



## Field Partner Application

Organization Name: \_\_\_\_\_

Year Organization Founded: \_\_\_\_\_

Legal Status/Organization Type:

501(c)(3) Non-Profit

Other (please describe) \_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Principal Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City, State, Zip)

Mailing Address (if different from above): \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City, State, Zip)

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

Please provide a listing of the countries your organization serves:

\_\_\_\_\_  
\_\_\_\_\_

Please provide a brief description of your organization's charitable purpose:



## Field Partner Documentation Checklist & Audit Confirmation

Please provide the following documents:

1. Compliance Policies

- Signed Anti-Terrorism Certification
- Signed Non-Discrimination Policy

2. Legal Documentation

- Last two IRS Form 990 filings (or all available if organization is less than 2 years old)
- 501(c)(3) IRS Determination Letter
- Most recent Annual Report

3. Organizational Information

- List of Senior Staff & Board
- Funds Disbursement Form
- Provide organization logo in electronic format

4. Compliance / Audit Acknowledgement

- Review acknowledgement below, sign and return

Field Partners are required to provide follow-up information within 30 days of funds disbursement from Selma's Story and again within 30 days of final story resolution. Selma's Story Field Partners are subject to audit to ensure proper use of funds received from Selma's Story. Audits may occur within 6 months of the first story published and once within every two year period thereafter. Field Partners are required to maintain documentation, receipts, photographs, or other related support to provide evidence that funds have been used exclusively for the story approved by Selma's Story for a period of 5 years. In addition, Field Partners are responsible for securing and retaining photo releases for any and all images provided to Selma's Story for use.

By signing below, I agree to utilize Selma's Story funds exclusively for the approved story as designated. I agree to maintain documentation as evidence of appropriate usage of funds received from Selma's Story for a period of 5 years. I consent to random auditing of any and all documentation related to funding received from Selma's Story. I understand that non-compliance with any or all of the above may result in termination of Field Partner status.

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name of Organization: \_\_\_\_\_

Date: \_\_\_\_\_



## Anti-Terrorism Certification

By signing and submitting this application, the prospective recipient (Field Partner) provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.
2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:
  - a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website: <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf> or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.
  - b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.
  - c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
  - d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.
3. For purposes of this Certification
  - a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."

- b. "Terrorist act" means-
- (i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or
  - (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or (iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.
- c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.
- d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.
- e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

Signed: _____	Date: _____
Printed Name: _____	
Title: _____	
Printed Name of Organization: _____	



## Non-Discrimination Policy

\_\_\_\_\_ does not discriminate in its staff, board, volunteers, volunteer communities, or recipients of services on the basis of a person's race, religion, gender, political affiliation, sexual orientation, age, national origin, ethnicity, ancestry, marital status, veteran status, or mental or physical disability or any other status prohibited by applicable law, except in cases where such discrimination can be clearly deduced from the organization's purpose (e.g., a woman's shelter only serves women, a faith-based organization is staffed by adherents of that faith, etc.).

**I have read and understand the above:**

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name of Organization: \_\_\_\_\_

Date: \_\_\_\_\_



## Funds Disbursement Form

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

Please choose one of the following disbursement options:

Please send collected funds by **ACH and/or Wire to US Bank:**

Account Name:	
Account Number:	
Routing Number (10 digits)	
Bank Name:	
Bank Contact Name:	
Bank Contact Address:	
Bank Contact Phone:	
Bank Contact (2) Name:	
Bank Contact (2) Address:	
Bank Contact (2) Phone:	

Please send collected funds by **check:**

Make check payable to:	
Mail check to this address:	