



REPUBLIC OF LIBERIA
LIBERIA PHILANTHROPY SECRETARIAT
MONROVIA, LIBERIA

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2011 Philanthropists Visit
Application Form

I. Basic Information

- 1) Name of Organization:

- 2) Address:

- 3) General Contact Information:
 Email/Number:

- 4) Date Established:

- 5) Name of Executive Director/ President:
 Name/Email/Number:

- 6) Name(s) of other Senior Staff/Relevant Employees:
 Name/Title/Email/Number:

- 7) Number of staff/employees?

- 8) Number of volunteers?

- 9) Does your organization benefit from any consultancy services and technical assistance (TA)? Yes
 No

If yes, please fill out the following information (*Limit to 250 words in each column):

Name of Agency or Consultant Service	Name of Consultant/TA	Date(s)	Purpose

- 10) Is your organization accredited by the Ministry of Planning & Economic Affairs? Yes No
 Date Accredited/ Expiration Date:
 Additional Comments: (*Limit to 200 words)

- 11) Please list two reliable references that are familiar with your organization:
 Name/Organization/Address/Email/Phone

I. Financial Information

12) Does your organization have a Bank Account? Yes No

Account Type: Business Personal Savings Checking

Name of Bank/ Name of the Account/ Signature(s) on the Account/

Bank Account Number/ SWIFT Code

Additional Comments: (*Limit to 200 words)

13) Has your organization been audited? Yes No

Name of Auditing Company/Date of Audit:

Additional Comments: (*Limit to 200 words)

14) What is your organization Overall Budget?

15) What are the dates for your organization Fiscal Year?

Start/End:

16) Please complete the chart below to show the total amount your organization received and spent last year in either U.S. dollars or Liberian dollars:

Last Financial Year	Income		Expenditures	
	USD:	LD:	USD:	LD:

17) What are your organization's total planned expenditures for this year?

18) How much funding have you raised towards your planned expenditures to date?

Planned Expenditures	Amount Raised		Amount Outstanding	
	USD:	LD:	USD:	LD:
\$				

19) Complete the chart below to show your organization's sources of funding for last year (2010) and this year (2011). (*Limit to 250 words in each column)

Donor or Funding Source	Amount	Fiscal Year	Purpose/Project

II. Description of Organization

- 20) State your organizations mission, vision, and/or goals. (*Limit to 1050 words)
- 21) Describe your organizations overall programs. Include information on the community your program serves, the problems your program address and your overall objectives. (*Limit to 3900 words)
- 22) List three of your organization's most important recent accomplishments: (*Limit to 500 words)

III. Philanthropists Visit Featured Project

- 23) Name of Project your organization will like to feature during the 2011 Philanthropists Visit (*Limit to 150 words).
- 24) Featured Project Start and End date:
- 25) Project Description: Describe the specific project your organization will like to feature during the 2011 Philanthropists Visit. Include information on the community this project will serve, the specific problem it will address and the objectives. (*Limit to 2500 words)
- 26) What are the main challenges or obstacles you anticipate in carrying out these activities and how are you planning to address them? (*Limit to 650 words)
- 27) How will you measure success? What results do you expect to see if the project is successful? (Please be as concrete as possible). (*Limit to 780 words)
- 28) What method for measuring success will the project use? Explain how you will measure progress towards achieving the results described in question 27. Include a description of the indicators you will use to measure the impact of the project. (*Limit to 1170 words)
- 29) How will your organization showcase this project as a 40 minute site visit for a group of about 10 Philanthropists? What exactly will they see? Who will lead the visit? (*Limit to 1794 words)
- 30) Is your organization collaborating/partnering with any other organization or government entity on this project? Yes No
If yes, please list the name of the organization(s) and the role they play in the project.
- 31) What is the budget for your project?
- 32) How much funding have you raised toward the project to date?

Planned Expenditures	Amount Raised		Amount Outstanding	
\$	USD:	LD:	USD:	LD: