

2007 Guest Office Award Application Guidelines

The International Center for Tolerance Education (ICTE), an initiative of the Third Millennium Foundation (TMF), invites applicants for guest office awards. This award offers in-kind residency for one year (January 1-December 31, 2007) to social entrepreneurs leading innovative non-profit organizations that foster TMF's main focus areas of tolerance education and human rights among children and/ or youth in formal or informal educational settings and human rights focusing on children and youth. This award includes:

- In-kind office space valued at \$30,000 annually. Offices may be individual or shared dependent upon availability,
- Use of conference and training rooms with audio/visual equipment and teleconferencing capability,
- Regular technical assistance meetings to help with such things as organizational development, fundraising, and strategic planning,
- Share in office infrastructure i.e., networked technology, fax and photocopy services and,
- Networking among ICTE community and professional development opportunities through participation in events and workshops offered at ICTE.

About the TMF and ICTE

The Third Millennium Foundation (TMF) is a private foundation located in New York City. TMF was founded in the year 2000 as an initiative for "unlearning intolerance" in the new millennium. Its work is focused on childhood and youth education and human rights.

The International Center for Tolerance Education (ICTE), an initiative of TMF, is a "do tank" or social laboratory dedicated to innovative research and practice in the fields of tolerance education and human rights. ICTE brings together a diversity of international leaders, scholars-in-residence and young social entrepreneurs to develop innovative and interdisciplinary projects based on inclusion, participation and collaboration. Residency at ICTE provides individuals with a range of resources and networking opportunities.

Eligibility

At TMF, we aim to support the growth of professionals and new organizations that demonstrate strong desire and ambition to learn and test new skills and approaches that advance the field of tolerance education and human rights. Eligibility emphasizes the following points:

1. The focus of the applicant's work relates to TMF's focus areas:
Organizations work in formal and/ or non-formal education for peace and tolerance and human rights protection and promotion or advocacy for children and/ or youth.

2. The work of the organization is international or has a global perspective:
Does your organization facilitate respect for diversity and increase understanding and cooperation among different cultures and ways of life? Do you engage in international exchange and/ or international networking? In what ways do you help to reduce intolerance or violence by promoting peace and human rights?
3. The applicant must be one of the following: a small, recently developed not-for-profit organization or a new pilot project ready to spin off from a larger entity. Applicants must be incorporated or have filed and are waiting for 501 (c)3 status as well as have secured funding for staff. Applicants should not rely on a fiscal conduit.
4. The applicant expresses strong interest in learning from and collaborating with the ICTE community in such ways as informal professional exchange and participation in and development of events and workshops.

Guest Office Application and Review Process

A complete application must include Parts I, II and III. **Complete applications must be submitted by September 22, 2006.** Notification of selected (and declined) applicants will be made by **November 17, 2006.**

Please submit **2 copies** of your application to:

Guest Office Application

Attn: Brigitte Schmid and Kathleen Freis

International Center for Tolerance Education

25 Washington Street, 4th Floor, Brooklyn, New York 11201

bschmid@tmf-tolerance.org and/ or kfreis@tmf-tolerance.org

ICTE staff will review all applications with interest in compelling partnership opportunities. If accepted, applicants will be invited for an interview with the ICTE team.

Guest Office Application Requirements

Part I – Organizational Materials

- Introductory letter (maximum of 250 words, double spaced) demonstrating the need for guest office space and the connection of your work to TMF's mission;
- A description of your organization, its mission, and its program model (maximum of 750 words, double spaced) that:
 - 1) Identifies the specific problem your organization addresses;

- 2) Describes the strategies and program design your organization employs to address your issue;
- 3) Explains how your organization learns from and/ or collaborates with existing efforts that focus on similar issues or how it will otherwise contribute to its field. As part of your explanation, please list the three organizations that you believe are doing the highest quality work most similar to what you propose, and describe how their activities relate to the vision you have for your organization and;
- 4) Explains how your organization works internationally or fosters a global outlook.
- 5) Curriculum vitae of all team organizational members and a short description of their roles. In addition, provide a list of the names and community affiliations of your organization's advisory group and/or board.
- 6) Two references. Please include name, affiliation to you and your organization, address, telephone and email contact for two individuals familiar with your past and/ or present work and;
- 7) Organizational materials that explain the mission and efforts of the organization;

Part II – Connection to ICTE

- Outline your goals for the organization's year at ICTE, and indicate how you plan to gauge your progress and success. What impact do you hope your project will have on your targeted population during this year?
- Explain how residency at ICTE will help you reach your goals? How will ICTE projects inform your organization? How will you utilize the facilities? What skills can you offer ICTE peers?

Part III – Financial Materials

- Annual budget for at least the first two years of operation as well as previous annual budgets, if applicable. Please include a list of all sources of funding that have been received or are anticipated. Note: annual budgets of TMF guests, including salaries, tend to work within a \$300,000 or less budget from the onset.
- Organizational Financials. In addition to your projected budgets, include audited financial statements of the last two fiscal years as well as an unaudited profit and loss statement and balance sheet not older than 3 months prior to submission of your application.
- Incorporation and 501(c)3 Status (see #3 on under Eligibility above). Include your Certificate of Incorporation, By-Laws, the completed application for 501(c)3 status and Letter of Determination.