Friends of Sierra Leone Project Funds Application Form

Please complete this application honestly. This application must be completed by community members and should not be the same as applications of other organizations.

DISHONEST APPLICATIONS OR COPIED MATERIAL OR BUDGETS WILL NOT BE ACCEPTED.

Each application will be evaluated on its project's quality.

I. Purpose:

The Friends of Sierra Leone (FOSL) Project Committee supports community-based or non governmental organizations providing services that directly benefit the people of Sierra Leone. We will prioritize Sierra Leonean organizations. The normal maximum grant amount for January-December 2023 is $4,000 USD, but smaller requests are encouraged.

Applications are accepted year-round, and the Projects Committee and the FOSL Board reviews and acts upon applications as they are received.

II. Funding Guidelines:

Applications for FOSL funding must include all of the requested information that follows. Failure to include information may disqualify the proposal from consideration. Applications may be returned for additional clarification at the discretion of the Projects Committee or FOSL's elected board of directors.

*If accepted, we will share and showcase your completed project. You will also have to submit a feedback report 6 months after receiving your funds.

FOSL will not fund:
•   Political advocacy, litigation activities, political campaigns, attempts to influence legislation, or visa or any other immigration requests aimed at individuals.
•   Debt relief for any organization or funding for any past expenses.
•   Any expenses for purposes outside of Sierra Leone.

Please Note: FOSL reserves the right to have an outside evaluator visit and review the project and its financial records. In the event we elect to conduct our own evaluation the resulting report will be sent to FOSL with a copy sent to the organization.

*If you are unable to complete this Google Form, please email Projects@fosalone.org with your completed application via PDF.

* Indicates required question

Organization Overview and Contact Information

1. What is your organization's name? *

    _____

2. What is your organization's email address? *

    _____

3. What are the names and titles of the executive officers of your organization? *

    _____
    _____
    _____
    _____
    _____

4. What are the names and titles of the project lead and treasurer? *

    _____
    _____
    _____
    _____
    _____

5. What is your organization's address? *

    _____

6. What is your contact information? Which number do you use on WhatsApp? *

    _____

7. What is your organization's email, Facebook, website, or other social media (if you have any of them)?

_____

_____

_____

_____

_____

8. In one sentence, what is your organization's mission and goal? *

_____

_____

_____

_____

_____

9. Has your organization successfully undertaken a project before? If so, write about the: Goal of the project, the steps undertaken to implement the project, and any successes or failures you experienced? *

_____

_____

_____

_____

_____

Organization Registration Information

10. What type of organization are you? *

Check all that apply.

- [ ] Community Based Organization
- [ ] Non-Governmental Organization (NGO)
- [ ] Educational Organization/School
- [ ] SLANGO Member
- [ ] Religious-Based Organization
- [ ] Other: _____

11. If your organization is registered with the government, please attach a copy of your registration certificate

Files submitted:

12. What year did you first register your organization with the government?

_____

13. Are you a membership organization? If so, how many active members do you have?

_____

14. What was your organization's total annual revenue last year? *

_____

15. What were your organization's total annual expenses last year? *

_____

16. Which bank does your organization have an account with? *

_____

17. Where does your organization get its funding? *

_____

Proposed Project Overview

18. What is your project? What opportunity, problem, issue, or need does it address? *

_____
_____
_____
_____
_____

19. What community will benefit from this project? (Province, Chiefdom and   *
    town/village)

_____

20. What is the timeline for your project? Please include all relevant details: *

_____
_____
_____
_____
_____

21. Is this project a continuation of a prior project? *

    Mark only one oval.

    ( ) Yes

    ( ) No

22. How will you maintain and sustain the project after completion? *

    _____

    _____

    _____

    _____

    _____

23. Please explain in as much detail as possible how you intend to monitor and   *
    evaluate your project. Your indicators must be specific, measurable, realistic and
    time bound. Who will evaluate this work?

    _____

    _____

    _____

    _____

    _____

24. What is the total cost of the project? What is the total amount contributed by your   *
    organization or community? What is the total amount being requested from
    FOSL?

    _____

    _____

    _____

    _____

    _____

25.   How many people will potentially benefit from this project? *

_____

Project Budget

Write or type out a detailed line-item budget that includes:
•   Items
•   Quantity
•   Price per item
•   Name of contractor or vendor that provided the price quotes (an invoice will be sufficient, if applicable)
•   Grand total of requested money

At the end of the budget, include the name, titles, and signatures of:
•   The head of the requesting organization
•   The financial officer of the requesting organization
•   The project lead

26.   Upload picture or document of budget here *

Files submitted:

27.   Upload 1-5 pictures of your proposed project site here *

Files submitted: