

Sending Body Organization Application

This form is to be filled out by the Sending Body Representative and NOT the Sending Body Candidate.

Please write in CAPITAL letters if handwritten. The organization registering for the training program and nominating a candidate is called the Sending Body.

1. Sending Body Organization Information

Full name of Sending Body _____

Sending Body address _____

Country: _____ Sending Body date of foundation day month year

2. Sending Body Representative Information

Sending Body Representative name _____

Position in Sending Body _____ Title: ☐ Ms. ☐ Mrs. ☐ Mr. ☐ Other _____

Email of SB representative _____

3. Sending Body Candidate Information

Last (family) name _____

Sex: ☐ Female ☐ Male

First (given) name _____

Title: ☐ Ms. ☐ Mrs. ☐ Mr. ☐ Other _____

Middle name _____

Date of Birth: ____/____/____ Age: ____
dd mm year

Country of residence _____ Email Address _____

Position in Sending Body: _____ # of years working with Sending Body: _____

Time it takes the candidate to travel from home to SB location _____ mode of transport _____

4. Confirmation Statements

The Sending Body agrees to communicate consistently and honestly throughout the application process, during the training, and even after the graduate returns to their community. Yes ☐ No ☐

The Sending Body understands that if their candidate is accepted into the program, we will require a \$100 USD registration fee. Yes ☐ No ☐

The Sending Body confirms that their candidate has been working in the organization for at least 3 years. Yes ☐ No ☐

The Sending Body confirms that their candidate is between the ages of 25 and 45. Yes ☐ No ☐

The Sending Body certifies that all the information they provide is complete and accurate. Yes ☐ No ☐

This application was filled by the Sending Body representative. Yes ☐ No ☐

If you select "No" for any of the statements above, please explain the reasons in your email to us.

5. Sending Body Representative Proof of Agreement:

Name (in block letters): _____

Signature: _____ Stamp: _____

Date: _____

***If the person who completed this Sending Body Application is NOT the Sending Body Representative, please provide your:**

Name _____ Position in Sending Body _____ Signature _____

6. Sending Body Details:

Organizational Email Address: _____

Website _____

Phone :

country code	area code	number

7. Category of the Sending Body (please check all applicable fields)

- ☐ Foreign-based organization (international organization/NGO)
 ☐ National NGO
 ☐ Religious Organization
- ☐ Other: _____

8. Number of Employees

Full-time	Total	women	men
Part-time	Total	women	men

Other workers

e.g. volunteers

Total	women	men
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9. Activities / projects / programs (please check all applicable fields)

- ☐ Agriculture / livestock / forestry / fishery (specify) _____
- ☐ Education / training
 ☐ Cooperatives / group formation / SHGs
 ☐ Gender
- ☐ Health / nutrition
 ☐ Legal Aid
 ☐ Environment
- ☐ Micro-finance
 ☐ Social Welfare
 ☐ Youth
- ☐ Income generation (specify) _____
- ☐ Other (describe) _____

10. Project Locations _____**11. Summary of Activities** _____

Is your organization affiliated with any church organization or larger organization (local, national or international)? If yes:

Name of Affiliate Organization _____

Type of organization _____

12. Partner organization(s) (relationship e.g.: funding, endorsing, affiliate, mutual cooperation etc.)

Name of Org. (include country)	Relationship	Contact Info (email, phone number)

Do you know any ARI Graduate(s)? Yes ☐ No ☐ Number of graduates you know: _____

Name of Graduate(s) _____

How you know them _____

How long you have known them _____

Graduate contact info (email or phone) _____

The Six Questions

This application, including the questions below, must also be answered by the Sending Body Representative, NOT the individual applicant. The individual applicant is called the Sending Body Candidate. Please write clearly if written by hand.

1. **Describe your connection to ARI.**
 - a. *How did you learn about the ARI Training Program?*
 - b. *Why are you interested in the program?*
2. **Describe in detail the community and the people that you are serving.**
 - a. *Where does your organization work?*
 - b. *Who are the people you are serving?*
 - c. *Briefly describe the culture, history, and the natural environment of your community.*
3. **Provide a brief history of your Sending Body Organization.**
 - a. *What is the mission of your organization?*
 - b. *How did the organization begin? Why did it begin?*
4. **Describe 3 projects or activities that your organization has completed or is now working on.**
Choose both successful and unsuccessful projects. Include the following for each project description:

a. <i>when the project started and ended (timeline)</i>	e. <i>activities</i>
b. <i>where the project took place</i>	f. <i>challenges/difficulties</i>
c. <i>the project goals</i>	g. <i>results</i>
d. <i>target people (who the project was meant for)</i>	h. <i>reasons the project was successful or not successful</i>
5. **Tell us about the proposed Sending Body Candidate.**
 - a. *Explain why you think she/he is a good candidate for ARI training.*
 - b. *Why was this Candidate chosen?*
6. **Describe your future plan concerning the Candidate.**
 - a. *What will she/he do when they return after the ARI training?*
 - b. *How will the ARI training be used by your organization? Please describe in detail.*

In addition, please also submit the following information to ARI by email:

- A. **Information materials** about your organization, such as a brochure, an annual report, or project descriptions. These must be recent and no older than 2018. If you have many, please submit the latest one.
- B. **Financial statements**, such as recent records of income, expenditures, assets, liabilities, and capital
- C. **Organization chart** listing the **names and positions** of your organization's officers, management, staff, and volunteers, in order of responsibility
- D. **NGO Registration Certificate** from government of your country (if applicable)

The deadline to submit this application is June 30th.

I confirm that I have attached the following documents with this application:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Application pages 1, 2 | <input type="checkbox"/> Answers to Six Questions | <input type="checkbox"/> Organization chart | <input type="checkbox"/> Financial statement |
| <input type="checkbox"/> NGO Registration certificate (if applicable) | <input type="checkbox"/> Information materials (specify) _____ | | |