**New Community Program and Partnership Application**

**Instructions**

The purpose of this application is for communities that have not worked with EWB-USA before to apply to start a new community partnership with EWB-USA. This application must be prepared by the community. While partner organizations and individuals are welcome and encouraged to assist with completing and submitting the application, community representatives should be actively involved in the application process and in responding to all questions. Applications are reviewed on a monthly basis and must be submitted by the last day of the month. Please submit this completed application and required documents listed below to: projects@ewb-usa.org. Applicants also have the option to [apply online](https://fastfor.ms/3E1CA).

**Community Partnership Locations**

In a strategic effort to achieve the greatest impact for the communities with which we work, EWB-USA has narrowed its focus to a group of countries that are most demonstrably in need of the kind of engineering support our volunteers can provide. Beginning in 2018, EWB-USA will accept applications from the following priority countries: Angola, Benin, Bolivia, Burkina Faso, Cambodia, Cameroon, Ethiopia, Gambia, Guatemala, Guinea, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mozambique, Mauritania, Myanmar, Nicaragua, Rwanda, Senegal, Sierra Leone, Tanzania, Togo, Uganda, Zambia, and Zimbabwe.

In addition, we are also accepting applications from the following countries where EWB-USA currently works, but whose overall needs at the country level are less. For this reason, applications from these countries will be evaluated more rigorously: Colombia, Dominican Republic, Ecuador, Fiji, Ghana, Nepal, Panama, Peru, Philippines.

**Review Timeframe**

Once submitted, the application will take **6 to 8 weeks to complete the review process**. If the Application Review Committee (ARC) has additional follow-up questions, the Primary Contact listed in the application will be contacted by email and given one week to respond.

**Required Documents *(****Only completed applications, which include the following three items, will be reviewed*)

1. Completed application form (this document)
2. [Community Statement of Intent](https://ewb-usa.force.com/VolunteerVillage/s/article/ka036000000gWneAAE/Community-Agreement-Statement-of-Intent) signed by a community representative
3. Community Letter of Endorsement (see instructions and links to examples below) or NGO Letter of Endorsement (If project will be owned by non-governmental organization. See instructions below)

**Goals of Application**

1. Ensure EWB-USA’s resources for development aid respect international norms and are channeled to communities with the greatest need for engineering support.
2. Ensure that the community and the local partner organization are an appropriate fit based on EWB-USA’s criteria.
3. Establish basic expectations of the general roles and responsibilities for all partners.
4. Gather information about the community and its capacity, community-identified needs, and vulnerabilities.
5. Identify any major concerns or issues with this proposed community program.

**Establishing Expectations: Roles and Responsibilities**

EWB-USA community programs involve several entities – 1) EWB-USA (Chapter, Headquarters, and Country Office); 2) Community (represented by a Community-Based Organization (CBO), such as a water board, development committee, etc.); as well as at least one, if not both, of the following: 3) Local Partner Organization based in-country, such as a local NGO; and/or 4) the local government authority. The general roles and responsibilities of each partner are listed below; however, all parties will sign agreements which outline the roles and responsibilities during the assessment, implementation, and completion phases of the project.

Around the world, EWB-USA partners with communities to work alongside them to meet their basic human needs. EWB-USA provides an opportunity for communities to partner with a network of over 15,900 EWB-USA Chapter volunteer members. Members have a range of expertise in engineering and related fields. Chapters work with communities to address infrastructure issues through assessment, analysis of possible solutions, design, construction, as well as monitoring and evaluation. The chapter and the community agree to a five-year (5) partnership and work together to identify and address infrastructure needs within the community during this time period. In addition to the volunteer expertise mentioned above, EWB-USA provides funding for part of the capital expense only, such as construction materials, skilled labor, etc. Engineering volunteers will visit the community occasionally (1-3 times per year), and typically collaborate with small communities (50-2,000 residents) on infrastructure projects that typically cost less than $75,000 to implement.

Below is a summarized list of general roles and responsibilities for chapters, communities, and local NGO/government partners. Please click [here](http://www.ewb-usa.org//files/Project-Partner-Roles-and-Responsibilites.pdf) for a more detailed list of roles and responsibilities for all partners, including EWB-USA country office and headquarters staff.

*EWB-USA Chapter Roles and Responsibilities*

1. Design and construction management
2. Involve and seek input from all partners during the design phase
3. Provide project-specific education and training, including operation and maintenance training and manual
4. Communicate with project partners, including local NGO, local government, and community contacts
5. Technical data collection to complete the project design
6. Contribute to project construction expenses in ways to be agreed upon with the community and local partners (*examples include: fundraising, assistance with community grant applications, etc.*)

*Community Roles and Responsibilities*

The expected roles and responsibilities of the partner community are outlined in the Community Statement of Intent (CSI). This statement demonstrates the community’s acceptance of the requirements to work within our organizational community-development model. A community member, on behalf of the community leadership, must sign the Community Statement of Intent. This should not be signed by the local NGO or government partner. This confirmation of acceptance is required for the application to be considered for approval. Community roles and responsibilities include:

1. Communicate with EWB-USA chapter contacts directly and frequently, as determined by the project schedule, including feedback throughout the assessment and design process;
2. Contact the EWB-USA chapter immediately to discuss any changes in priority projects or the project scope;
3. Inform chapter of any changes to the security/safety situation;
4. Identify and provide community contacts to accompany the EWB-USA chapter during site visits;
5. Allow EWB-USA chapter to communicate directly with all interested community groups in order to get pertinent input to the development of the project(s);
6. Contribute a minimum 5% of the capital construction costs in cash for each project before construction begins;
7. Provide in-kind contributions at no cost to the EWB-USA chapter (*examples include: skilled and unskilled labor, local materials, borrowed equipment, lodging and food for chapter, etc.*);
8. Develop and present to the EWB-USA chapter a formal system of responsibility for the long-term operations and maintenance of the project before construction begins;
9. Establish and administer the funding mechanism to pay for 100% of the operations and maintenance upon project completion and in the future;
10. Ensure that all implemented infrastructure in this program represent community-wide priorities and that all community members will have the opportunity to benefit from the project per the terms of use established by the community;
11. Actively organize and involve community members in this program;
12. Ensure that all infrastructure constructed in this program will be owned by community (or Local Partner);
13. Be available to assist with additional technical data collection not completed by EWB-USA chapter during site assessment trips;
14. Identify at least one strong local non-governmental or governmental partnering organization.

[Click here](https://ewb-usa.force.com/VolunteerVillage/s/article/ka036000000gWneAAE/Community-Agreement-Statement-of-Intent) to print and sign the **Community Statement of Intent** (required document)

*Local Partner Organization(s) Roles and Responsibilities*

EWB-USA community programs have at least one Local Partner Organization, which may be a Local NGO and/or a Municipality/City Government. Local Partner Organization roles and responsibilities include:

1. Provide capacity-building for community members/CBO to establish continuing support of the infrastructure, as needed
2. Provide project-specific training for community members/CBO, as needed
3. Assist in ongoing monitoring and evaluation of project(s)
4. Identify and provide meaningful contributions to the project based on the negotiated agreements with the chapter and community (*examples include: funding, materials procurement, heavy equipment, arrange translation services, other logistical support*)
5. Inform EWB-USA chapter about changes to security/safety situation
6. Visit community often, and as needed, for project progress
7. Support site preparations
8. Accompany EWB-USA travel team in the community during visits, as needed
9. Serve as a liaison between chapter and community
10. Assist with additional technical data collection not completed by the EWB-USA chapter during site assessment trips.

**Community Letter of Endorsement *(Required)***

The goal of this required letter is to verify that the community is requesting the partnership with EWB-USA and is actively involved in the program proposal. This letter can come in the form of an e-mail, scanned document, fax, or a transcribed phone call or community meeting ([example 1](http://www.ewb-usa.org//files/Community-Endorsement-Letter-Example_Kenya.pdf) and [example 2](http://www.ewb-usa.org//files/Community-Endorsement-Letter-Example_Uganda.pdf)). This letter must also state that the community is committed to contributing the required minimum 5% cash contribution towards the construction costs of the proposed project. In their own words, community members should address the following:

1. What is the community identified need?
2. How did the community learn about EWB-USA?
3. Why is the community requesting a partnership with EWB-USA versus another organization?
4. What will the community contribute to the proposed project?
5. What has already been done to solve the problem?

OR

**NGO Letter of Endorsement *(Required only if the project will be owned by a non-governmental organization)***

One of the key principles of EWB-USA’s community development model is that we support community-driven and community owned projects. Given this approach to community development, NGO-owned facilities (such as schools, orphanages, and health clinics) present a unique challenge to our organization because they are distinct from our other projects. First of all, these projects are typically funded by a local or international NGO. In addition, this NGO is typically advocating on behalf of a group of people who access the facility, such as children; however, this group may not be driving the proposed project or partnership with EWB-USA. Finally, the ultimate ownership of the project is not with a community, but rather ownership lies with the partner NGO. While EWB-USA will continue to partner with these types of projects, we are concerned about their viability and sustainability, especially if outside donor funding is discontinued. Given these circumstances, as well as our desire to ensure the long-term sustainability and success of all projects, we have identified a similar set of requirements for NGO-owned facility proposals.

The NGO Letter of Endorsement must address the following:

1. Describe the NGO’s past and future commitment to the facility, including financial support.
2. Confirm that the facility is, or will be, legally registered and will be monitored by a government agency.
3. Describe the NGO and staff support for the proposed project, including taking primary responsibility for all operation and maintenance costs and logistics.
4. Explain the plans for providing skilled and/or unskilled labor for the proposed project.
5. Provide plans for the participation and engagement of the members of the surrounding community, if applicable.
6. State that the NGO is committed to contributing a minimum of 5% cash towards the constructions costs of the proposed project.
7. Identify any existing community linkages, such as Parent-Teacher Association or community support organizations. If possible, provide written endorsements from these organizations.

**New Community Partnership in Existing Programs**

All new community partnerships within existing programs must meet the following basic criteria in order to submit a New Community Program and Partnership Application. New community partnerships in existing programs will follow the same review process and must meet the same criteria as new community programs.

* The new community must be located in the same region as the original community.
* The new community must be located within the jurisdiction of the same local level of government (i.e. the same municipality).
* The EWB-USA team must be able to access the new community within one-day’s (round trip) drive from the existing community and on the same trip, so that the project(s) in the initial community can be monitored while subsequent projects are implemented in the new community.
* The new community must request the partnership. All EWB-USA partnerships and projects are community-driven.
* The chapter must demonstrate successful implementation of the type of project that the neighboring community is requesting. This will be confirmed by the EWB-USA Program Engineer.
* The local NGO partner must be the same (or local government partner, in some cases).
* The original community in the program must acknowledge (in writing) that the chapter will be implementing the next project within the program in a neighboring community by signing the [Community Agreement - Community Acknowledgement of Construction Completion](http://file.ewb-usa.org/n1vd5) document.

|  |  |
| --- | --- |
| Application Date  | Click to enter a date. |
| Country | Click here to enter text. |
| Region/State/Department | Click here to enter text. |
| Municipality | Click here to enter text. |
| Community Name | Click here to enter text. |
| *Provide the Latitude & Longitude of the community in decimal degrees (e.g. 39.763725, -104.974686) below. Go to* [*https://www.google.com/maps*](https://www.google.com/maps) *to find the location. Latitude and longitude are found below the location.* |
| Latitude | Click here to enter text. |
| Longitude | Click here to enter text. |

**EWB-USA Chapter (ONLY for new community partnerships in existing programs)**

*If the community intends to partner with an EWB-USA Chapter that is already working in a neighboring community, please list the chapter information below. If your community has no connection with a chapter, upon approval, your community program will be available for any EWB-USA chapter to adopt and will be listed for up to one year.*

|  |  |
| --- | --- |
| Is the community planning to partner with a specific EWB-USA Chapter?  | Choose an item. |
| Chapter Name  | Click here to enter text. |
| Chapter Contact First/Given Name | Click here to enter text. |
| Chapter Contact Last/Family Name | Click here to enter text. |
| Chapter Contact Email Address | Click here to enter text. |
| Describe the community’s existing connection with this chapter. | Click here to enter text. |

**Primary Contact for Application**

*Please list the contact information for the individual that will be the main contact for the application. This will be the person who receives questions about the application.* ***This contact cannot be an EWB-USA Chapter.***

|  |  |
| --- | --- |
| Organization Name | Click here to enter text. |
| First/Given Name | Click here to enter text. |
| Last/Family Name | Click here to enter text. |
| Title/Position | Click here to enter text. |
| Email Address (required) | Click here to enter text. |
| Phone Number (required) | Click here to enter text. |
| Skype | Click here to enter text. |
| Organization Website | Click here to enter text. |
| Organization Address | Click here to enter text. |
| How far does this person live from the community (driving time)? | Choose an item. |
| What is the best way to contact you? *Check all that apply.* | [ ]  Email[ ]  Skype[ ]  Phone[ ]  Text[ ]  WhatsApp (by phone number above)[ ]  Facebook |
| How frequently can you correspond? | Choose an item. |
| What language(s) do you speak fluently? *Check all that apply.* | [ ]  English[ ]  French[ ]  Spanish[ ]  Swahili[ ]  Other Click here to enter text. |
| Will you have the ability to communicate directly with the EWB-USA Chapter when the chapter is back in the United States? | Choose an item. |

**Local Partner Organizations - Information and Contacts**

**Community-Based Organization (CBO) Partner and Community Contact**

*The CBO, which may be a local water board, community development board, local council, etc., is a required organizational partner for the community and must be located in the community. Please list the contact information for the CBO and the person in the community who will be the main contact for this EWB-USA community program.*

|  |  |
| --- | --- |
| Organization Name (CBO) | Click here to enter text. |
| First/Given Name | Click here to enter text. |
| Last/Family Name | Click here to enter text. |
| Title/Position | Click here to enter text. |
| Email Address | Click here to enter text. |
| Phone Number (required) | Click here to enter text. |
| Skype | Click here to enter text. |
| Organization Website (CBO) | Click here to enter text. |
| Organization Address (CBO) | Click here to enter text. |
| What is the best way to contact this person? *Check all that apply.* | [ ]  Email[ ]  Skype[ ]  Phone[ ]  Text[ ]  WhatsApp (by phone number above)[ ]  Facebook |
| How frequently can this person correspond with EWB-USA? | Choose an item. |
| What language(s) does this person speak fluently? *Check all that apply.* | [ ]  English[ ]  French[ ]  Spanish[ ]  Swahili[ ]  Other Click here to enter text. |
| Will this person have the ability to communicate directly with the EWB-USA Chapter when the chapter is back in the United States? | Choose an item. |
| Does this person live in the community permanently? | Choose an item. |
| Is the CBO already an established organization in the community? | Choose an item. |
| If YES, when was the CBO established? | Choose an item. |
| Please describe the CBO.  | Click here to enter text. |
| Is the CBO registered as a legal entity?  | Choose an item. |
| Please describe at least two accomplishments of the CBO within the community in the past two (2) years.  | First accomplishment (*500 Character Limit)*Click here to enter text.Second accomplishment (*500 Character Limit)*Click here to enter text. |
| How often does the CBO meet? | Choose an item. |
| Who can participate in the CBO?  | Click here to enter text. (*500 Character Limit)* |
| How are CBO officers/leaders elected? For how long?  | Click here to enter text.(*500 Character Limit)* |
| How are perspectives from different groups and people in the community (gender, religions, ethnicities, political parties, etc.) taken into consideration? | Click here to enter text. (*500 Character Limit)* |
| How does the CBO make decisions?  | Click here to enter text. (*500 Character Limit*) |
| Describe the financial management practices of the CBO.  | Click here to enter text. (*1000 Character Limit)* |
| Does the CBO have a bank account? | Choose an item.If NO, how does the CBO hold and save money?*(500 Character Limit)*Click here to enter text. |
| Briefly describe the CBO’s proposed roles and responsibilities in the partnership with EWB-USA. | Click here to enter text. (*5000 Character Limit)* |
| What will the CBO contribute to the program? Community partners are expected to provide at least 5% cash for construction costs, as well as in-kind contributions. *Check all that apply.* | [ ]  Cash[ ]  Food for chapter[ ]  Land[ ]  Lodging for chapter[ ]  Materials[ ]  Skilled labor[ ]  Translation services[ ]  Transport of materials[ ]  Unskilled labor[ ]  Water Source[ ]  Tools for project construction[ ]  Other logistical support for the EWB-USA chapter[ ]  Other (Describe in roles/responsibilities question above) |

**Local Non-Governmental Organization (NGO) Partner**

*Please list the contact information for the NGO and the person within the local NGO who will be the main contact for this community program. Please note: For U.S.-based organizations, please list the primary in-country staff member who will communicate with the EWB-USA Chapter here. Please list the primary U.S-based staff member contact in the “Other Contact” section.*

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| --- | --- |
| Organization Name (NGO) | Click here to enter text. |
| First/Given Name | Click here to enter text. |
| Last/Family Name | Click here to enter text. |
| Title/Position | Click here to enter text. |
| Email Address (required) | Click here to enter text. |
| Phone Number (required) | Click here to enter text. |
| Skype | Click here to enter text. |
| Organization Website (NGO) | Click here to enter text. |
| Organization Address (NGO) | Click here to enter text. |
| What is the best way to contact this person? *Check all that apply.* | [ ]  Email[ ]  Skype[ ]  Phone[ ]  Text[ ]  WhatsApp (by phone number above)[ ]  Facebook |
| How frequently can this person correspond with EWB-USA? | Choose an item. |
| What language(s) does this person speak fluently? *Check all that apply.* | [ ]  English[ ]  French[ ]  Spanish[ ]  Swahili[ ]  Other Click here to enter text. |
| Will this person have the ability to communicate directly with the EWB-USA Chapter when the chapter is back in the United States? | Choose an item. |
| Briefly describe this organization’s proposed roles and responsibilities in the partnership with EWB-USA. | Click here to enter text. (*5000 Character Limit)* |
| Describe the NGO’s mission and vision. | Click here to enter text. (*1000 Character Limit)* |
| What are the primary focus areas of the NGO?  | Click here to enter text. (*1000 Character Limit)* |
| What will this organization contribute to the program? *Check all that apply.* | [ ]  Cash[ ]  Food for chapter[ ]  Land[ ]  Lodging for chapter[ ]  Materials[ ]  Skilled labor[ ]  Translation services[ ]  Transport of materials[ ]  Unskilled labor[ ]  Water Source[ ]  Tools for project construction[ ]  Other logistical support for the EWB-USA chapter[ ]  Other (Describe in roles/responsibilities question above) |
| Has this organization provided support on past projects with this community?  | Choose an item.If YES, please check the specific projects the NGO has worked on with this particular community or in this geographic area. *Check all that apply.*[ ]  Water[ ]  Education[ ]  Health[ ]  Agriculture[ ]  Training[ ]  Construction[ ]  OtherPlease describe these projects. (*1000 Character Limit)*Click here to enter text. |
| How long has this organization been working with this specific community?  | Choose an item. |
| How did the community come into contact with the NGO? | Click here to enter text. *(1000 Character Limit)* |
| How often does the NGO visit the community?  | Choose an item. |
| With which individuals and/or groups does the NGO partner with in this community? | Click here to enter text.*(1000 Character Limit)* |
| Please describe any capacity building trainings/activities the NGO has done with this community and/or communities in the same geographical area. If possible, please attach example training materials. | Click here to enter text.*(1000 Character Limit)* |
| How many staff members does the NGO have?  | Click here to enter text. *(Numerical Value)* |
| Please describe how the NGO funds its operations. Please be specific about fundraising activities, grants, annual budget, how much money has been raised, etc.  | Click here to enter text. *(1000 Character Limit)* |
| Please describe if and how the NGO provides funds in support of projects it undertakes with this and other communities in this geographic area. Please be specific about fundraising activities, grants, how much money has been raised, etc. | Click here to enter text. *(1000 Character Limit)* |
| In general, it is assumed that our NGO partners will not charge fees to EWB-USA chapters for services provided because the organization sees a benefit to this partnership. However, if the NGO partner intends to charge additional fees to the EWB-USA chapter for services provided by the NGO, please outline the fees here. Please note, this may impact the adoption of this program by a chapter.  | Does the NGO plan to charge fees to the EWB-USA chapter?Choose an item.If yes, please outline the fees.Click here to enter text. |

**Local Government Partner**

*Please respond to general questions regarding the local government. If applicable, please list the contact information for the local government authority and the person within the local government authority with jurisdiction over the community who will be the main contact for this program.*

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| --- | --- |
| Will the local government be involved in this proposed project and partnership? | Choose an item.If NO, are there any plans to engage the local government authority in the proposed project?Choose an item. Please describe the plans to engage the local government. If there are no plans for engagement, please explain why not.Click here to enter text. *(2000 Character Limit)* |
| Have government personnel or in-country technical advisors traveled to the community to provide assistance? | Choose an item. |
| Which best describes the community’s relationship with the local government?  | Choose an item. |
| Organization Name (Local Govt) | Click here to enter text. |
| First/Given Name | Click here to enter text. |
| Last/Family Name | Click here to enter text. |
| Title/Position | Click here to enter text. |
| Email Address (required) | Click here to enter text. |
| Phone Number (required) | Click here to enter text. |
| Skype | Click here to enter text. |
| Website (Local Govt) | Click here to enter text. |
| Address (Local Govt) | Click here to enter text. |
| What is the best way to contact this person? *Check all that apply.* | [ ]  Email[ ]  Skype[ ]  Phone[ ]  Text[ ]  WhatsApp (by phone number above)[ ]  Facebook |
| How frequently can this person correspond with EWB-USA? | Choose an item. |
| What language(s) does this person speak fluently? *Check all that apply.* | [ ]  English[ ]  French[ ]  Spanish[ ]  Swahili[ ]  Other Click here to enter text. |
| Will this person have the ability to communicate directly with the EWB-USA Chapter when the chapter is back in the United States? | Choose an item. |
| Briefly describe the proposed local government’s roles and responsibilities in the partnership with EWB-USA. | Click here to enter text. *(5000 Character Limit)* |
| What will the local government contribute to the program? *Check all that apply.* | [ ]  Cash[ ]  Food for chapter[ ]  Land[ ]  Lodging for chapter[ ]  Materials[ ]  Skilled labor[ ]  Translation services[ ]  Transport of materials[ ]  Unskilled labor[ ]  Water Source[ ]  Tools for project construction[ ]  Other logistical support for the EWB-USA chapter[ ]  Other (Describe in roles/responsibilities question above) |
| Has the local government provided support on past projects with this community? Briefly describe the project(s) and the support provided. | Click here to enter text. (*500 Character Limit)* |

**Other contact (if applicable)**

*Please list the contact information for any other individuals associated with this program application. If a Peace Corps Volunteer or similar expatriate volunteer will be involved in the project, they should be listed here. A volunteer cannot be listed as a primary contact for the CBO, NGO, or local government entity.*

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| --- | --- |
| Organization Name | Click here to enter text. |
| First/Given Name | Click here to enter text. |
| Last/Family Name | Click here to enter text. |
| Title/Position | Click here to enter text. |
| Email Address (required) | Click here to enter text. |
| Phone Number (required) | Click here to enter text. |
| Skype | Click here to enter text. |
| Briefly describe this person and/or organization’s roles and responsibilities in the proposed community program with EWB-USA. | Click here to enter text. (*2000 Character Limit* |

**Additional other contact (if applicable)**

|  |  |
| --- | --- |
| Organization Name | Click here to enter text. |
| First/Given Name | Click here to enter text. |
| Last/Family Name | Click here to enter text. |
| Title/Position | Click here to enter text. |
| Email Address (required) | Click here to enter text. |
| Phone Number (required) | Click here to enter text. |
| Skype | Click here to enter text. |
| Briefly describe this person and/or organization’s roles and responsibilities in the proposed community program with EWB-USA. | Click here to enter text. (*2000 Character Limit)* |

**Community and Logistical Information**

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| --- | --- |
| Describe specifically how the community and local partners plan to communicate directly with the EWB-USA chapter when the chapter is not in the country. | Click here to enter text. *(1000 Character Limit)* |
| What is the closest major city to the community? | Click here to enter text. |
| Which of these describe the community? *Check all that apply.* | [ ]  Accessible year-round[ ]  Accessible by paved roads[ ]  Accessible ONLY on foot or by horse/mule[ ]  Accessible ONLY by boat [ ]  Highlands/Mountains[ ]  Lowlands[ ]  Rural [ ]  Urban |
| In your own words, please describe the community that is seeking a partnership with EWB-USA. | Click here to enter text. *(1000 Character Limit)* |
| Approximately how many people live in the community? | Click here to enter text. (*Number Value)* |
| Approximately how many households are there in the community?  | Click here to enter text. (*Number Value)* |
| What are the prominent language(s) spoken in the community? *Check all that apply.* | [ ]  English[ ]  French[ ]  Spanish[ ]  Swahili[ ]  Other Click here to enter text. |
| What are the main ways people in the community earn money? | Cash Crops Industry Choose an item.Handicrafts Industry Choose an item.Hunting/Fishing Industry Choose an item.Small Businesses Choose an item.Tourism Industry Choose an item.Subsistence Agriculture Choose an item.What does the community grow?Click here to enter text.*(300 Character Limit)* |
| When is the wet season? | [ ]  January [ ]  February [ ]  March [ ]  April [ ]  May [ ]  June [ ]  July [ ]  August [ ]  Sept. [ ]  October [ ]  Nov. [ ]  Dec. |
| What are the best months for the EWB-USA Chapter to travel and work in the community? *Check all that apply.* | [ ]  January [ ]  February [ ]  March [ ]  April [ ]  May [ ]  June [ ]  July [ ]  August [ ]  Sept. [ ]  October [ ]  Nov. [ ]  Dec. |
| What local accommodations are available for the EWB-USA team? | [ ]  Hotel [ ]  Homestay [ ]  Other Click here to enter text. |
| Are there any safety hazards that may be faced by EWB-USA team members?*Check all that apply.* | [ ]  Security Issues [ ]  Health or Medical Issues[ ]  Weather [ ]  Insects[ ]  Diseases [ ]  Snakes[ ]  Crime [ ]  Land Mines[ ]  Transportation Difficulties[ ]  Remote Location (1+ hours from main road)[ ]  No hazards have been identified[ ]  Other (Describe Below) |
| Please explain any safety hazards identified above. | Click here to enter text.*(250 Character Limit)* |
| List the name of the nearest hospital | Click here to enter text. |
| Phone Number of nearest hospital | Click here to enter text. |
| Address of nearest hospital | Click here to enter text. |
| How long does it take to get to the hospital from the community? | Click here to enter text. (*Time by car*) |

**Community Infrastructure**

*Please respond to the following questions regarding the existing infrastructure in the community.*

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| --- | --- |
| **Water**What is the community’s current source of drinking water? *Check all that apply.* | [ ]  Open source (Creek, river, open pit)[ ]  Shallow hand-dug well (covered)[ ]  Spring[ ]  Borehole[ ]  Piped gravity system[ ]  Municipal water supply[ ]  Rainwater catchmentHow often does your preferred source of drinking water go out?Choose an item. |
| **Water**How does the community treat the water?*Check all that apply.* | [ ]  No water treatment[ ]  Filter[ ]  Chlorine[ ]  Other – please describe: Click here to enter text. *(250 Character Limit)* |
| **Sanitation**What type of toilets does the community have?  *Check all that apply.* | [ ]  Open defecation[ ]  Pit latrines[ ]  Ventilated improved pit latrines[ ]  Pour flush[ ]  Community sewage system[ ]  Municipal sewage treatment plant[ ]  Septic System |
| **Electricity**Does the community have electricity?*Check all that apply.* | [ ]  No electricity in the community[ ]  Solar panels[ ]  Generators[ ]  Municipal gridHow many electricity outages per week?Click here to enter text. *(Number Value)* |
| **Civil Infrastructure**What types of public buildings currently exist in the community? | [ ]  No public buildings exist in the community[ ]  Community center[ ]  Healthcare facility[ ]  School(s)[ ]  Government building[ ]  Other – please describe: Click here to enter text.*(250 Character Limit)*Who built/funded building(s)?[ ]  Local NGO[ ]  International NGO[ ]  Local Government[ ]  Federal Government[ ]  Community Members[ ]  Hired Skilled Labor[ ]  Other – please describe: Click here to enter text.*(250 Character Limit)* |
| **Civil Infrastructure**What transportation options are available in the community?  | [ ] No transportation available[ ]  Footpaths[ ]  Dirt roads[ ]  Gravel roads[ ]  Paved roads[ ]  Pedestrian bridge[ ]  Vehicular bridgeWho built/funded transportation facilities?[ ]  Local NGO[ ]  International NGO[ ]  Local Government[ ]  Federal Government[ ]  Community Members[ ]  Hired Skilled Labor[ ]  Other – please describe: Click here to enter text.*(250 Character Limit)* |

**Community Challenges**

EWB-USA community programs are based on long-term partnerships of a minimum of 5-years; the community will work with a chapter to identify and prioritize its challenges and identify how engineering projects might help address those challenges. Some partnerships may involve multiple projects.

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| Select the option that best describes this community’s highest priority need. *Choose only one.* | Choose an item. |
| Provide a brief description of the community's challenges, including 1 or 2 sentences describing the highest priority need. | Click here to enter text. *(2000 Character Limit)* |
| Describe the process the community went through to identify this need by responding to the following questions: 1) Who in the community was consulted to determine the need? 2) How was the decision made? 3) Is this a project the majority of the community has identified as a priority need? | Click here to enter text. *(5000 Character Limit)* |
| Please describe the history of the problem:1) How and when did the community determine that resolving the problem was a top priority? 2) How has the problem changed over time? 3) Describe the current system that attempts to meet the highest priority need.  | Click here to enter text. *(4000 Character Limit)* |
| Why is this the first priority need? | [ ]  Health Issues [ ]  Educational Needs[ ]  Economic Impact [ ]  Other Click here to enter text. |
| What previous work has been done to address this need? Why hasn’t it worked? | Click here to enter text. *(5000 Character Limit)* |
| What potential solution has been identified to address this need, if any? | Click here to enter text. *(5000 Character Limit)* |
| Is the community open to other possible solutions based on suggestions from the EWB-USA partners? | Choose an item. |
| What specific assistance is the community seeking from EWB-USA that is **not** available locally? *Please check all that apply*. | [ ]  Assessment and data collection [ ]  Construction oversight and administration[ ]  Engineering design[ ]  Engineering feasibility study [ ]  Funding[ ]  Other Click here to enter text. *(250 Character Limit)* |
| Is there engineering expertise available within the community or in a nearby city that could work on this project? | Choose an item.Please explain, based on response marked above. Click here to enter text. *(2000 Character Limit*) |
| Has the community requested engineering expertise or other support to address the problem from the government, NGOs, and/or local universities? | Choose an item.If YES, which entities? Why has the community not been able to get assistance from these entities? If NO, why hasn’t the community requested engineering expertise or other support from the government, NGOs, and/or local universities? Click here to enter text. (*1000 Character Limit)* |
| Are materials for the proposed project likely to be found locally? | Choose an item. If YES, how far away from the community can materials be found? Click here to enter text. (*Distance*) |
| Where do community members buy construction and other materials? | Choose an item.If OTHER, please describe: Click here to enter text. |
| Where do community members find skilled labor? | Choose an item.If OTHER, please describe: Click here to enter text. |
| Approximately how much do you estimate the first proposed project to cost? Include costs for labor, materials, and equipment. | Click here to enter text. (*Number Value)* |
| Describe who within the community would benefit from this project.  | Click here to enter text. *(5000 Character Limit)* |
| Will all households participate in the project? If some households are not participating, were they given the chance to participate? | Choose an item.If not all households are participating, why not? Click here to enter text. (*2000 Character Limit)* |
| As a result of this partnership, the community hopes to see changes in which of the following? *Check all that apply.* | [ ]  Access to Services[ ]  Behavior[ ]  Community Organization[ ]  Community Self-Advocacy[ ]  Environmental Health[ ]  Public Health[ ]  Specific Technical Knowledge |
| Based on the responses marked above, please describe in detail what long-term changes the community expects from this partnership. | Click here to enter text. *(5000 Character Limit)* |
| What might be the negative impacts of this project? *Check all that apply.* | [ ]  Cultural[ ]  Economic[ ]  Environmental[ ]  Political [ ]  Other (Describe Below) |
| Based on the responses marked above, please describe these potential negative impacts and what could be done to lessen these impacts. | Click here to enter text.*(5000 Character Limit)* |
| Which organizations, NGOs, etc. has the community worked with in the past? On what types of projects?  | Click here to enter text. *(5000 Character Limit)* |

**Community Vulnerability**

*Please respond to the following questions regarding various vulnerabilities that may or may not impact this community.*

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| **Geologic**Does the community have earthquakes? | Choose an item.If YES, has the community been damaged by the earthquakes?Choose an item.If YES, how many damaging earthquakes has the community had in the last 10 years? Click here to enter text. *(Numeric value)* |
| **Geologic**Are there steep hillsides in or around the community or along the roadway to the community?  | Choose an item. |

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| **Geologic**Has the community ever been damaged by a landslide? | Choose an item. |
| **Diseases**Has the community had an outbreak of deadly disease(s) in the last 10 years? How many outbreaks? (if none, enter “0”) | Click here to enter text. *(Numeric value)*If community has experienced disease outbreaks, which disease(s)? (*Choose all that apply*)[ ]  Cholera[ ]  Typhoid[ ]  Dysentery[ ]  Malaria[ ]  Parasites[ ]  Other – Please describe: Click here to enter text. |
| **Fire**Has the community had a large fire in the last 10 years? | Choose an item.If YES, how did it start? What did the fire damage?Click here to enter text. *(500 Character Limit)* |
| **Conflict/Violence**Has the community been affected by violence or armed conflict in the past? | Choose an item.If YES, explain how the community was affected by the conflict?Click here to enter text. *(2000 Character Limit)*Was there a disruption or loss of basic services or infrastructure during the violence or conflict? Choose an item.If infrastructure, what kind of infrastructure was broken or destroyed? Has it now been sufficiently repaired or replaced?Click here to enter text. *(2000 Character Limit)*Was there a loss of property rights?Choose an item.Were members of the community forced to flee their homes?Choose an item.If YES, for how long? Choose an item.Are members of the community still displaced from their homes? Choose an item.Do community members foresee the possibility of returning voluntarily to their place of origin in safety and dignity in the near future? If YES, please explain the plan for return. If NO, please explain what is preventing community members from returning. Click here to enter text. *(2000 Character Limit)* |

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| **Rainfall/Storms** | Has a hurricane or major storm affected your community?Choose an item.If YES, describe the impact on the community.Click here to enter text. *(2000 Character Limit)*Has the community been impacted by drought?Choose an item.Has the community been impacted by excessive rain?Choose an item.Have community members changed the crops they grow because of the change in the rain?Choose an item.Have community members changed the way they grow crops because of the change in the rain?Choose an item.Have the crops ever failed to grow due to lack of or excessive rain?Choose an item.Describe how the rainfall has changed.Click here to enter text. *(3000 Character Limit)*Describe the impacts of excessive rain and drought.Click here to enter text. *(3000 Character Limit)* |
| **River/Creek** | Is there a river or creek close to the community? Choose an item.If YES, has the community been flooded by the river/creek?Choose an item.If YES, when did flooding become a problem?Choose an item.Has the river/creek gone dry?Choose an item.If YES, when did this become a problem?Choose an item. |
| **Coastal** | Is the community near the coast? Choose an item.If YES, has community regularly been flooded by rising tides?Choose an item.If YES, when did tidal flooding become a problem?Choose an item.Has the community been inundated by rising water or waves from a major storm?Choose an item.If YES, describe the impact on the community.Click here to enter text. *(3000 Character Limit)* |

**Finances, Ownership, Operation and Maintenance**

*Based on the project information and estimated costs listed in the previous section, please complete the questions below regarding finances and ownership of the project.*

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| **Land ownership**Who will own the first project?*If you answered “Non-Governmental Organization”, please attach the* ***NGO Letter of Endorsement (see application instructions for details)*** | Choose an item.If OTHER, please explain. Click here to enter text. |
| Does the community own the land where the proposed project will be implemented or will the community own the land prior to implementation? | Choose an item. |
| Please explain if there are any land ownership issues.  | Click here to enter text. (*5000 Character Limit)* |
| **Cash contribution**The community is required to raise a minimum of 5% of the capital construction costs. Is the community willing and able to contribute at least 5% of the capital constructions costs? | Choose an item. |
| Please describe how the community will raise at least 5% of the capital construction costs. | Click here to enter text. *(5000 Character Limit)* |
| Has the community raised funds for other projects implemented in the community? | Choose an item.If YES, please explain. 1) What were the funds raised for? 2) How were the funds raised? 3) How were the funds held and managed?Click here to enter text. *(2000 Character Limit)* |
| **In-kind contributions**Has the community provided in-kind contributions for other projects? | Choose an item.If YES, please provide an example.Click here to enter text. *(2000 Character Limit)* |
| **Corruption**Has financial mismanagement (corruption) been a problem in the community? | Choose an item.If YES, please explain. Click here to enter text. *(2000 Character Limit)* |

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| **Operation and Maintenance**The community is expected to take full responsibility of the implemented project(s) and pay for all operation and maintenance costs. How will the community raise these funds? *Please choose one.* | Choose an item. |
| Please describe the operation and maintenance funding plan in detail, based on the response marked above.  | Click here to enter text. *(5000 Character Limit)* |
| Who will be responsible for doing the operation and maintenance for the implemented project? *Please choose one.* | Choose an item.If OTHER, please explain. Click here to enter text. (*2000 Character Limit)* |
| Who will be collecting and managing the money for the operation and maintenance costs?*Please choose one.* | Choose an item.If OTHER, please explain. Click here to enter text.(*2000 Character Limit)* |
| Where will the operation and maintenance funds be held? *(Mark all that apply)* | Choose an item.Other – please explain: Click here to enter text. |
| What will the consequences be for those in the community who are unable to pay the fee? *Please choose one.* | Choose an item.Please explain based on the response selected above. Click here to enter text. *(5000 Character Limit)* |
| Has the community performed operation and maintenance for previous projects implemented in the community?  | Choose an item.If YES, provide an example. Click or tap here to enter text. (*5000 Character Limit)* |