

Part VIII Your Specific Activities

12 a Do you or will you operate in a **foreign country or countries?** If "Yes," answer lines 12b through 12d. If "No," go to line 13a. **Yes No**

b Name the foreign countries and regions within the countries in which you operate.

c Describe your operations in each country and region in which you operate.

d Describe how your operations in each country and region further your exempt purposes.

12 b Name the foreign countries and regions within the countries in which you operate.

PBF will begin by operating in three countries: Burma (aka Myanmar), India, and the Philippines. Future expansion into other countries is possible, and those Projects will be developed and function in a similar to the current Projects described in the below countries.

c Describe your operations in each country and region in which you operate.

Burma

In Burma, PBF will organize and finance construction of school buildings and renovation of existing school buildings by making grants designated for those purposes to local NGOs and community organizations. PBF's objective will be to construct school facilities and support schools that are excellent learning environments for children who otherwise would not have access to education in a safe, uncrowded environment conducive to learning.

PBF will first develop relationships with local NGO's and groups, seeking to work with groups that have excellent reputations and that are active in helping underserved communities improve their living conditions with education, health services, livelihood training, family planning and support, and other charitable activities. PBF will obtain references, and will meet with leaders of groups before selecting groups with which to make grants.

PBF will ask prospective grant recipients to identify communities which need school buildings -- new, expanded, or/or renovated. PBF's criteria will include: (1) school building is very much needed; (2) efforts have been made to get government or other support; (3) the community is committed and able to operate and maintain the school; (4) the prospective grantee and community agree to not discriminate by gender, ethnicity, or religion (5) PBF is able to raise the funds needed.

PBF will ask prospective grant recipients to prepare a proposal and a budget for construction projects that meets PBF criteria. PBF will evaluate proposals and will communicate to resolve questions and issues.

If a proposal meets PBF's criteria and PBF has the necessary funds and decides to go forward, PBF will prepare a "Grant Agreement" and have it signed by all parties.

PBF will monitor progress throughout and construction and program implantation processes and regularly thereafter. PBF will expect construction to begin within a timely period, after a grant agreement is signed. PBF's representative in Burma will generally visit the project site during construction and following completion, documenting each step by taking photos and obtaining receipts and other records.

PBF will obtain and review records of the expenditures on each project to determine that the funds are used in accord with agreement between PBF and the grant recipient. Any unused funds will be returned to PBF on a timely basis.

PBF will monitor grantee schools, generally documenting conditions annually, to ensure that buildings are being used as agreed upon between PBF and the grant recipient.

India

PBF will provide grants to schools in India to develop or expand their facilities and programs. PBF's process for project evaluation, review, approval and funding will be the same, as what is described above for Burma.

One potential project is with Mata Balak Utkarsha Pratishthan (MBUP), in Sangola, Maharashtra. This well-established school serves approximately 800 students. The school admits students without regard of ability to pay fees. Approximately 40% of the students pay no fees and are fully subsidized for their required school expenses (supplies, equipment, uniforms, meals, etc.).

The project will be to provide the facilities and equipment for a new, government approved, vocational training curriculum for the existing MBUP high school. Building these new facilities will make a difference by helping children successfully complete their education in high school – especially, if the student is unlikely to continue their education at college.

MBUP has a 30+ year, solid track record of advancing education for rural

students in a 20 miles radius of the school. Parents and individuals in the community are active participants in the process, expressing their thoughts about the education provided to their children.

By responding to the community's needs and gaining their support, the school has grown by adding one grade level per year – starting from a pre-Kindergarten class and completing their high in 2017. Funding for construction of the school has come primarily from local sources within India and to a limited extent from the U.S.

Nearly 90% of MBUP's students' parents are farmers who depend on each year's rainfall and the resulting crops. Regular occurrences of drought have increased, and profitable harvesting is becoming more difficult. Providing children a quality education allows a greater potential for income and success in their lives. The MBUP school has a board of directors responsible for its operational and financial well-being, and a strong management team with whom PBF will work to finalize an agreement.

Philippines

In the Philippines, PBF will provide grants for school buildings and operations to the Apu Palamguwan Cultural Education Center (APC). PBF's process for project evaluation, review, approval and funding will be the same as what is described above for BSB and BSI.

The project will be to support the school's operations and meet the current need to build two more corresponding school facilities for Kindergarten through third grade to replace temporary facilities. There is also a need to add facilities for the completion of the high school, with the addition of grades eleven and twelve over the next two years.

The APC school has a board of directors responsible for its operational and financial well-being, and a strong management team with whom PBF will work to finalize an agreement. The school also involves the local communities in the school operations, drawing many its teachers as graduates of the APC system. The local tribal leader is the principal of the school, responsible for discipline. Funding for the school has come from sources within and outside the Philippines.

The APC school has been in operation for over 20 years, providing primary, and more recently, high school education for children in the village of Bendum and its surrounding villages in the mountains of Mindanao.

The education program starts in Pulangien, the native language of the local people, and addresses the values of their ancestral culture. As the children progress from Kindergarten through 12th grade, they add the languages of their region, Visayan, the country, Filipino, and the international language, English.

There are currently about 400 children being educated in the APC school. The first years of Kindergarten through third grade are provided in corresponding schools in four local villages, so that the younger children may continue to live at home during their early education. For grades four through twelve, many students reside at Bendum, the main campus, since the walk from their surrounding villages would take more than a day. These students are provided room and board at the school.

In addition to the standard, accredited school subjects, the curriculum includes areas that prepare the students to become leaders in their own communities, caring for the forests that they rely on and for the agriculture that sustains them. Some of the students also learn practical skills like carpentry, masonry, maintenance of the water resources, hydro-electric systems, solar-electric systems, and other skills necessary for the welfare of the community. The students are being prepared to determine their own futures and the path forward for their own communities, as they gradually interact with the world beyond their village perimeters.

12 d Describe how your operations in each country and region further your exempt purposes.

The specific purpose of Partners for Better Futures (PBF), as designated by its incorporation document is "to provide funding and support to needy people worldwide for education, health, social and economic development."

PBF plans to help build, expand and improve school buildings and support school operations that will allow students to attend school who otherwise not have access to one, or get a better education than they would have in deteriorating facilities.

Within a year or two, after approval of its tax-exempt status, PBF expects to help build, refurbish and support building facilities and programs for 25 to 30 classrooms per year, serving 400 to 500 students at any one time. After ten years, PBF anticipates having assisted in providing classrooms and programs for the education of upwards of 5,000 students. The solid construction that PBF will ensure and careful evaluation of community partners means the school buildings (including clean latrines and potable water) could last for many years

with little need for major repairs and that programs will meet the needs of the communities.

All of the previously described activities in all three previously mentioned countries further PBF's exempt purposes by providing or improving educational facilities and operations. The outcomes will be that more children can get a better education to improve their understanding of the life in their local environment, as well as personal job prospects and economic development. A person's improved economic development leads to the improved educational, economic, health and social welfare of themselves, their future children, families, and communities. The benefits of education for the underserved students, their families and community will be significant and possibly dramatic. A small seed of one educated person sprouts multiple societal improvements throughout their community and country. And that is PBF's exempt purpose.

Note: In addition to the information presented in these nine (9) pages for Part VIII, # 13a-g, there are two related attachments following to present forms which will be used for Item 13c (contract) and Item 13f(i)(ii) (application and grant proposal).

Part VIII Your Specific Activities

13a Do you or will you make grants, loans, or other distributions to organization(s)? If "Yes," answer lines 13b through 13g. If "No," go to line 14a. **Yes No**

b Describe how your grants, loans, or other distributions to organizations further your exempt purposes.

c Do you have written contracts with each of these organizations? If "Yes," attach a copy of each contract. **Yes No**

d Identify each recipient organization and any **relationship** between you and the recipient organization.

e Describe the records you keep with respect to the grants, loans, or other distributions you make.

f Describe your selection process, including whether you do any of the following:

(i) Do you require an application form? If "Yes," attach a copy of the form. **Yes No**

(ii) Do you require a grant proposal? If "Yes," describe whether the grant proposal specifies your responsibilities and those of the grantee, obligates the grantee to use the grant funds only for the purposes for which the grant was made, provides for periodic written reports concerning the use of grant funds, requires a final written report and an accounting of how grant funds were used, and acknowledges your authority to withhold and/or recover grant funds in case such funds are, or appear to be, misused. **Yes No**

g Describe your procedures for oversight of distributions that assure you the resources are used to further your exempt purposes, including whether you require periodic and final reports on the use of resources.

13b Describe how your grants, loans, or other distributions to organizations further your exempt purposes.

The specific purpose of Partners for Better Futures (PBF), as designated by its incorporation document is "to provide funding and support to needy people worldwide for education, health, social and economic development."

The grants PBF will provide will help build, expand and improve school buildings, infrastructure and equipment, plus support school operations. Students whom might otherwise not have access will be able to attend a school, or have an improved learning environment (facilities, equipment and teachers) leading to a better education than they would have in deteriorating facilities.

Within a year or two, after approval of its tax-exempt status, PBF expects to help build, refurbish and support building facilities and programs for 25 to 30 classrooms per year, serving 400 to 500 students at any one time. After ten years, PBF anticipates having assisted in providing classrooms and programs for the education of upwards of 5,000 students. The solid construction that PBF will ensure and careful evaluation of community partners means the school buildings (including clean latrines and potable water) will last for many years with little need for major repairs and that a sustainable education program will be provided to meet the needs of the communities.

All of the previously described activities in the three mentioned countries further PBF's exempt purposes by providing or improving educational facilities and operations. The outcomes will be that more children can get a better education to improve their understanding of life in their local environment as well as

personal job prospects and economic development. A person's improved economic development leads to the improved and expanded knowledge, better economic outcomes, improved health and social welfare – for themselves, their future children, families, and communities.

The benefits of education for the underserved students, their families and community will be significant and possibly dramatic. A small seed of one educated person sprouts multiple societal improvements throughout their community and country. And that is PBF's exempt purpose.

13c Do you have written contracts with each of these organizations? If "Yes," attach a copy of each contract.

When PBF begins its operations, written agreements and contracts will always be utilized for each stage of the process, after project identification and through completion of construction or implementation of the specific program.

The grant agreement described in Item **f (ii)** below, provides the outline of a contract that will be used for each grantee organization. An example of a grant agreement that could be utilized, as a contract, is included on the pages following the responses to **Part VIII, Item 13g**.

13d Identify each recipient organization and any relationship between you and the recipient organization.

PBF currently has no defined relationship with any potential grant recipient organizations. PBF intends to start developing relationships, only after receiving an IRS tax-exempt, 510(3)(c)(3) designation.

PBF's leadership, however, have all been volunteers to the nonprofit corporations One World Children's Fund OWCF or Partners Asia (PA). In working for OWCF and PA (both established 501(c)(3) organizations), PBF's leadership have individually supported activities, which have introduced PBF's leadership to several organizations that have expressed a desire to work with PBF, when it becomes operational.

Below are examples of organizations that PBF would anticipate targeting for possible grants.

Karen Women Empowerment Group ("KWEG")

PBF will discuss grant proposals from KWEG in Burma for school construction projects in communities in which KWEG operates and provides benefits. KWEG is a registered non-profit in Burma, has been operating for nearly 10 years, and is highly respected in Burma.

KWEG provides benefits to communities such as schools, family planning, livelihood training, child protection, conflict resolution, and community organizing. KWEG works primarily with members of the Karen ethnic group, which is one of the poorer of the various ethnic groups in Burma. KWEG has completed 8 school construction projects, in the last six years, which are currently serving approximately 400 students.

Meikswe Myanmar ("MM")

PBF will discuss grant proposals from MM in Burma for school construction projects in communities in which MM operates and provides benefits. For proposed grant projects that meet PBF's criteria, and for which PBF is able to raise needed funds and PBF decides to go forward, PBF will make a Grant Agreement with MM for financing and managing construction, and for monitoring use of the new and or renovated buildings over time.

MM, a registered, community organization in Burma, has been operating for nearly 10 years, and is highly respected in Burma. MM provides benefits to communities such as schools, residences for HIV positive women and children, family planning, livelihood training, child protection, conflict resolution, and community organizing. MM works in several locations in Burma, with various ethnic and religious groups and has completed five school construction projects in the last five years, which are currently serving approximately 300 students.

Paung Daw Oo Monastic School ("PDO")

PBF will discuss grant proposals from PDO in Burma for school construction projects in communities in which MM operates and provides benefits. For proposed projects that meet PBF's criteria, and for which PBF is able to raise needed funds and PBF decides to go forward, PBF will make a Grant Agreement with PDO for financing and managing construction, and for monitoring use of the new and or renovated buildings over time.

PDO is a highly regarded and respected monastery school in Burma, founded in Mandalay in 1993. Monastery operated schools provide education similar to public (government) schools, but do not charge fees and do not require students to wear uniforms - and so are available to even the poorest children. The main campus has 6,000 students. MM has completed three school construction projects over the last three years, which are currently serving approximately 250 students.

Mata Balak Utkarsha Pratishthan ("MBUP"):

PBF will discuss grant proposals from MBUP to help support activities to provide education to needy children in India.

PBF will pursue the possibility to work with MBUP and provide grants for projects that enhance and expand the school's accessibility and ability to provide a quality education and development of a state approved, vocational training program for the high school.

MBUP is a registered nonprofit in India. It has served the local population around Sangola in the state of Maharashtra (central western India) for 35 years. This people in this drought-prone area are primarily farmers who depend on annual rains to grow their crops.

MBUP is an organization founded as a social organization by women for rural development. MBUP's mission is empowerment of rural families and their overall development by providing a common platform to come together and engage in efforts to improve issues in the local community. The five pillars of MBUP's services are: 1) Education; 2) Health; 3) Financial independence; 4) Eradication of atrocities and injustice, and 5) Environmental awareness.

MBUP has recently completed the building of a high school was been added to their existing school, which includes all lower grade levels, including kindergarten. Over 800 students are currently benefiting from the excellent education obtained at the school. Students are accepted to the school regardless of ability to financially contribute to the school for its operational needs. Currently 40% of the students pay no fees, while the balance pay fees based on their family's financial situation.

Apu Palamguwan Cultural Education Center ("APC")

PBF will discuss grant proposals from APC to help support activities to provide education to needy children in the Philippines.

PBF will pursue a project to support the APC school's operations and meet the current need to build two more corresponding school facilities for Kindergarten through third grade to replace temporary facilities. There is also a need to add facilities for the completion of the high school, with the addition of grades eleven and twelve over the next two years.

APC is an accredited school that for more than twenty years has provided primary education, and has recently added secondary education, to children and youth in indigenous communities in the southern region of the Philippines. The school utilizes community resources and incorporates awareness of local issues into various learning experiences.

The mission of APC is to provide an integrated, holistic, and culture-based education for indiaenous children and youth. This is achieved by promotina and

deepening the children's understanding of their unique culture, while providing knowledge and skills that enable them to confidently relate with mainstream Philippine society. This involves instruction in four languages, including English.

From the educational foundation provided by APC, the students and the local community are able to manage their own futures. This includes restoring and sustaining their forest, water resources, biodiversity, and their agricultural resources in all their diversity, which is advantageous for their economic well-being.

13e Describe the records you keep with respect to the grants, loans, or other distributions you make.

PBF will maintain electronic, and when necessary physical, files of all Grant Applications, Grant Proposals, Grant Agreements, including associated project plans and budgets.

PBF will generally make grant and other disbursements by bank transfer, and PBF will keep records of each bank transaction (disbursements and receipts).

PBF will obtain from grantees detailed records and documents supporting use of each grant. Grant Agreements will specify what and when records must be provided. In most cases the documentation will first be reviewed by PBF's local, in-country representative in and then transmitted to PBF and its accountant (electronically and/or physically). PBF will review these documents to monitor compliance with the Agreement to ensure that funds were used in accord with the Agreement, and that any unused funds have been returned to PBF.

PBF will record financial transactions, including grant related disbursements and any monies returned, in an electronic accounting system. On a regular basis, financial actions will be recorded and reports produced for the PBF directors and officers.

All financial transactions (receipts and disbursements) will be recorded – in banking records, in an accounting system and in other records and files. PBF anticipates that a large percentage of donations will be made online by credit or debit card, which will provide a system for tracking and recording the receipt of funds that will be utilized for grants. A database of all donor information and their donations will be another system that provides a record of funds received.

13f. Describe your selection process, including whether you do any of the following:

- (i) Do you require an application form? If "Yes," attach a copy of the form
- (ii) Do you require a grant proposal? If "Yes," describe whether the grant proposal specifies your responsibilities and those of the grantee, obligates the grantee to use the grant funds only for the purposes for which the grant was made, provides for periodic written reports concerning the use of grant funds, requires a final

written report and an accounting of how grant funds were used, and acknowledges your authority to withhold and/or recover grant funds in case such funds are, or appear to be, misused

Selection Process

To identify potential projects, PBF representatives – from the U.S. and in-country citizens – will spend significant time in-country. A primary goal is to identify local NGOs (non-governmental organizations) and community organizations with knowledge of local communities. The NGOs and community organizations will need to be capable in assisting PBF with identifying communities with needs for schools and communities with organized support for schools. The local organization must demonstrate to PBF their capability to assist PBF in managing and monitoring the school development and then supporting the school's on-going operations.

PBF will always partner with local NGOs and community organizations founded, led and staffed by local people. PBF will seek to work with NGOs and community organizations that have excellent reputations, and that are active in helping underserved communities improve their lives with social services, such as education, health services, livelihood training, family planning and support, and other charitable activities. PBF will request independent references from knowledgeable people and organizations for each potential project.

Prior to requesting a project proposal for a grant, a PBF representative will travel to the community and conduct a project assessment (see PBF Project Application form described below). The assessment will involve meeting the local people and leaders, visiting the existing school or school site and assessing all factors of the social, physical, economic and cultural environment. PBF will evaluate the community, document the need for the school, assess the community's ability to sustain the school and confirm that the prospective grantee and community agree that the school will not discriminate by gender, ethnicity or religion.

For each project the criteria that PBF and the local NGO or community organization will look at include communities have a strong need and desire for a school. The need may be for a new, expanded or replacement building, or similar needs for support of school operations. PBF will look for communities committed to actively support the development and operations of a school with a motivated, organized leadership group and/or school committee. The local people should be capable and willing to facilitate the construction work and support the operations of the school

Other important factors for PBF are the participation of local leaders, and local provision of contributions towards the school. Contributions will typically be land for the building site and unskilled labor to assist during construction. Some projects will expect local families to contribute a reasonable and affordable amount of money

In summary, the selection process will start with an initial assessment by PBF, followed by a response to a Request for Proposal (RFP) that includes obtaining and documenting information for developing a detailed explanation of why a school is needed, evaluating how the school project will be developed, assures that the school will be sustained and provides a preliminary project overview with a budget and timetable.

Finally, prior to a commitment, PBF will need to be confident that its fundraising will be able to raise the funds needed.

Application Form

If a potential project is identified, as worthy of consideration, per PBF's criteria – including purpose, location, needs, local involvement and support, capability to sustain a school, non-discrimination, etc.), PBF may establish a partnership with the selected NGO or community organization. The NGO's or community organization's initial role will be to obtain, organize and document the necessary information to answer a PBF list of key questions about the school on a PBF Application form to develop and overview of the project.

PBF's Directors will review the application and approve or reject the project, or ask for additional information to resolve questions and issues. The Application Form would include information from the Project Assessment Form with confirmed details – especially about the size and cost of constructing buildings and/or operating programs.

An example of a project Application Form and Grant Proposal that could be utilized is included on the pages following the response to **Part VIII, Item 13g**.

Grant Agreement

Once PBF approves a project, a Grant Agreement will be prepared between PBF, the local NGO and, if appropriate or necessary, the village school committee.

When all necessary signatures are on the agreement and required government approvals have been completed, the grant will be confirmed. PBF will transfer grant funds to the grant recipient's bank or to the PBF representative's bank. Construction or operations can then proceed. In some case the grant will be distributed in phases, upon completion of designated milestones.

The Grant Agreement will specify terms, conditions and obligations to the Grantee such as the following:

- Use the grant funds only for the purposes specified in the Project Agreement, which will be an integral part of the Agreement.
- Disburse funds only for the defined project.
- Provide periodic written reports concerning the use of grant funds.
- Report how funds were used within designated time periods from receipt of funds.
- Provide a final written report and an accounting of how grant funds were used, including invoices and paid receipts.
- Acknowledge PBF's authority to withhold and/or recover grant funds within 90 days in case such funds are, or appear to have been, misused.

An example of a Grant Agreement that could be utilized is included on the pages following the response to **Part VIII, Item 13g**, which is immediately below this paragraph.

13g. Describe your procedures for oversight of distributions that assure you the resources are used to further your exempt purposes, including whether you require periodic and final reports on the use of resources.

All distributions will require:

- Prior approval by the PBF Directors, which will be documented in PBF files.
- Adherence to the terms and conditions and budget specified in the Grant Agreement.
- Signature approval by PBF's CFO and one other Director.
- Documentation of transfers of funds, indicating date, amount, project name and recipient banking information.
- Periodic and/or Final Reports and receipts documenting expenditures for projects from the Grantee.
- Periodic documentation and receipts for reimbursable expenditures by PBF staff or volunteers, as approved by PBF Directors.

For projects involving construction PBF will monitor progress throughout construction process. PBF expects construction projects will typically begin within six (6) months, after a Grant Agreement is signed, and that the construction will be completed within 1 year.

PBF's representative will generally visit the project site during construction and attend school opening ceremonies, documenting each step by taking photos and obtaining receipts and other records.

PBF will obtain and review records of the expenditures on each project to

between PBF and the Grantee. Any unused funds will be returned to PBF on a timely basis.

PBF will monitor built and supported schools, generally documenting conditions annually, to ensure that the buildings are being used or programs being run, as agreed upon between PBF and the Grantee.

Additional, attachments listed below are on the following pages, and relate, as indicated, to the responses provided for **Part VIII, Items 13c** and **13f**.

- Application Form and Grant Proposal
- Grant Agreement

Part VIII Your Specific Activities

13c Do you have written contracts with each of these organizations? If "Yes," attach a copy of each contract. **Yes No**

Note: This is a draft example of a written contract titled Grant Agreement for PBF to use with a Grantee for a school building project.

**Grant Agreement
Partners for Better Futures**

This is an agreement between Grantee (name) and Partners for Better Futures (PBF) for an activity referred to as the "Project." Specific information concerning the Project is contained in a "Grant Proposal", which is attached, as an addendum to this Grant Agreement. "Parties" in this document refers collectively to Grantee and PBF.

The Parties declare their intent to cooperate to achieve the Project to:

Construct a new, four classroom, school building for (name of school and location)

The Parties agree that the budget dated _____ is our best estimate of the costs to complete the Project. The budget may be revised subject to agreement by all Parties. The Parties further declare that it is their intent to complete the Project by:

(date)

The Grantee will:

1. Participate in planning the Project with PBF's representative.
2. Arrange for construction with contractors, subcontractors, vendors, suppliers, and others to complete construction to achieve the project, and oversee and coordinate with all to ensure the Project is successfully achieved.
3. Notify PBF of problems that arise in a timely manner.
4. Disburse funds for the Project.
5. Use funds provided by PBF only for the Project.
6. Report to PBF how funds were used in each three month period from receipt of funds, within a reasonable period, after the Project is completed or implemented.

7. Prepare and transmit to PBF's representative a detailed report of costs within a reasonable period following completion. Invoices and receipts must be provided. For work performed by a contractor unrelated to any of Parties, the paid invoices from the contractor will provide the documentation.
8. Return to PBF any unspent funds, if the Project is not commenced within 180 days of receipt of funds, or within 180 days (from the date halted), if the Project is halted and is not expected to be restarted.
9. Return to PBF any funds in excess of actual costs and agreed upon management fees and expenses as specified in the Budget, within a reasonable period after completion or implementation.
10. Acknowledge that it is PBF's authority to withhold and/or recover funds in such cases as funds are, or appear to have been, misused.
11. Provide photographs, and/or permit photographs to be taken by PBF representatives, of stages of the project, including planning, construction, opening, and when finished and in use.
12. Monitor to ensure no violations of laws or regulations are committed that are not permitted under U.S. laws and regulations for non-profit, charitable organizations. This includes refraining from making or accepting bribes or committing or permitting corrupt practices.
13. Report to PBF, within a reasonable period after completion, how the new building is being used, including the numbers of students per classroom and for each grade level.
14. Commit to ensuring that the school, teachers and staff welcome students regardless of religion, ethnicity or gender.
15. Use its best efforts to secure support from the appropriate governmental agencies.
16. After completion, Grantee will continuously monitor the condition and operation of the school.
17. After completion, on an ongoing basis, Grantee will provide information requested by PBF, such as the number of students by age, class level and gender.

PBF's country representative will:

1. Assist Grantee in planning construction.
2. Monitor construction with reports from Grantee, and if possible visit the Project site once or more during construction, and after construction is completed.

- 3. Organize making photographs and videos and other records of construction, the classrooms, students, teachers, staff and the village, to be used by PBF to communicate with PBF contributors to this Project and other PBF efforts.
- 4. Oversee the project, and compliance with terms and agreement, and notify PBF officers of progress, and of any problems or issues that may arise.
- 5. Represent PBF's interests to Grantee and others in any way connected with the Project.

PBF will:

- 1. Transfer funds agreed for the Project to the Grantee per the budget in one or more installments.
- 2. Monitor the progress and completion of the Project.

Grantee Representative

Signed: _____

Print Name: _____

Date: _____

PBF Representative

Signed: _____

Print Name: _____

Date: _____

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Part VIII Your Specific Activities

13 f Describe your selection process, including whether you do any of the following:

- (i) Do you require an application form? If "Yes," attach a copy of the form. **Yes No**
- (ii) Do you require a grant proposal? If "Yes," describe whether the grant proposal specifies your responsibilities and those of the grantee, obligates the grantee to use the grant funds only for the purposes for which the grant was made, provides for periodic written reports concerning the use of grant funds, requires a final written report and an accounting of how grant funds were used, and acknowledges your authority to withhold and/or recover grant funds in case such funds are, or appear to be, misused. **Yes No**

Note: This is a draft example of a combined application form and grant proposal. After review and acceptance, the information obtained would become part of a Grant Agreement "contract" (see sample provided for Part VIII, Item 13c).

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Partners for Better Futures
Application Form and Grant Proposal

Grant Name: _____

General

1. Purpose of the grant
2. Type (construction, operations, equipment, supplies, or other [specify])
3. Grant recipient and type of organization
4. Location, including country
5. Size (dimensions, and/or quantities, other measurements)
6. Number of students that will benefit
7. Total project cost and PBF funds requested
8. One time, or ongoing grant – describe duration of request
9. Ongoing maintenance costs expected, and sources for funding
10. Describe previously received grants – from PBF or others
11. Describe applicant's ability to manage the grant project's purpose and provide documentation of the successful completion
12. Describe applicant's ability to report and provide an accounting of grant funds provided
13. Confirm understanding and agreement the PBF may withhold and/or recover unused funds or funds that appear to have been misused.

Grantee

1. Sponsoring partner name – key people, including names, roles, contact information
2. Type of organization and purpose
3. Reference information
4. History of sponsoring partner
5. Location and contact information of sponsoring partner
6. Key personnel of sponsoring partner (names, roles, contact information)
7. Description of grantee's current activities with the community
8. Describe grantee's previous projects
9. Describe previously received grants – from PBF or others
10. Describe applicant's ability to manage successful completion of grant project purpose
11. Describe applicant's ability to report and provide an accounting of grant funds
12. Describe local school committee (if applicable) - key people, including names, roles, contact information

Community Information

1. Community name
2. Location
3. Population (number of households and school age children, plus total population)
4. Livelihoods of the local community residents
5. Income level
6. Ethnicity of community

Community Participation

1. Describe what the community will contribute and provide, such as land, labor, transportation, materials, equipment, school supplies, funds, and other items.

School Construction, Expansion and Remodeling Projects

1. Type of school (pre-school, primary, secondary, other)
2. Size (number of classrooms, dimensions)
3. Reason new, expanded or renovated facilities, or other support are needed
4. Other potential sources of funding
5. Estimated number of students; number of boys and number of girls
6. Maximum number of students that could attend school without overcrowding
7. Where the students currently attend school(s)

- 8. Grade levels available and/or needed
- 9. Other community benefits the school building will provide
- 10. Confirm that the school will be available to children regardless of their religion, ethnicity, or gender. If not, explain.

Construction Plan

- 1. Provide the dimensions of building
- 2. Describe the type of building materials to be used
- 3. Describe the land site, and a plan showing the location of school building
- 4. Explain who owns, or will own, the land
- 5. Describe latrines, toilets, water supplies, and other infrastructure to be included
- 6. Describe proposed, or possible, contractors
- 7. Provide a budget for construction (with details attached)
- 8. Provide a budget for furniture and classroom equipment (if included)
- 9. Outline construction timetable expected
- 10. Describe construction and/or other permits required and current status

Sustainability

- 1. Describe who will manage the ongoing operations of the school
- 2. Explain how the maintenance of the facilities will be managed and funded
- 3. Describe the government's approval for the school
- 4. Explain how teachers will be hired and paid
- 5. Describe where teachers will live
- 6. Describe if and how the sponsoring partner will help the community with operating the school or in other ways in the future

FOR PBF USE ONLY

Key PBF Contact: _____

Next steps:

For Fiscal Year starting: _____

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Part VIII Your Specific Activities

The following "Yes" or "No" questions relate to specific activities that you may conduct. Check the appropriate box. Your answers should pertain to *past, present, and planned* activities. (See instructions.)

14 a Do you or will you make grants, loans, or other distributions to foreign organizations? If "Yes," answer lines 14b through 14f. If "No," go to line 15. **Yes No**

14b Provide the name of each foreign organization, the country and regions within a country in which each foreign organization operates, and describe any relationship you have with each foreign organization.

PBF currently has no defined relationship with any potential grant recipient organizations. PBF intends to start developing relationships, only after receiving an IRS tax-exempt, 501(c)(3) designation.

PBF's leadership, however, have all been volunteers to the nonprofit corporations One World Children's Fund OWCF or Partners Asia (PA). In working for OWCF and PA (both established 501(c)(3) organizations), PBF's leadership have individually supported activities, which have introduced PBF's leadership to several organizations that have expressed a desire to work with PBF, when it becomes operational.

It may be noted that OWCF and PA are fully supportive of PBF working with these organizations.

Below are examples of organizations that PBF would anticipate targeting for possible grants.

Karen Women Empowerment Group ("KWE")

PBF will discuss grant proposals from KWE in Burma for school construction projects in communities in which KWE operates and provides benefits. KWE is a registered non-profit in Burma, has been operating for nearly 10 years, and is highly respected in Burma.

KWE provides benefits to communities such as schools, family planning, livelihood training, child protection, conflict resolution, and community organizing. KWE works primarily with members of the Karen ethnic group, which is one of the poorer of the various ethnic groups in Burma. KWE has completed 8 school construction projects, in the last six years, which are currently serving approximately 400 students.

development by providing a common platform to come together and engage in efforts to improve issues in the local community. The five pillars of MBUP's services are: 1) Education; 2) Health; 3) Financial independence; 4) Eradication of atrocities and injustice, and 5) Environmental awareness.

MBUP has recently completed the building of a high school which has been added to their existing school, which includes all lower grade levels, including kindergarten. Over 800 students are currently benefiting from the excellent education obtained at the school. Students are accepted to the school regardless of ability to financially contribute to the school for its operational needs. Currently 40% of the students pay no fees, while the balance pay fees based on their family's financial situation.

PBF will pursue the possibility to work with MBUP and provide grants for additional projects that enhance and expand the school's accessibility and ability to provide a quality education and development of a state approved, vocational training program for the high school.

Apu Palamguwan Cultural Education Center ("APC")

PBF will discuss grant proposals from APC to help support activities to provide education to needy children in the Philippines.

APC is an accredited school that for more than twenty years has provided primary education, and has recently added secondary education, to children and youth in indigenous communities in the southern region of the Philippines. The school utilizes community resources and incorporates awareness of local issues into various learning experiences.

The mission of APC is to provide an integrated, holistic, and culture-based education for indigenous children and youth. This is achieved by promoting and deepening the children's understanding of their unique culture, while providing knowledge and skills that enable them to confidently relate with mainstream Philippine society. This involves instruction in four languages, including English.

From the educational foundation provided by APC, the students and the local community are able to manage their own futures. This includes restoring and sustaining their forest, water resources, biodiversity, and their agricultural resources in all their diversity, which is advantageous for their economic well-being.

Meikswe Myanmar ("MM")

PBF will discuss grant proposals from MM in Burma for school construction projects in communities in which MM operates and provides benefits. For proposed grant projects that meet PBF's criteria, and for which PBF is able to raise needed funds and PBF decides to go forward, PBF will make a Grant Agreement with MM for financing and managing construction, and for monitoring use of the new and or renovated buildings over time.

MM is a registered non-profit in Burma, has been operating for nearly 10 years, and is highly respected in Burma. MM provides benefits to communities such as schools, residences for HIV positive women and children, family planning, livelihood training, child protection, conflict resolution, and community organizing. MM works in several locations in Burma, with various ethnic and religious groups and has completed five school construction projects in the last five years, which are currently serving approximately 300 students.

Paung Daw Oo Monastic School ("PDO")

PBF will discuss grant proposals from PDO in Burma for school construction projects in communities in which MM operates and provides benefits. For proposed projects that meet PBF's criteria, and for which PBF is able to raise needed funds and PBF decides to go forward, PBF will make a Grant Agreement with PDO for financing and managing construction, and for monitoring use of the new and or renovated buildings over time.

PDO is a highly regarded and respected monastery school in Burma, founded in Mandalay in 1993. Monastery operated schools provide education similar to public (government) schools, but do not charge fees and do not require students to wear uniforms - and so are available to even the poorest children. The main campus has 6,000 students. MM has completed three school construction projects over the last three years, which are currently serving approximately 250 students.

Mata Balak Utkarsha Pratishthan ("MBUP"):

PBF will discuss grant proposals from MBUP help support activities to provide education to needy children in India.

MBUP is a registered nonprofit in India. It has served the local population around Sangola in the state of Maharashtra (central western India) for 35 years. The people in this drought-prone area are primarily farmers who depend on annual rains to grow their crops.

MBUP is an organization founded as a social organization by women for rural development. MBUP's mission is empowerment of rural families and their overall

14c Does any foreign organization listed in line 14b accept contributions earmarked for a specific country or specific organization? If "Yes," list all earmarked organizations or countries. **Yes No**

Each organization that PBF expects to work with will be located and operate in just one country. None of the organizations, mentioned in **Item 14b.** above accept contributions or grants earmarked for organizations, individuals, or use, in other countries.

14e Do your contributors know that you have ultimate authority to use contributions made to you at your discretion for purposes consistent with your exempt purposes? If "Yes," describe how you relay this information to contributors. **Yes No**

PBF's contributors will know that PBF has the ultimate authorities to use contributions at PBF's discretion for purposes consistent with its exempt purposes. PBF will communicate this to contributors and prospective contributors on PBF's website, in PBF's fundraising materials, in other written and verbal communications, and on social media.

14f Do you or will you make pre-grant inquiries about the recipient organization? If "Yes," describe these inquiries, including whether you inquire about the recipient's financial status, its tax-exempt status under the Internal Revenue Code, its ability to accomplish the purpose for which the resources are provided, and other relevant information. **Yes No**

PBF will request reference letters about each potential grantee recipient organization from individuals and organizations that are known to be reliable. PBF will communicate with contacts in the country of the grantee recipient organization to get further, independent assessments about the reliability and capabilities of the grantee recipient organization and ensure the grantee recipient organization has the ability to accomplish the grant's goals.

From the grantee recipient organization PBF will request, require and obtain:

- Written and verbal information about the organization's purpose, history and capabilities.
- Financial information and documents.
- Names, background, and responsibilities of the leadership, officers and key employees.
- Each grantee recipient organization will be required to complete and submit to PBF a Grant Proposal that provides key information about their organization including:
 - Purpose and need for the grant.
 - Current operations and services provided.
 - History of activities and plans for the future

- Current financial status
- Key personnel
- How operations will be sustained.
- Community demographics
- Involvement and support from the local community for the goals of the grant

The foreign organizations that PBF will work with will not be U.S. organizations, and, therefore, will not have U.S. 501(c)(3) status. PBF will research to determine that each grantee recipient is approved in their respective counties, as a charitable purposes organization.

PBF will make inquiries to determine and assure that each grantee recipient organization is not engaging in activities that would be prohibited under U.S. laws and regulations, such as engaging in political activities, or illegal activities.

14f Do you or will you use any additional procedures to ensure that your distributions to foreign organizations are used in furtherance of your exempt purposes? If "Yes," describe these procedures, including site visits by your employees or compliance checks by impartial experts, to verify that grant funds are being used appropriately.

Yes No

PBF will make site visits pre-grant, during the period of the grant, and after completion of the grant. This will be performed by PBF's country representative, and for most grants, by a PBF Officer. Supporting documentation will include photographs, written information copies of documents. All Project information will be retained in an online repository.

Results will be compared to the Grant Proposal and the Grant Agreement, and if applicable, the budget and construction plans.

A review will be performed, after the grant project is completed, including an assessment of the performance of the purpose of the grant, the performance of the grantee, and the grantee's compliance with terms of the grant.