



The Center for Social Leadership
Community-Based Partnerships

Larger Goal: Empowering Local Communities Through Economic and Social Partnerships

Process for Project Funding and Completion

Project Phase	Actions	Accountability
Project Design	Community determines project focus and scope Community writes up project description for CSL website	Community holds meeting and records by video, emails to CSL CBP Director as a Youtube Unlisted url Minimum 5 community designated representatives selected for Project Committee to represent project These 5 community representatives sign a document formalizing project and email with project budget (template will be provided) to CSL CBP Director as a PDF The Project Committee verifies that there is a local school/health clinic/cooperative with a bank account to receive funds for the project by signing a document with the organizational bank account's ABA, SWIFT code and account number The Project Committee is given the authority to select the local vendors (if any) to be involved in the project.
Project Approval	CSL approves project	CBP Director and CSL International Executive Advisory Board sign approval document
Local Fundraising	Community raises approved community amount for project (in the first few years, will usually be approximately US \$1,000)	Project Committee creates a ledger to collect local contributions. Each time a contribution is made, a Project Committee member signs along with the contributor. A community meeting is held to celebrate the completion of the fundraiser, which is recorded by video and emailed to the CSL CBP Director as a Youtube Unlisted url The 5 Project Committee members sign a document declaring the fundraiser completed and send with the ledger in one PDF to CSL CBP Director. Instructions on how to merge documents/photos into one PDF will be provided.
Donor Selection	A donor group or individual agrees to match the community-raised funds and gives their contribution to CSL either by check or online	CSL sends a tax-exempt letter acknowledging the contribution to the donor(s). CSL disburses the funds to the organizational bank account of the community/school/health clinic/etc. Disbursements can only be made to an organizational account (not an individual account).

Project Completion	Community completes project under the guidance of the Project Committee	A community meeting is held to celebrate the completion of the fundraiser, which is recorded by video and emailed to the CSL CBP Director as a Youtube Unlisted url The Project Committee writes a letter to the donor(s) thanking them for the contribution and outlining the benefits of the project for the community.
New Project Authorization	CSL decides whether to approve the community to submit a new project	Based on the satisfactory completion of the above steps, CSL's CBP Director and International Executive Advisory Board determines whether to approve the community to design and submit a new project.