

### Sites of Conscience Project Support Fund

APPLICATION PROCESS				
Action to be taken	Deadlines			
	Round One	Round Two	Round Three	Round Four
Applicant site contacts the Coalition Secretariat office to discuss project idea.	Week 27 July 2009 and Week 3 August 2009	Week 26 October 2009 and Week 2 November 2009	Week 25 January 2010 and Week 1 February 2010	Week 26 April 2010 and Week 3 May 2010
Applicant site submits description.	21-Aug-09	20-Nov-09	19-Feb-10	21-May-10
Applicant site submits additional documentation ( <i>if needed</i> ).	Week 14 September 2009	Week 14 December 2010	Week 15 March 2010	Week 14 June 2010
Secretariat notifies applicant sites and circulates approved, completed requests to entire Program and Member Services Committee.	19-Oct-09	25-Jan	19-Apr-10	19-Jul-10
<b>For staff exchanges:</b> Applicant & any other participating sites send final dates for exchange to all involved parties and Secretariat for agreement on final details <i>before</i> arranging travel or commencing the exchange.	1 month <i>prior</i> to commencing exchange	1 month <i>prior</i> to commencing exchange	1 month <i>prior</i> to commencing exchange	1 month <i>prior</i> to commencing exchange
<b>For staff exchanges:</b> Sites conduct exchange/consultation between:	November 2009 to October 2010	February 2010 to January 2011	May 2010 to April 2011	August 2010 to July 2011
<b>For projects:</b> Sites implement projects from:	October 2009 to September 2010	January 2010 to December 2011	April 2010 to March 2011	July 2010 to June 2011
REPORTING & FUNDS DISBURSEMENT				
Secretariat sends lead site 80% of requested budget for project/staff exchange.	Upon receipt of signed award letter.	Upon receipt of signed award letter.	Upon receipt of signed award letter.	Upon receipt of signed award letter.

Applicant site submits a Project or Staff Exchange Report, including financial report/invoice. All participating sites circulate completed evaluation forms to Secretariat and participating partner sites.	1 month after completing each leg of exchange or project.	1 month after completing each leg of exchange or project.	1 month after completing each leg of exchange or project.	1 month after completing each leg of exchange or project.
Secretariat sends lead site remaining 20% of requested budget for project/staff exchange.	Upon receipt of the final Project and Staff Exchange	Upon receipt of the final Project and Staff	Upon receipt of the final Project and Staff Exchange	Upon receipt of the final Project and Staff Exchange
Applicant site submits an Impact Report for circulation.	1 year after conclusion of the project or exchange.	1 year after conclusion of the project or exchange.	1 year after conclusion of the project or exchange.	1 year after conclusion of the project or exchange.