAway proposals. Our poster committee developed and successfully used these criteria to rank national US educational projects. 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?
- **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)
- 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
- 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.