



PRESBYTERIAN COMMITTEE ON THE SELF-DEVELOPMENT OF PEOPLE (SDOP)

“People Investing in People”

CRITERIA

The following standards are used by Self-Development of People Committees to determine whether a project is valid for funding within this ministry. The standards include the following criteria:

Projects considered must:

1. Be presented, owned, and controlled by the group of economically poor people who will benefit directly from it.
2. Address long-term correction of conditions that keep people bound by poverty and oppression. This will utilize some combination of the SDOP core strategies to promote justice, build solidarity, advance human dignity and advocate for economic equity.
3. Be sensitive to the environment while accomplishing its goal(s) and objectives.
4. Not advocate violence as a means of accomplishing its goal(s) and objectives.

Projects presented for funding will:

5. Describe, in detail, its goal(s) (the point of the project), its objectives (the specific steps the group will take to accomplish the goal(s)), the way the direct beneficiaries will be involved in all stages of the project, and the methods to be used to achieve the goal(s) and objectives. It will also specify how those methods align with the SDOP core strategies.
6. Describe fully the resources known to be available for its support, including a description of a) those within the community, b) those available to the community, and c) the in-kind and other financial resources sought or to be sought.
7. Contain a balanced income and expenditure budget. A financial plan showing expected income and expenditures over the funding term of the project will be included.
8. Specify an evaluation plan that includes how progress towards the stated goal(s) and objectives will be evaluated, and when the evaluation will be made. This plan will also outline how progress toward the goal(s) and objectives align with the SDOP core strategies.

REQUIREMENTS IF FUNDED:

- A letter from your bank (on the bank’s letterhead) verifying that the group has an account in its name and the account number (not required from the group if using a fiscal agent).
- If a fiscal agent will be used these documents will be needed from them, along with a signed letter of agreement stating that no fees will be charged, that they are simply a pass through for the funds. A letter from you explaining why a fiscal agent is needed will also be required.
- Two signatures on the bank account for all withdrawals (cannot be from same family, names are needed)
- Taxpayer Identification Number (W-9 Form) in the name of the group.
- Letter of agreement to the conditions and purpose of the grant signed by all the decision makers.

Note: It is not necessary to submit this information at this time. However, if submitted it can avoid delays in our final review process – it is not a guarantee of funding.



**PRESBYTERIAN COMMITTEE ON THE SELF-DEVELOPMENT OF PEOPLE
(SDOP)**

“People Investing in People”

SDOP Core Strategies:

Promoting Justice

Building Solidarity

Advancing Human Dignity

Advocating for Economic Equity

SDOP Program Measures

While each project and community with whom SDOP partners is unique and varied, we have developed a set of program measures to cohesively tell the story and impact of our combined work. SDOP partners are asked to consider and report how their work contributes to these measures, both quantitatively and qualitatively. Projects are not expected to demonstrate progress in all of the measure areas or even in each of the examples provided. Instead, each project will report what resonates with the results of their work.

- **Develop diverse leadership/membership/engagement** includes counts of participants involved in leadership activities, their diversity and the degree of engagement.
- **Realize social justice achievements** includes justice measures that build power for the economically poor and oppressed. This can be measured, for example, in changes in policy, transformation of unjust practices, increased independence and increased representation.
- **Strengthen relationships, communication and collaboration** includes counts of outreach activities into the community and the partnerships formed or strengthened.
- **Expand education and skills development** includes counts for the number and types of trainings and technical assistance.
- **Increase economic development opportunities** includes the reporting of activities related to strengthening economic opportunities for group members.
- **Enhance quality of life** includes measures of change and improvement across a broad spectrum of issues including health, housing, food security, transportation, safety, etc.

Office use only

Project#: _____

**PRESBYTERIAN COMMITTEE ON THE SELF-DEVELOPMENT OF PEOPLE
PRESBYTERIAN CHURCH (U.S.A.)**

Office use only

Received: _____ / _____ / _____
Mailed to T/F: _____ / _____ / _____

100 Witherspoon St. Louisville, KY 40202-1396
Tel.: (502) 569-5790 Fax (502) 569-8001
Email: sdop@ctr.pcusa.org

Office use only

Assigned to: _____

INTERNATIONAL APPLICATION

**REVIEW SELF-DEVELOPMENT OF PEOPLE'S CRITERIA BEFORE FILLING OUT THIS APPLICATION
GRANTS USUALLY DO NOT EXCEED \$20,000**

Please print or type all information, incomplete applications will not be processed

I. IDENTIFICATION

a) Name of the Group _____

Address _____

City/Town/Village _____ Province/State _____

Country _____

Telephone _____ Fax _____ Email _____

c) Contact Person _____ Position/Title _____

Telephone _____ Fax _____ Email _____

Amount requested from Self-Development of People (SDOP) (USD)\$ _____ Period grant will cover _____

Number in group _____ Number of decision makers _____

II. PROJECT DESCRIPTION

A. What is the project and why is it needed? (Be specific)

B. Describe your current activities.

C. Briefly describe your group's history. As part of your answer, explain why the group came together.

D. Who owns and controls the project? (Be specific)

E. Who benefits directly from the project? (Be specific)

F. How will the project address systems, structures, or conditions that perpetuate poverty, oppression and injustice on a long-term basis?

G. What are the step-by-step things the group will do to address these conditions?

III. PLEASE LIST THE DECISION MAKERS (majority must be below poverty level)

Name	Address	Job/Occupation (How each makes a living)	Poverty Level Check one	Indicate how chosen ** Check one
			Above Below	Appointed Elected
			Above Below	Appointed Elected
			Above Below	Appointed Elected
			Above Below	Appointed Elected
			Above Below	Appointed Elected
			Above Below	Appointed Elected
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			Above Below	Appointed Elected
			Above Below	Appointed Elected
			Above Below	Appointed Elected

A. * How does your group define poverty?

B. ** If appointed, how and by whom?

C. Are the decision makers members of the group who initiated the project and how will they benefit directly from the project?

IV. EVALUATION

Describe how the group will measure the effects of this project on the lives of individual members and on the group as a whole.

V. RESOURCES

A. What are the resources available to support the project?

1. Physical property

2. In-kind resources (e.g., non-monetary resources such as volunteer work, complimentary legal services, free use of office space or building, non-paid labor, donated supplies and/or equipment) ESTIMATE THE VALUE

3. Financial resources from within the group

B. List all financial resources requested, promised and received from other sources

Organization name and address	Requested	Promised	Received	Received Date

REQUIREMENTS IF FUNDED:

- A letter from your bank (on bank's letterhead) verifying that the group has an account in its name and the account number.
- Two signatures on the bank account for all withdrawals (cannot be from same family, names needed)
- Documentation showing that your organization is registered with the government.

Note: It is not necessary to submit this information at this time. However, If submitted it can avoid delays in our final review process – it is not a guarantee of funding.

VI. INCOME/EXPENDITURE BUDGET (List all figures in US dollars.)

A. Please use the enclosed format to submit a complete and balanced budget. Give total income from all sources, including the amount requested from SDOP. All expenditures requested to be paid by Self-Development of People must be clearly listed.

B. Does this project have any paid staff? If yes, please list by name and describe their job functions.

C. What is the total cost of the project?

*Last Year \$ _____ This Year \$ _____ Next Year \$ _____

*Describe the activities carried out last year

E. How will the group carry on the project financially in the future?

VII. SUPPLEMENTAL INFORMATION

A. How did the group find out about SDOP? (If a specific person or organization, please provide their name and how to contact them.)

B. Who completed the application? What is this person's relationship to the group?

C. Are there any additional comments the group would like to make? **(Limit to one page)**