

ST. PAUL'S SCHOOL

CHARITY OF THE YEAR APPLICATION FORM

How to apply for funding

1. Application - Requirements and Conditions

To be considered "Charity of the Year" applicants should meet the following requirements:

1.1 Focus Areas

Institutions should focus in one of the following areas: child and teenager education, child and teenager health and nutrition, child and teenager sport development, people with disabilities, parental care, third age care and/or environmental issues.

1.2 St. Paul's Community Involvement

St. Paul's School's objective is to choose an Institution that allows its community to become involved directly (pupils plan activities and visits) and indirectly (by raising funds through events during the year), in order to develop self-awareness, social skills and citizenship.

1.3 Financial framework

Individual grants will vary in size according to the scope of the project presented and on the funds raised during the year. Financial support may vary from 10.000 R\$ to 30.000 R\$, for each charity chosen.

1.4 Projects

The financial support given to the Charity of the Year by the School is to be used for new initiatives, equipment and/or infrastructure projects. The money must not be destined to fund regular expenses, administration costs and/or salaries.

To be eligible for infrastructure financial support, the institution must own the property, areas and buildings where the projects are to be developed.

2. Deadline

Completed applications must be received by May 31th 2013. These include the completed questionnaire on Institution information, Project Information and all the required supporting documentation. Each institution should present three projects: one being a project with an approximate cost of up to R\$ 10.000,00, another of up to R\$ 20.000,00 and a third one of up to R\$ 30.000,00. The

information should be submitted to St. Paul's Community Service and Charity Committee (CSCC) vfc@stpauls.br.

3. St. Paul's School Community Service and Charity Committee (CSCC)

St. Paul's Community Service and Charity Committee is formed by representatives of the Senior, Prep and Pre-Prep schools, three members from the Parents' Association (representing Pre-prep, Prep, and Senior), and the U6 Charity Prefect. The CSCC members will consider all the candidates' applications and decide based on the requirements outlined.

Institution Information

1. Name of Institution and Contacts

1.1. Member of St. Paul's community who is presenting the institution to the school.

1.2. Name of the organisation.

1.3. Date it was founded.

1.4. Full address and web site.

1.5. Contact name and telephone number.

1.6. Charity registration number.

2. Institution's Mission and Objectives

3. Direct and indirect beneficiaries and their location.

4. Other organisations which contribute/give support to your institution.

5. Type/kind of support received.

6. Fund sources for monthly expenses.

*Please attach:

- Copy of statutes, by-laws and amendments.
- Copy or certificate of registration. Please provide a copy of the registration or other proof of existence.
- Copy of most recent financial statement and annual report.
- Copy of organisation chart (Number of paid employees).
- Any further information you would like to submit to the CSCC.

Project Information

As mentioned earlier, the institution should present 3 projects, or one large project with 3 subprojects. Each project or subproject should be presented with all its phases and estimate costs. One estimate should be of up to R\$ 10.000,00, another of up to R\$ 20.000,00 and the third one of up to R\$ 30.000,00.

1. **Development Goal** (how the project will contribute to the community it works with)
2. **Phases of the project** (phases carried out to implement the project.)
3. **Beneficiaries** (The specific target-group who will benefit from the implementation of the project.)
4. **Budget** (Estimate financial plan)

Example: Project for the Refurbishment of and old area of a School to create classrooms and other multipurpose rooms.

Project Framework	
Development Goal	To give an education of quality to 80 children in between 3-4 years of age in the Ferraz de Vasconcelos area in Sao Paulo.
Phases of the project	<ol style="list-style-type: none">1. Construction of 2 new classrooms.2. Construction of a lunchroom.3. Constructions of a playroom.4. Construction of a TV room.
Budget	<ol style="list-style-type: none">1. R\$ 18.0002. R\$ 5.0003. R\$ 4.0004. R\$ 5.000

St Paul's School Considerations

It is important that St. Paul's students are able to visit the institution and to collaborate in activities during the year. In this case the institution must provide information on:

- The institution's experience in such kind of collaboration and activities with other communities or schools.
- Number of students that could visit the institution at one time to take part in activities.
- Institution's suggestions on how St. Paul's students can interact with the charity (besides the financial support). Ex: support specific activities, workshops with children, event organisations, etc.