

Project Funding Guidelines

I. Guidelines

Organizations should be aware of the following guidelines when requesting funds from KEY International:

1. Foreign organizations that wish to request funds from KEY International Foundation must submit a project proposal. KEY International Foundation will use a procedure for reviewing and approving such projects (see below for the procedure) before releasing any funds.
2. One of the Board members of KEY International Foundation will make a field trip to India periodically (at his/her own expense and not funded by KEY International) to monitor the workings of the foreign organizations in India to whom funds may have been given. The purpose of the field trip is to continue to identify foreign organizations that are most effective in helping the poor, and to ensure that the funds donated to these organizations are being put to use in the way intended by KEY International Foundation.
3. Funds will be distributed to several organizations; no one organization will be the sole recipient of funds from KEY International Foundation. Foreign organizations that do not meet the project requirements set by KEY International Foundation will not be funded.

II. Review Procedure

Procedure for reviewing and approving project requests from foreign organizations:

1. KEY International Foundation will work only with groups that do not discriminate on the basis of caste, creed, religion or gender.
2. The project proposal must describe the project, its objectives, plan of action, number of people involved in the implementation of the project, an itemized budget and any other relevant information. Only if the objectives are consistent with those of KEY International Foundation will the project be considered for funding.
3. The project must emphasize the education related aspects and improve the general welfare of the community.
4. The foreign organization will be required to provide complete financial and narrative reports on the progress of the project when requested by KEY International Foundation.
5. For supporting a particular poor child's education and well being, the entire amount provided by KEY International Foundation should be used to support activities directly pertaining to the welfare of the child. Such activities may include tuition fees, stipend for the child, all education-related expenses including books, transportation, food, clothes, and recreational activities, but may not include overhead expenses of the organization.
6. In order to prevent duplication of support funds for a particular child by multiple organizations, the child being supported or sponsored by KEY International Foundation should not receive funds from any other external agency. If the foreign organization feels it necessary to have additional support, it should seek prior approval from KEY International.

7. Continued support of the child will be contingent upon satisfactory progress. The decision to continue support will be at KEY International Foundation's discretion, based on the recommendations from the foreign organization and any of our visiting representatives.
8. The foreign organization receiving funds should facilitate and assist communication between the KEY International Foundation representatives and the sponsored child, if so desired by the KEY International Foundation.
9. The foreign organization should inform us about the progress of the sponsored child after each year. This should be in the form of complete financial and narrative reports about each child.