



ADVANCEMENT OF CHILDREN FOUNDATION

APPLICATION FORM

To Submit:

- (1) Fill in accurate content in the correct places in the application. If you have difficulty filling in the required information in the form, you may contact Maureen Bailey at (869)-662-5357.
- (2) E-mail application to: acfinfo@acfstkittsnevis.org or (click here on website): Provide your name and phone number in the e-mail for verification.
- (3) Text shall not be smaller than 10-point Times New Roman.
- (4) The length of the document should not exceed three (3) pages.

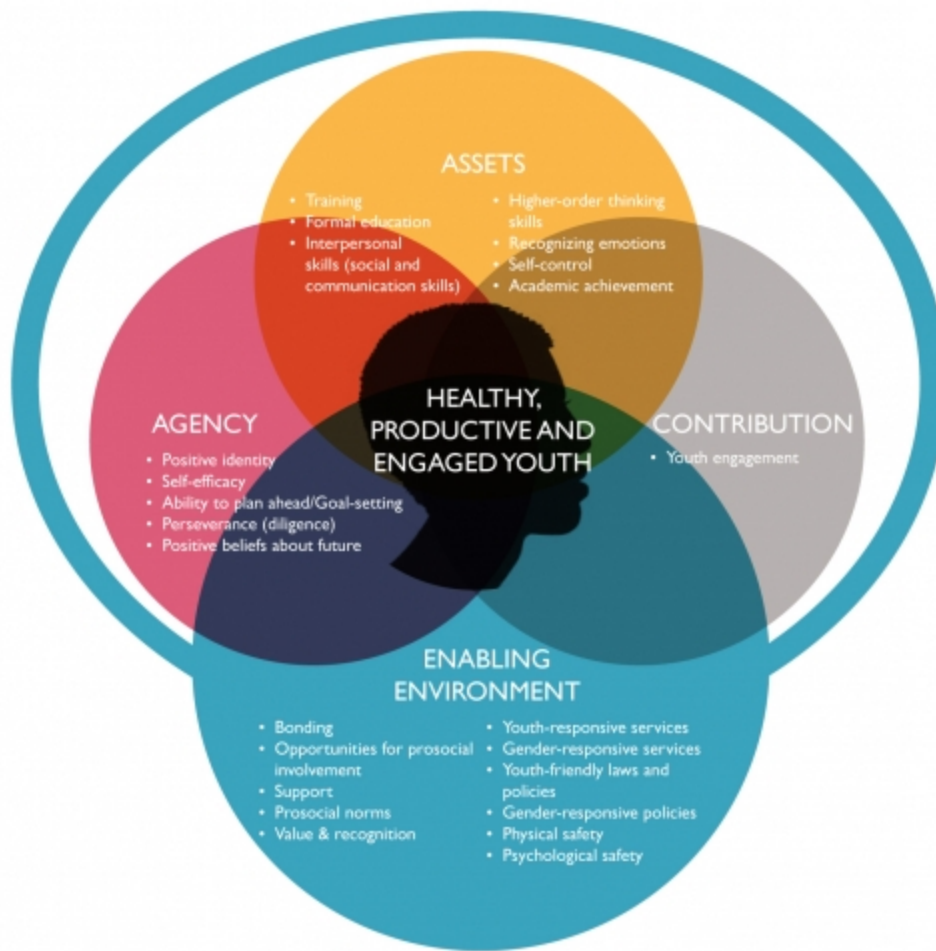
Our Mission

The ACF is a grant capacity building organization, advocating for change to enhance programming and services by strengthening in capacity of NGOs, CBOs and CSOs that serve children and youth.

Our Vision

To strengthen the sustainability of the NGO, CBO and CSO sector particularly in the area of child and youth development to positively impact youth outcomes.

We seek to support groups in developing healthy, productive and engaged youth. To bolster positive youth development in St. Kitts & Nevis ACF seeks to build the capacity of youth programmes that serve youth in the federation. Using the USAID model positive youth development involves ensuring there are assets- resources and skills young people need to achieve their goals, agency- the ability to choose how to use resources, enabling environments- to support their access and choice and that there are ongoing opportunities for contribution- towards being a source of change in their own communities.



• **Assets:** Youth have the necessary resources, skills, and competencies to achieve desired outcomes.

• **Agency:** Youth perceive and have the ability to employ their assets and aspirations to make or influence their own decisions about their lives and set their own goals, as well as to act upon those decisions in order to achieve desired outcomes.

• **Contribution:** Youth are engaged as a source of change for their own and for their communities' positive development.

• **Enabling environment:** Youth are surrounded by an environment that develops and supports their assets, agency, access to services, and opportunities, and strengthens their ability to avoid risks and to stay safe, secure, and be protected and live without fear of violence or retribution. An enabling environment encourages and recognizes youth, while promoting their social and emotional competence to thrive. The term "environment" should be interpreted broadly and includes social (e.g., relationships with peers and adults), normative (e.g., attitudes, norms and beliefs), structural (e.g., laws, policies, programs services, and systems) and physical (e.g., safe, supportive spaces).



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Funding Proposal Template

Name of Group/Organisation:	Postal Address:
Contact Person:	Phone(s):
Title:	Email:
Estimated Total Cost:	Total Funds Requested:
Project Start Date:	Expected term of project (in months):

Brief History/Description of Group Submitting Proposal (i.e. date of establishment of group, mandate, membership, etc)

Section 1: Project Title: Short and concise.

Section 2: PYD: Proposal addresses one or more of the goals of the ACF program (see above).

- Using the USAID model positive for Positive Youth Development identify at least one of the four categories below that your organization, project, or program addresses.
- **assets-** resources and skills young people need to achieve their goals
- **agency-** the ability to choose how to use resources
- **enabling environments-** to support their access and choice
- and that there are ongoing opportunities for **contribution-** towards being a source of change in their own communities.

#: 1 2 3 4

Section 3: Goals: Provide a summary of your project including the motivation, rationale, the aim, goal (s), and desired results. These are the long-term aspirations of the project. Describe how the project goal(s) contributes to meeting the ACF goals identified in Section 2 above. Additionally, are there similar projects that exist in the community? Why is the project necessary at this time?

Section 4: Background and Justification: Provide justification or background context for the problem/issues/concerns you would like to address with this project. Outline and describe the main problems relating to the subject that your project addresses. Why is this an issue in your community and what evidence is this?

Section 5: Objectives: List the project objectives. What key activities will your programme feature in relation to Section 3?

- 1.
- 2.
- 3.

Section 6: Project Outcome: What do you expect to accomplish?

Section 7: Schedule of Project Timeline~ Milestones: Include timeline for each stage of the project. A milestone is a specific point within a project's life cycle used to measure the progress toward the ultimate goal. Milestones in project management are used as signal posts for a project's start or end date, external reviews or input and budget checks. Installments will not be released until previous milestone is achieved.

1st Installment	1	2	3
2nd Installment	1	2	3
3rd Installment	1	2	3

Section 8: Beneficiaries and Participants: Who will benefit from the project? Provide demographic details such as age groups, gender, vulnerability status etc. What is your strategy for gaining participant involvement?

Section 9: Evaluation: Describe exactly how you will decide (measure) whether or not your project has been successful. If you plan to use evaluation methods such as survey, how will you measure your programmes success? i.e. 10 persons trained. Please enclose/attach a draft version of the document and/or survey plan with this proposal. How will your success be measured?

Section 10: Risks/Challenges: What risks or challenges do you think you may encounter?

Section 11: Budget: Maximum request - \$30,000EC. Please attach proforma invoices and any other supporting documentation to substantiate budget items.

Items	Amount Requested
1.	1. \$
2.	2. \$
3.	3. \$
4.	4. \$
5.	5. \$
Total Funds Requested:	\$

Section 12: Other Funding Used to Complement Request:

Source	Amount
1.	1. \$
2.	2. \$

Commitment to Develop and Submit Funding Proposal:

Electronic Signature (type name and phone number):

Date:

[mm/dd/yy](#)

Terms and Conditions

Grant applicants will be subjected to the Terms and Conditions of the Memorandum of Understanding.

- Organization will be expected to registered or in the process of being registered as NGO through Financial Services. Assistance is available were applicable.
- Bank account in name of Foundation is required to receive funds; no personal bank accounts permitted.

- Funding must be applied to intended goals.
- An Organization will only be allowed to apply to a maximum of three times.