

INTERNATIONAL HUMAN RIGHTS INTERNSHIP PROGRAM ORGANIZATION APPLICATION FORM

On-Site Training for Human Rights Organizations
in Africa, the Middle East, Asia, Latin America, the Caribbean,
East Central Europe and Republics of the former Soviet Union

Application Requirements

An applying organization designs its own project based on its specific training needs. It must submit detailed documentation on the proposed project and obtain the approval of any proposed trainer.

The following are required for an application to be considered complete:

- A. **COMPLETED FACT SHEET:** Enclosed with this application packet.
- B. **DESCRIPTIVE MATERIAL ABOUT APPLYING ORGANIZATION:** Information about the organization's mandate, areas of work, history and recent activities (e.g., an annual report, brochure, recent publications).
- C. **DESCRIPTION OF PROJECT:** A detailed project proposal of 3-4 pages should be attached and should include the:
 - 1. **Project Goal:** The expected long-term benefits of the training project to the organization.
 - 2. **Project Plan:** The contents and dates of the proposed on-site training project.
 - 3. **Budget:** A breakdown of the estimated costs (in US dollars) of the project, including travel and anticipated expenditures on daily housing, food, and local transportation of trainer.
- D. **CURRICULUM VITAE/RESUME:** A summarized account of the individual proposed as trainer, including his/her experience and qualifications in the proposed area of training.
- E. **LETTER FROM DIRECTOR/HEAD OF APPLYING INSTITUTION:** A letter indicating the organization's support of the project.

After IHRIP Receives Your Application:

Upon receiving your application, IHRIP staff will review it for completeness, notifying you if additional information is needed. Applications will be reviewed to determine whether they meet the basic criteria set out in the program brochure. Organizations whose applications do not meet these criteria will be notified at this point.

Organizations continuing in the selection process will be asked to establish direct contact with the proposed trainer to obtain the person's agreement a) to undertake the training, and b) with the proposed training plan (C, above).

Once all necessary information has been received from the potential host organization(s), an application will be forwarded to the Program's Advisory Board for decision. Applicants will be notified of the Board's decision as soon thereafter as possible.

NOTES for completing fact sheet:

The following explanatory notes may be helpful in completing the particular items on the fact sheet:

1-7: No explanation needed.

8. This could include such areas as legal aid, human rights education, documentation and reporting, treatment of victims, etc.

PLEASE remember to include additional descriptive material about your organization. See item B in list of "Application Requirements."

9. See the program brochure for additional information on the type of trainings and exchange projects.

10. No explanation needed.

11. No explanation needed.

12. A curriculum vitae/resume (including indication of language proficiency in language of applying organization) of the proposed trainer should also be attached. See item D in list of "Application Requirements."

If you are uncertain as to who might be an appropriate trainer, and would like IHRIP assistance in identifying such a person, please use this space to specify clearly what sort of experience and/or expertise (including language) your organization seeks in a trainer.

13-14. No explanation needed.