



THICH NHAT HANH FOUNDATION

planting seeds of Compassion

Guidelines and Background for Program Funding

The Thich Nhat Hanh Foundation (the "Foundation") was formed in 2011 by and as a program of the Unified Buddhist Church ("UBC"), to serve as the fundraising arm of the UBC in the U.S. General (unrestricted) donations to the Foundation are distributed to our U.S. practice centers and other programs, according to a formula designated by the UBC ⁽¹⁾. Ten percent of the net unrestricted donations are allocated each calendar quarter for program funding.

Program funds are intended to help bring to life and strengthen opportunities for sangha building, offering the teachings of Thich Nhat Hanh, and supporting transformation and healing in circumstances where there may not otherwise be sufficient resources for these efforts to manifest and blossom.

Examples of programs that may be supported by Foundation funding include:

- Support for practice centers or local Sanghas organizing a retreat, whether offered by monastic or lay dharma teachers. Sanghas could use these funds to give out as retreat scholarships, travel reimbursement, etc. Unfortunately, individuals applying to the Foundation for personal scholarships are currently ineligible.
- Support for local Days of Mindfulness, such as a stipend to invite a dharma teacher, venue rental, promotional material, etc.
- Wake Up tours and retreats
- Online dharma offerings, such as websites, podcasts and the Plum Village Online Monastery

"Don't worry if you feel you can only do one tiny good thing in one small corner of the cosmos. Just be a Buddha body in that one place." – Thich Nhat Hanh

Eligibility for Funding

To be eligible to receive program funding, the program must be rooted in the Plum Village tradition. Program grants are generally in the range of \$500 to \$2,500, subject to availability of funds. In special circumstances, larger grants may be possible.

We kindly request that applicants be mindful and only request what is truly needed for their program or activity, so that our limited funds may be of benefit to as many efforts as possible. Grant amounts typically range from \$500-\$2,500. Dharma teacher support grants (for example, to support a dharma teacher in offering a Day of Mindfulness) are available in amounts up to \$500.

⁽¹⁾ The Foundation has been directed to disburse unrestricted donations, net of expenses, as follows: 17.5% each to Blue Cliff Monastery, Deer Park Monastery, Magnolia Grove Monastery and Plum Village Monastery; 10% for humanitarian relief; 10% for the Monastic Health Care Fund, and 10% for program funds in the U.S.



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Application and Agreement to Receive Program Funds

Please review the **Guidelines and Background for Program Funding** above before completing this application. Applications are considered as they are received. Please apply early, and allow 2 to 4 weeks for a final decision. Upon approval of an application, funds will be disbursed within three months, based on availability.

Please submit all of your application materials together. A completed application includes the following:

1. Completed application form & signed agreement (*6 pages attached*)
2. Photos of the program, if it is currently ongoing (*.jpeg, .tiff, .gif, .bmp, .png files*)
3. A spreadsheet with a more detailed description of costs and a timeline for the program or event (*see Appendix for sample*)

Your completed application may be sent by email to Nhu-Mai Nguyen at grants@thichnhatanhfoundation.org or by mail to:

Attn: Program Funding
Thich Nhat Hanh Foundation
2499 Melru Lane
Escondido, CA 92026

Applications are generally reviewed within 2-4 weeks of receipt of all accompanying application materials. Funds may be disbursed upon acceptance of an application or, if insufficient funds are available at that time, at the beginning of the next calendar quarter.

A final report sent electronically on how the program funds were used is required and part of the agreement. By taking the time to report, you are helping the Foundation share the impact of Thay's teachings with the community. This nourishes donors and inspires them to give in order to continue the Foundation's ability to offer grant funds. Thank you in advance for practicing our interconnectedness with each other.



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GRANT APPLICATION FORM

1. Program Contact or Coordinator

Name:	
Address:	
Phone:	
Email:	

2. Program for Which Funding Is Being Requested

Please provide a brief (one line) description of the program or event

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3. Support Needed

Check which applies

<input type="checkbox"/>	One-time support
<input type="checkbox"/>	Ongoing support

4. Background

Please let us know who is initiating this program or event. What is your connection with the Plum Village Tradition? If this is a sangha event, please provide the name, city and state of your sangha.

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5. Program Implementation

Who will be involved in organizing, implementing and following through with this program?

6. Program Timeframe/Schedule

When is the program or event scheduled to take place? If the program is ongoing, please outline the number of times the program will take place and/or its frequency.

7. Anticipated Benefits and Outcomes

What needs are addressed by this program? Who and how many people will benefit?

8. Funding Request

Please provide the total amount of your request, and list the principal uses of these funds.

9. Other Sources of Funding

Do you currently have or anticipate receiving any other sources of funding for this program or event? Please provide a list of the amount and source of other funds already secured and identify what efforts will be undertaken to secure additional sources of funding.



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10. Necessity of Funding

Is this program or event dependent on funding from the Foundation, in the amount requested, in order to manifest? What will be the outcome if we are unable to provide the funds requested?

11. Previous Funding

Have you previously received funding from the Thich Nhat Hanh Foundation? If so, please list the dates, amounts, and purpose.

12. Who should grant checks be written out to? Please include Address to mail checks

13. Please provide a more detailed description of your program/event

Please limit to ½ page description, 12pt. font, single-spaced



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GRANT AGREEMENT FORM

In exchange for receiving grant funds from the Thich Nhat Hanh Foundation, the undersigned agrees to the following terms and conditions:

1. **Accounting for funds.** The applicant/sangha will keep a separate accounting of all expenditures made from the grant funds, all of which will be in furtherance of the grant purposes. The applicant/sangha will make these records available to the Foundation at any time upon request.
2. **Receipts.** The applicant/sangha will send copies of all receipts for the expenditures made out of grant funds to the Foundation with its final report (see below).
3. **Use of funds.** All grant funds will be used *exclusively* for the religious, educational, and charitable purposes detailed in the accompanying application. Grant funds may *not* be used for the following purposes: (i) influence legislation; (i) influence the outcome of any election for public office; (iii) conduct any voter registration drive; (iv) induce or encourage violations of law; (v) cause any private inurement or improper private benefit; (vi) make grants to individuals for travel, study, or other similar purposes, without the Foundation's written consent; or (vii) make grants to other organizations, without the Foundation's written consent to the specific grants.
4. **Unused funds.** The applicant/sangha will return any portion of the grant funds that are not used. In the case there are unused funds, the applicant/sangha will write a check or money order to the Thich Nhat Hanh Foundation. The applicant will write their program name in the memo section, and mail the check to: Attn: Program Funding, Thich Nhat Hanh Foundation, 2499 Melru Lane, Escondido, CA 92026.
5. **Cooperation.** The Foundation and the applicant/sangha will work together to ensure effective monitoring and evaluation of the grant. The Foundation may discontinue, modify, withhold part of, or ask for a return of grant funds if (i) it determines in its sole discretion that any of these conditions have not been met, or (ii) it must do so to comply with applicable law.
6. **Reporting requirements.** Within 90 days after receipt of the grant funds *or* after completion of the program/event (or after the first program/event, if this is an ongoing program), the applicant/sangha will submit the following to the Foundation:
 - i. **A written report on the program or event.** The report will answer:
 - a. What was this funding for? What activities/services did this funding allow you to provide? Please be specific and detailed (>100 words)
 - b. Transformation stories: Tell us about a person(s) who was positively changed by this program/funding. Using first names (real or made up) and



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- with as many quotes as possible, tell us how their world view, their lifestyle, or their thinking may have shifted, how an element of their suffering was transformed into something beneficial, or how their mindfulness practice was affected? (>300 words)
- c. What type of mindfulness teachings were used? (>100)
 - d. How has the sangha grown as a result of the funding (for example, a new sangha forming, new connections made between sanghas, etc.)?
 - e. Please submit written report electronically in .doc, .docx, or .pdf formats.
- ii. **Six photos of the program or event** (*or some other form of visual aid*)
- a. These will help the Foundation and others in our community understand the vision and context of the program; if photos are not available or do not apply to your program, please let us know.
 - b. The applicant/sangha understands that the photos submitted may be used in newsletters and other printed and online publications of the Foundation and agrees to obtain an appropriate release from all individuals whose images appear in any photos submitted to the Foundation.
 - c. Please submit photos in .jpeg, .tiff, .gif, .bmp, or .png formats
- iii. **A spreadsheet with a detailed** accounting of how the grant funds were expended. See Appendix for sample. (*.xls, .xlsx, .pdf, .doc, or .docx formats acceptable*)
- iv. **Scanned copies of all receipts**

Please email all final report materials to grants@thichnhathanhfoundation.org or mail to Thich Nhat Hanh Foundation (Attention: Program Funding).

I HAVE READ THIS AGREEMENT AND AGREE TO BE BOUND BY ITS APPLICABLE TERMS. I REPRESENT THAT I AM AUTHORIZED TO SIGN THIS APPLICATION AND AGREEMENT ON BEHALF OF THE SANGHA OR OTHER GROUP OR ORGANIZATION FOR WHOSE BENEFIT THIS APPLICATION IS MADE, AND THAT ALL OF THE INFORMATION ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature

Date

Print Name



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APPENDIX

Program Expenses Spreadsheet

Program Name

[Enter program/event name]

Start Date

[Date]

End Date

[Date]

Expenses	Amount	Notes
[Enter item]	[Amount]	[Enter any notes]
[Enter item]	[Amount]	[Enter any notes]
[Enter item]	[Amount]	[Enter any notes]
[Enter item]	[Amount]	[Enter any notes]
[Enter item]	[Amount]	[Enter any notes]
Total	[Amount]	
Program Funds Requested	[Amount]	
Difference	[Amount]	