

Application
for
Karenni Education Program



1. Budget

Attach your budget plan.

Amount requested (*USD*)

2. Purpose

Explain the need for the fund. Be as specific as you can.

What measurable impact in the community will occur as a result of your project?

Who are the beneficiaries? How many? Fill out as much as you can.

Demographic	Geographic	Psychographic	Behavioral

How long will this project last (because of the funding)? From what month, year to what month, year?

Additional Notes?

3. Management

A good team of project management is important to succeed. 5% of the total proposal amount can be spent on administrative expenses. As much as volunteers are excellent to have, it is recommend that management team be paid some administrative expenses, therefore the program can be organized more effectively.

Who are leading this project? (at least 3 main persons)

Name	Current job position	Current position for the project	Phone	Email

Additional Notes?

4. Attachment

At the minimum, project proposal and budget plan are required. Other information is optional.

- Project proposal
- Budget plan
- Any other information you like to be considered

5. Certification

You certify that all information, provided here and in the proposal, is accurate to the best of your knowledge.

Signature

Name Position

Date

Instruction manual

- Fill these out to the best of your knowledge. Leave empty areas that are unrelated to your situation. The more information you can provide, the better it is for us to understand your unique situation.
- You can answer these questionnaires in bullet point formats (or a method of your choice).
- Send in your materials to karenniamerican@gmail.com AND to email of our current KnEP Director.
- This “Karenni Education Program Application” is to help us with reaching a final decision in a timely manner. It should not replace your proposal, which means you are still required to submit your own version of the proposal, INCLUDING this KnEP application.
- “Management team” is very important. We need to know at least 3 people, directly leading this project. The management team can be made up of current staff of the college (school), students (former or current), or anyone of your choice.
- Up to 5% of the total financial support can be used to help support those working on the project.

Some rules

- After submission of both “KnEP application form” and your “proposal,” you should get some responses back within 7 days or less. IT IS YOUR RESPONSIBILITY to follow up with us if you do not get any responses.
- From the time of submissions until a final decision, we have a timeframe of one month or less. However, the process can be longer if we are still waiting on your responses on some missing items.
- If your proposal is approved and funded, you agree to abide by our policy (current and new) and keep in touch with our Director.
- You will get a final answer on your completed proposal from our Director of Karenni Education Program in the form of an email. KnEP Director is the only authorized person of contact between KnA and financial support recipients.