**IBF Breathwork Development Fund: Project Application Form**

**Development Funding Approval Procedure:**

1. Application for IBF development funding indicates that both the applicant and beneficiary have read, understood and agreed upon the IBF task force code of honour, GBPA ethical standards, the IBF bylaws and the IBF Development Fund Disclaimer.
2. Send your completed request to [exec@ibfbreathwork.org](mailto:exec@ibfbreathwork.org). A request which is not complete could slow down the approval process. Contact an Executive Team member for guidance if needed.
3. You will receive confirmation and an estimated response date on receipt of your application.
4. Your request will be discussed in the next IBF Executive Team meeting.
5. The outcome will be communicated on this form following that discussion.
6. Funding is transferred on approval or on receipt of invoice at the Executive Team’s discretion.
7. A formal report of your project, its impact and outcomes should be submitted within 30 days of completion to [exec@ibfbreathwork.org](mailto:exec@ibfbreathwork.org). You are also encouraged to submit an informal report with photos for communication in the IBF newsletter and inclusion of the BDF page on the website.

**Disclaimer:**

The award of funding by the International Breathwork Foundation (IBF) confirms that the intention and innovation of the proposed project is in alignment with the core values and objectives of the IBF. As a networking and voluntary organisation IBF promotes a core set of standards and ethics for professional breath workers but it cannot accept responsibility or liability for the personal or professional conduct of its members. The IBF cannot be held responsible or accountable for the outcome of this project, for which the legal, personal and professional responsibility lie with the beneficiary of this grant.

Please tick/fill the box to confirm that you agree to the above statement

**Date of request:**

**Applicant (IBF member requesting funding for a specific project or person)**

Name:

Country:

Email address: Phone number:

IBF Member since:

**Beneficiary (Project or person receiving the funding)**

Name of organization or person:

Name of manager (if relevant)

Address:

Country:

Email address: Phone number:

Website:

Bank account details (to which the funds can be transferred)

Name: Account Number: Sort Code:

IBAN: BIC:

**Funding application details: Please fill in the following sections:**

1. **Introducing the Applicant**: A few words about you, your qualifications and what you do.
2. **Introducing the Beneficiary:** (If not the same as in 1) Please explain what qualifies the beneficiary to use the requested funds responsibly and effectively. State their mission, track record and relevant previous work.
3. **Summary of the Project:** Brief summary of your request/proposal/project.
4. **Need Statement:** Why do you want to do this project? What is the intended outcome of your project? Who is it for? What evidence is there for a need of this project? Please indicate the impact of your project for the IBF community.
5. **Goals and Objectives:** State what you hope to accomplish with the project (goal) and spell out the specific results or outcomes you expect to accomplish (objectives).
6. **Method:** Explain how you will achieve your goals & objectives.
7. **Evaluation:** How will you assess the impact of your project? If relevant, what data will you collect? How will you store and protect personal data? How you will use that data?
8. **Timeline and sustainability:** Is this a one-off or a pilot project? Does it have a limited time-line or a longer term vision? How do you plan to fund it long term in a sustainable way?
9. **Other Funding:** Have you requested or secured committed funds from other sources? If yes please disclose it here.
10. **Budget:** What funds are you requesting from IBF?

How much will your project cost in total?

Please outline or attach a short budget showing expected income and expenses (including personal, professional and administrative costs, earned and contributed income).

1. **Post Grant Follow-Up:** After completion the beneficiary is required to submit a formal report of the project, its impact and outcomes to the Executive Team. An informal report with photos for communication in the newsletter and on the BDF webpage is also requested. How do you intend to complete this and when?
2. **Comments:**

**Outcome of IBF Breathwork Development Funding Application:**

The ET will vote on allocation of the requested amount or a percentage of the requested amount based upon the following criteria:

* Relevance of the project to the mission statement of the IBF;
* Originality, diversity and alignment with IBF core values;
* A clear budget and bank details;
* The proposed or potential impact that the project offers to the IBF community and/or Breathwork.

**Date of discussion:**

**Outcome:**

* Award of complete funding Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Award of \_\_\_ percentage of funds Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Application declined See comments

**Action:**

* Awarded funding has been transferred
* Funding will be transferred on receipt of invoice or required documentation

**Comments:**

**Beneficiary Action (Post-Grant):**

* Formal report to ET received
* Informal report to newsletter/webpage received

Many thanks for your application and your ongoing promotion of IBF, Conscious Breathing and Breathwork. With Love and Light,

The IBF Executive Team