



**IFHE Development Fund Proposal Application 2020**  
**XXIV World Congress Atlanta, Georgia USA**  
**August 2-8, 2020**

**The IFHE Development Fund purposes are to:**

- Collect, manage and disburse resources in the form of small grants to professionals in developing countries (World Bank definition)
- Advance the objectives and visibility of IFHE internationally
- Promote Home Economics related educational and development programs
  - for the purpose of improving the quality of life for individuals, families & communities and strengthens the profession's ability to advocate in behalf of families

**Applicant Guidelines:**

- Project proposals should be submitted in **English only** in **electronic form** as an e-mail attachment. The application must be in a WORD or PDF file format.
- **Grant applications are due no later than February 20, 2020.**
- Organizations must be able to receive US Dollars, and if possible handle the international electronic transfer of funds. All requested funds must be used by the end of the three-four cycle or be returned. Amendments to the budget can be requested.
- Proposals will be reviewed by IFHE member experts in the subject area.
- Please label the application document with the information listed below
  - Name of Committee/Region/Special Project Group\_ Last Name of Contact Person\_\_Project Proposal Title--Date
    - Example--Community Outreach for Education, Honduras\_Smith\_Project Title\_February 20\_2020

**TITLE PAGE: (1 PAGE)****TITLE OF PROJECT**

- Organizational Name(s) including the name of sponsoring Home Economics organization
- Name & Title of contact person
- Mailing Address
- Email Address
- Phone Number
- Date of Request
- Amount of Request
- Period Grant will cover
- Total project budget
- Brief Abstract (250 words) summarizing the mission, purpose and sustainability of the project

**NARRATIVE: (3-4 pages)**

- Situation statement including
  - Need for the project
  - Target population from the **developing country** to be served
  - Issues to be addressed
- Goals
  - Project objectives
    - Expected outcomes
      - What will be accomplished?
- Results
  - How will you know if the project is successful?
  - What data will describe the results or impacts?
  - How will that data be secured (evaluation techniques)?
- Activities & Timelines
  - What major activities will take place and in what sequence?
- Organization structure and administration
  - Who will be in charge of the project
  - What organizations will be involved?
    - Titles
    - Qualifications

- List key persons to be responsible for various activities.
  - How are IFHE members or organizations involved?
  - Note how this proposed project will contribute to the IFHE's mission or to the strengthening of Home Economics.

BUDGET: (1-2 pages)

- List major expenditures by line item description
- Note the total cost of project and funding sources
  - including the portion of funding being requested from IFHE
- If multiply years or phases are included
  - provide a summary of each year's budget
- Note the name of the organization which will receive and manage the funds
- Organizations must be able to receive US Dollars, and if possible handle the international electronic transfer of funds. All requested funds must be used by the end of the three-four cycle or be returned. Amendments to the budget can be requested.

**IFHE DEVELOPMENT FUND PROPOSAL APPLICATION  
Title Sheet: (One Page)**

|   |  |
|---|--|
| Title of Project  |  |
| Organizational Name(s) including the name of Home Economics organization                  |  |
| Name & Title of Contact person  |  |
| Mailing Address   |  |
| Email Address   |  |
| Phone number  |  |
| Date of Request   |  |
| Amount of Request   |  |
| Period Grant will cover   |  |
| Brief Abstract (250 words) summarizing mission, purpose and sustainability of the project |  |
|   |  |

**Narrative: (3-4 pages)**

|  |  |
|--|--|
| <p><b>Situation statement</b> including</p> <ul style="list-style-type: none"> <li>○ Need for the project</li> <li>○ Target population from the <b>developing country</b> to be served</li> <li>○ Issues to be addressed</li> </ul>  |  |
| <p><b>Goals</b></p> <ul style="list-style-type: none"> <li>○ Project objectives</li> <li>○ Expected outcomes</li> <li>○ What will be accomplished?</li> </ul>  |  |
| <p><b>Results</b></p> <ul style="list-style-type: none"> <li>○ How will you know if the project is successful?</li> <li>○ What data will describe the results or impacts?</li> <li>○ How will that data be secured (evaluation techniques)?</li> </ul>   |  |
| <p><b>Activities &amp; Timelines</b></p> <ul style="list-style-type: none"> <li>○ What major activities will take place and in what sequence?</li> </ul>   |  |
| <p><b>Organization structure and administration</b></p> <ul style="list-style-type: none"> <li>○ Who will be in charge of the project</li> <li>○ What organizations will be involved? <ul style="list-style-type: none"> <li>■ Titles</li> <li>■ Qualifications</li> </ul> </li> </ul>                 |  |
| <p><b>List key persons to be responsible for various activities.</b></p> <ul style="list-style-type: none"> <li>○ How are IFHE members or organizations involved?</li> <li>○ Note how this proposed project will contribute to the IFHE's mission or to the strengthening of Home Economics</li> </ul> |  |

**Budget: (1-2 pages)**

|  |  |
|--|--|
| List major expenditures by line item description   |  |
| Note the total cost of project and funding sources <ul style="list-style-type: none"> <li>○ including the portion of funding being requested from IFHE</li> </ul>  |  |
| If multiple years or phases are included <ul style="list-style-type: none"> <li>○ provide a summary of each year's budget</li> </ul>   |  |
| Note the name of the organization which will receive and manage the funds. <ul style="list-style-type: none"> <li>● Organizations must be able to receive US Dollars, and if possible handle the international electronic transfer of funds. All requested funds must be used by the end of the three-four cycle or be returned. Amendments to the budget can be requested.</li> </ul> |  |

**Deadline for submitting proposal applications: February 20, 2020.**

**Proposals are to be submitted electronically to:**

**IFHE Development Fund**

**Proposal Chair**

**Dr. Roxie V. Godfrey**

**revgodfrey13@gmail.com**