



**Santa Barbara Peace Corps Association**  
**MINI GRANT APPLICATION GUIDELINES**

The Santa Barbara Peace Corps Association (SBPCA) provides support via its Mini Grants program to assist active Peace Corps Volunteers (PCVs) with projects needing funding in their countries of service. Emphasis is placed on projects that will have many beneficiaries, are community-oriented, and will have a continuing benefit to the community.

Applications are accepted year-round and evaluated on an as-received basis. Applications are more likely to receive funding if they are well thought out, well-written, express and address a true community need, show some level of community support and involvement, and involve a continuing community benefit after the project has been completed.

**REQUIREMENTS:**

- Applicants must:
  - Currently be serving as a Peace Corps Volunteer.
  - Have served a minimum of six (6) months of their service (not including pre-service training) **-and-** have a minimum of nine (9) months left in their service at the time the application is received by SBPCA.
  - Have lived in or have an established connection to either Ventura County, Santa Barbara County, or San Luis Obispo County **-or-** be recommended by an active SBPCA member **-or-** be requesting project funding through the Peace Corps Partnership Program.
- Project completion date must be prior to applicant's close of service (COS) date.
- The amount of funding requested from SBPCA may not exceed US\$750.
- Successful applicants must:
  - Confirm receipt of funds within two (2) weeks of receiving them.
  - Submit a final written report within one (1) month of project completion, including a detailed expense report, along with photographs of the project being completed and of community members using or enjoying the results of the project. (See *Mini Grant Final Report Guidelines* at: [www.spbca.org/mini\\_grants/htm](http://www.spbca.org/mini_grants/htm))
- We ask that SBPCA be acknowledged as a project funder on any blogs, websites, and/or printed materials focused on the project, and that a link to our website ([www.sbpca.org](http://www.sbpca.org)) be provided where possible.

**PLEASE ADDRESS ALL OF THE FOLLOWING POINTS IN YOUR APPLICATION:**

1. Your Name & Current Contact Information  
(Note that email will be our primary means of communication with you unless you indicate otherwise)
2. Your U.S. Home Town
3. Your Connection to Santa Barbara or SBPCA
4. Your Peace Corps Country, Site (name of village, town, etc.), and Dates of Service (swearing in & COS)
5. The Name of the Project for which you are seeking funding
6. Project Description  
Please indicate the relevance of this project to the community's needs; how those needs were identified; the names, positions and relevant experience/training of key community participants; and how the project will be maintained and/or sustained after you leave the community
7. Number of Beneficiaries, and how that number was calculated
8. Detailed Project Budget, clearly noting Total Project Cost
9. Total Amount Requested from SBPCA in U.S. Dollars
10. Total Community Contribution (in-kind and/or financial)
11. Total Amount Requested from Other Sources (if any)  
Please list the sources & amount requested from each, indicating if the requests have been funded, pledged, or are in the process of being considered (if the latter, indicate when a determination of funding is expected)
12. Indicate what funding and/or in-kind donations have already been secured, what has been pledged to date, and what remains to be secured
13. Anticipated Project Completion Date
14. Your COS Date
15. Explain how the project will be affected if the full amount requested from SBPCA is not received
16. Explain how the project will be completed if for any reason your Peace Corps service ends before your COS date
17. Detailed explanation of how to transfer money to you or your host country project partner

**SUBMIT APPLICATION to:** Santa Barbara Peace Corps Association -OR- [minigrants@sbpca.org](mailto:minigrants@sbpca.org)  
P.O. Box 91406  
Santa Barbara, CA 93190  
Subject: Mini Grant Application