**Subproject Application Form**

**Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Long Name of Proposed Subproject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Short Name: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Zone (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location of Subproject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Application Submitted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Proposed Subproject**
2. Please detail the purpose and objectives for opening the new subproject. How does the new subproject fit into the overall growth strategy of the project? Why was this area selected for a new subproject?
3. How many new family records will be sent to Unbound-Kansas or how many sponsored will be “transferred” to the new subproject initially?
4. What is the target number of sponsored for this community?
5. **Subproject Structure**
6. Please list the staff positions that will be required to manage this subproject. Will the project transfer current staff to these positions or hire new staff members?
7. Will there be a subproject office? If so, where will it be located? Will the subproject office be rented? Please provide details and costs. (You may attach a separate sheet, if necessary.)
8. What additional set-up costs are required for the new subproject office (office equipment, furniture, etc.) Please detail the project plan to cover these expenses. (You may attach a separate sheet, if necessary.)
9. **Selection and Retention of Sponsored, Children, Youth or Aging by the Subproject**
10. Which of the following will the subproject be sponsoring:
	1. Children
	2. Youth
	3. Aging
11. What methods will be used to recruit children, youth or aging for sponsorship?
12. Please describe selection criteria.
13. How will the sponsored community members be involved in the selection of sponsored members?
14. Who, specifically, will make the final decision on selection for sponsorship?
15. **General Description of Proposed Subproject**
16. Please describe the community (town, village, informal settlement, etc.) in which the subproject will be located. Please include the approximate number of inhabitants, the general living conditions, transportation facilities, means of communications, basic public services, schools in the community, health services available and typical occupations and monthly wages for families in this area.
17. How far is this proposed subproject location from the coordinating office?
18. How many families would this subproject serve?
19. Please describe the proposed subproject catchment area. What is the furthest distance any family would live from the nearest Unbound office?

**V. Benefits to Sponsored Children, Youth or Aging by the Subproject**

1. What is the process to deliver benefits/sponsorship funds to sponsored members? How are families involved in the planning and selection of benefits and/or services?
2. Does the project/subproject have any programs to support sponsored members in their education (aside from using sponsorship funds to pay for school expenses)?
3. How do parents participate in the program? (For example: parent groups, skills training, livelihood opportunities)
4. How are birthday funds utilized?
5. How are Christmas funds utilized?
6. Does the project/subproject conduct any special events for sponsored members (such as camps, heath events, etc.)?

**VI. Other Details**

1. Please describe in detail the subproject’s retirement policy. What are the reasons a beneficiary will be retired? What is the process for retiring beneficiaries?
2. Please describe the subproject’s policy on multiple sponsorships in one family.
3. If the subproject serves elders, please describe the differences (if any) in the program for elders from the program for children/youth.
4. Will the Subproject cater for children, youth or aging with other special needs (e.g. individuals who will not be able to care for themselves long-term)? If so, specify how. (Please note that projects are welcome to submit records for these individuals as long as the individuals are within the normal age range for a new beneficiary. Exceptions can be made for special cases, however, these exceptions will be considered based on whether sponsorship will help the individual achieve a specific goal. Having special needs alone does not constitute a reason for an exception.)