

FRIENDS OF THAILAND
Small Project Assistance
CRITERIA and GUIDELINES

Following are the criteria and guidelines for making a request of Friends of Thailand (the alumni organization of Peace Corps Thailand) for small-project funding. If you have any questions, please contact Peace Corps' FoT Liaison or the Peace Corps Thailand's Director of Program and Training (DPT). You may also contact Carolyn Nickels- Cox, the Coordinator of Friends of Thailand at carolynnickels@earthlink.net. Additionally, volunteers are encouraged to review previous PCV projects funded by FoT on the Friends of Thailand website: friendsofthailand.org in the Project Sponsorship section.

Thank you,
Carolyn Nickels-Cox,
Thai 34 and FoT Coordinator

Small Project Assistance CRITERIA

1. Friends of Thailand (FoT) project support is limited to a maximum of 50,000 baht per project, and smaller projects are always encouraged.
2. Counterparts, with the assistance of PCVs in their communities, are invited to submit project proposals of any length for Friends of Thailand funding using the FRIENDS OF THAILAND Small Project Assistance PROPOSAL according to the following criteria
 - a. FoT does not fund projects involving only capital goods (i.e. equipment, tools, machinery, building materials, etc.). FoT does, however, consider projects requesting capital goods when they also include training, or they support community and economic development, health or educational efforts
 - b. FoT funds should not be budgeted to pay for items that are not essential to carrying out the main service of the project. This might include prizes, rewards for participation, or items that will primarily benefit project organizers (e.g. meeting room furniture)
 - c. Project proposals should be well-written and clearly presented
 - d. Project proposals should detail community self-sufficiency, in other words, how people will help themselves as a result of the project
 - e. Project proposals must include local Thai community involvement, either through provided goods, volunteer labor, or funding

- f. Project proposals should show how projects will be implemented and tie budget requests to specific project steps
- g. Project proposals should demonstrate how projects may be sustained after FoT funding ends

Small Project Assistance GUIDELINES

1. Peace Corps Volunteers who wish to assist their counterparts in applying for project funding from Friends of Thailand must complete the FRIENDS OF THAILAND PCV Small Project Assistance PROPOSAL FORM available at <http://friendsofthailand.org/volunteers/main.html>
2. When the Peace Corps Thailand Project Review Committee, Program Manager and appropriate PCT staff have approved the proposal, the FoT Liaison, will send it to Carolyn Nickels-Cox, the FoT Coordinator. She will then forward it to members of the FoT Board of Directors for review
3. Board Members will review and determine whether or not to fund the project, but may request additional information. The Directors will send questions about the proposal for the counterparts, PCV(s) and PC Thailand to the FoT Coordinator, who will forward them to Thailand
4. When all concerns and questions have been answered, the Board will make a final decision about funding, and the FoT Coordinator will inform counterparts and PC Thailand of that decision
5. For those projects the Board approves for FoT funding, the FoT Coordinator will also inform the counterpart and PCV of the decision via e-mail and confirm that the project bank account information is complete and correct
6. The FoT Coordinator will then transfer money from Friends of Thailand directly to the project account and attach a copy of the FoT Receipt and FoT Report Forms to an e-mail message regarding the transfer. FoT Receipt and FoT Report Forms are also available on the FoT web site in the Proposal Information section at friendsofthailand.org/volunteers/main.html
7. Because FoT is accountable to the IRS and the State of California as a non-profit organization, the counterpart receiving FoT funding will complete and sign the **FoT Receipt Form** and return it, with the assistance of the FoT, as an attachment to an e-mail message to the FoT Coordinator at carolynnickels@earthlink.net within one week of funds arriving in the project account

8. A counterpart receiving FoT funding will complete the project and prepare and submit a report, with the assistance of the PCV, to Friends of Thailand no fewer than ninety (90) prior to the PCV's Close of Service date. Please send the report, plus any available photos of the project, as attachments to an e-mail message(s) to Friends of Thailand at carolynnickels@earthlink.net
9. Upon receipt, the FoT Coordinator will load the PCV Project Report and photos onto the FoT web site, and inform the FoT community
10. Should any funds remain at the completion of a project, or be the result of failure to undertake or complete an FoT-funded project, the counterparts and PCV are expected to inform the FoT Coordinator at carolynnickels@earthlink.net She will give them information about how to return any unused funds
11. Should a counterpart wish to reallocate funds during the course of a project, it will be necessary complete and submit a Funding Reallocation Request to FoT prior to transferring funds to with the assistance of the PCVs and forward it to carolynnickels@earthlink.net A copy of the Reallocation Request Form is available at <http://www.friendsofthailand.org/volunteers/volunteersmainpage.html>
12. For those projects not approved, the FoT Coordination will send the counterpart and PCV a letter explaining why the FoT Board decided against funding. The counterpart and PCV will have the option of revising the proposal for submission and consideration at a later time.