

## CWR Grant Guidelines and Process

### Covenant World Relief

(updated January 2018)

*(If you have never submitted a grant application to CWR before, please contact our office to discuss your project prior to completing an application.)*

Covenant World Relief offers three types of grants—**disaster relief grants**, **long-term disaster recovery grants** and **community development grants**.

- **Disaster Relief Grants** are given in emergency situations and can be requested at any time during the year using the “*Disaster Relief Grant Application*” form. CWR disaster relief grants typically do not exceed \$5,000. Disaster relief grant applications are reviewed as soon as possible after received and funds are typically distributed within two weeks of application. “*Communication Updates*” should be sent as soon as possible to update CWR on the progress of the project. The “*Disaster Relief Final Grant Report*” should be submitted when the relief work is completed.
- **Long-Term Disaster Recovery Grants** are given to recovery and rehabilitation projects established after immediate relief needs are met and can be requested at any time during the year using the “*Long-Term Recovery Grant Application*” form after initial consultation with CWR staff. “*Communication Updates*” should be sent as soon as possible to update CWR on the progress of the project. If your Long-Term Disaster Recovery Grant has been approved for payment in two installments, the second installment of the approved grant amount is awarded upon completion of the “*Long-Term Recovery Progress Report*.” The “*Long-Term Recovery Final Grant Report*” should be submitted when the relief work is completed.
- **Community Development Grants** are given to international projects that seek sustainable transformation and can be submitted at any time. CWR Community Development Grants are typically between \$1,000-\$30,000. Community development grant applications are evaluated three times a year. To ensure timely review of grants, please submit all applications by February 1, May 1, and October 1. The first 60% of the approved grant amount is typically awarded within 45 days of application deadline. The remaining 40% of the approved grant amount is awarded upon completion of the “*Community Development Progress Report*.”

The “*Community Development Grant Final Project Report*” is due at the completion of the project. Further, it is expected that all community development grant recipients will submit quarterly “*Communication Updates*” (due February 1, May 1, August 1, and November 1). See below for more information on grant reporting and communication.

All grant application and report forms are available online and should be submitted electronically to *both* [david.husby@covchurch.org](mailto:david.husby@covchurch.org) and [covenantworldrelief@covchurch.org](mailto:covenantworldrelief@covchurch.org).



## **Project Guidelines**

A well-designed project will demonstrate the values of Covenant World Relief and also:

- articulate a clear and viable implementation and management plan,
- provide SMART goals (simple, measurable, achievable, realistic, and time-bound) and expected outcomes for each goal using quantitative and/or qualitative measurements, and
- have clearly documented financial accounting.

## **Project Budget**

Please submit project budget in your local currency. CWR will award grants in USD according to the exchange rate held on the date your application is approved.

## **Project Communication and Reporting**

It is expected that CWR Community Development Grant recipients will provide brief (1-2 paragraphs) communication updates by February 1, May 1, August 1, and November 1. Of course, more frequent updates are always welcome. These updates should include stories, photos, and, if possible, videos. Photos should be sent via email as separate attachments in the highest resolution possible. These updates and reports allow us to communicate the work of CWR. We also hope you will update us with significant milestones in your project. This material will be used on our website, Facebook, Twitter, Instagram, and possibly in Covenant news stories. There is a strong correlation between good communication and our ability to raise funds.

Please be aware that any photos, videos and stories you send might be used publicly. If there are any limitations in the publication of the materials you send, please let us know.

*Communication and reporting are vital for our relationship as partners. Past performance in communication and reporting will be taken into consideration when evaluating future project proposals.*

If you have any questions or concerns, please contact our office at 773.784.3000 or [covenantworldrelief@covchurch.org](mailto:covenantworldrelief@covchurch.org).

All communication should be submitted electronically to *both* [david.husby@covchurch.org](mailto:david.husby@covchurch.org) and [covenantworldrelief@covchurch.org](mailto:covenantworldrelief@covchurch.org).

