*Please fill in* ***all*** *fields as requested. Once your information is complete and accurate, please sign in the space provided below.*

1. Partner and Volunteer Identification
Applying Partner: *Full Legal Name*

 - HFI Partner ID: *Partner ID*

Applying Posted Volunteer: *First and Last Name*
 - HFI Volunteer ID: *Volunteer ID*
 - HFI Opportunity Posting ID: *Posting ID*

1. Project Location

City: *City*

Country: *Country*

Region: *Select Region*

1. Project Detail

Short Description: *Project Name*
Long Description: *Project Summary*

Planned Start Date: Click here to enter a date.

Planned Finish Date: Click here to enter a date.

Planned Outcomes: *Who benefits, how do they benefit, overall approach*

Descriptive Image 1: *Image File Name* (attach file with emailed application)

Descriptive Image 2: *Image File Name* (attach file with emailed application)

Descriptive Image 3: *Image File Name* (attach file with emailed application)

1. Project Oversight
Does the Partner require HFI to provide project management
oversight of the project implementation? select

If No, who will be the Partner’s Agent: *Agent Name*

1. Budget:
Estimated Total Project Needs: *Short Description*
2. NOTES:
	* *If the Partner is requesting HFI to provide project management oversight (PMO) for the end- to-end project implementation, HFI reserves the right to select and appoint their Agent who will perform the PM role and provide the single point of contract (SPOC) for all project oversight.*
	* *If the Partner provides their own project management oversight, approval of the project and the provision of funds will be contingent on the Partner providing HFI progress reporting complying with and using HFI progress reporting templates at key milestones throughout the implementation. A project closeout report will also be required per HFI’s reporting template. Templates for these progress updates and closeout reports are on the hf-i.ca website*
	* *Once the application is approved, the following documents are required to be completed and submitted prior to project commencement and the forwarding of the first installment of any funding:*
		1. *Project Planning & Milestones (\*)*
		2. *Project Budget Detail (\*)*
		3. *Project Outcomes (\*)*
		4. *Project Agency Agreement (if HFI performs role of PMO) (\*)*

*\* - the template documents are all available under the Resources Page of the hf-i.ca website, when the Partner is logged-in.*

[ ]  **I have reviewed the above submitted information, confirm it is complete and true in every respect and hereby approve and release it to Hands and Feet International for the sole purposes of applying for consideration for project funding assistance.**

**Authorized Partner Representative:

 Print Name:**

 **Signature: Date:**

*Note: Once all applicable fields have been completed, please print this form, sign and date, scan and email the attached scanned copy to:* info@hf-i.ca *with Subject:”New Project Application”. Thank you!*