



3109 Mayfield Road, Suite 202  
Cleveland Heights, OH 44118  
United States of America  
(866) 932-4082

## PROJECT PARTNER APPLICATION GUIDELINES

IPM identifies and selects community-based, interfaith projects around the world for funding and technical support by linking them in partnership with individuals, families, congregations, schools, and like-minded organizations around the world.

IPM looks for projects that address the root causes of injustice and work for social change in three target demographics: women, children, and youth. Furthermore, we value the following principles:

- **Shared Partnership** where mission is a two-way street where we learn and receive more than we can teach or give
- **Global Awareness** of our shared human dignity within an interconnected world community where equity should be guaranteed for all
- **Personalization** by accompanying one another to decolonize philanthropy and utilize our assets and/or privilege in the servant leadership of others
- **Facilitation** of trust-based relationships that build personal capacity and organizational resiliency

## ELIGIBILITY REQUIREMENTS

IPM does not generally accept requests for capital, endowment, conferences, or denominational evangelization.

### **PROJECTS BASED IN THE USA**

... must be part of or sponsored by an organization that is tax exempt under section 501(c)(3) of the Internal Revenue Code. Organizations requesting funds for their own projects may not have budgets exceeding US\$250,000. This condition may not apply to sponsoring organizations.

### **PROJECTS BASED OUTSIDE OF THE USA**

... must be affiliated with either a USA-based 501(c)(3) organization or affiliated with a non-governmental organization (NGO) or voluntary agency (VOLAG). Organizations



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requesting funds for their own projects may not have budgets exceeding US\$100,000. This condition may not apply to sponsoring organizations.

## HOW TO APPLY

### STEP 1: SUBMIT A LETTER OF INQUIRY

All those interested must submit a one-page project description and a proposed budget prior to submitting a formal application. When preparing your budget, please be aware that IPM's contribution towards any given organization will generally not exceed US\$10,000 annually for a period of three to five years.

IPM will accept no more than one application per year for any given project or organization. The annual project proposal deadline is August 1<sup>st</sup> for the following calendar year.

IPM staff will notify you on how to proceed after reviewing your letter of inquiry.

### STEP 2: SUBMIT A FORMAL APPLICATION

In the event that IPM invites you to apply, please refer to the guidelines on the following pages.

IPM uses the **SMART** evaluation process to chart progress and ensure that the success of the project with others. All projects should therefore be **Specific, Measurable, Achievable, Relevant, and Time-Based**.



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While completing your application, you should specifically consider the following criteria:

- How does your project address the root causes of injustice and work for social change?
- How does your project facilitate interfaith collaboration?
- How does your project respect the diversity of your local community?
- How does your project include the participation of your local community?
- How does your project value the whole person's body, mind, and spirit?
- How does your project respect the environment?
- How does your project avoid duplication of other local efforts?
- How does your project plan to continue in the future?

#### **PROJECTS BASED IN THE USA**

*Please provide with your application:*

- The organization's IRS classification letter
- The organization's latest audit and/or financial statements or records
- The organization's current operating budget
- A list of the organization's Board of Trustees
- A letter of support from the sponsoring organization

#### **PROJECTS BASED OUTSIDE OF THE USA:**

*If your project is affiliated with a USA-based 501(c)(3) organization, refer to the "in the USA" guidelines above. If not, please provide with your application:*

- The organization's current operating budget
- The project's current operating budget
- The list of the organization's Board of Trustees



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### STEP 3: PARTNERSHIP

All approved projects must have a designated coordinator who is willing and able to enter into formal partnership with IPM. This partnership entails:

- Successful completion of the project's goals and objectives
- Annual submission of reports and completed evaluations to the IPM office
- Facilitation of cross-cultural visits by IPM donors, friends, and staff
- Openness to possible sponsored travel to IPM's headquarters or other sites
- Regular correspondence with IPM donors and friends
- Willingness to help replicate their project or share experiences and expertise with other communities