



**dasvandh**network

4429 Hycliffe Drive Troy, MI 48098

[www.dvnetwork.org](http://www.dvnetwork.org)

# APPLICATION PACKET

## Who Are We?

The Dasvandh Network is a 501(c)(3) charitable organization with a vision to inspire a new level of giving to Panthic and related charitable projects across North America by providing awareness, transparency and accessibility to these efforts.

We have two main goals:

- 1. To inspire a new level of giving within the community.** In order to do this, we have developed an online Sikh social giving platform – the Dasvandh Network – which will raise awareness and increase accessibility to charitable projects.
- 2. To ignite Panthic and related initiatives by removing resource constraints.** The Dasvandh Network hopes to provide a reliable stream of funding to projects, providing them the ability to focus on program development vs. fundraising. In addition, the DVN Mentor Network will provide strategic advisory to teams in need from established professionals.

## What does this mean for you?

Your project or organization can apply to the Dasvandh Network to appear on our online platform and obtain exposure to Sikh donors.

## What we offer to organizations and project teams:

- Creating new donors within the community.
- Raising awareness of projects.
- An efficient way to fundraise.
- An ability to focus on program development.

## Our Approach

In order to accomplish our goals, the Dasvandh Network has a long-term view of achieving our mission. We realize:

- To have a sustained impact we must inspire the next generation of donors and grow alongside them.
- We must build trust with the community through a track record of transparency, efficiency and impact.
- We must cultivate, encourage and support emerging activists within the community interested in undertaking projects in order to ensure a significant number of quality projects are being executed.

## Here's how it works:

DVN will serve as an online marketplace of panthic related projects accessible to donors.

### Project Admins

- Projects and organizations go through an approval process to assess their suitability for appearing in the online marketplace (more on this below).
- If approved, each project will specify project details including a goal and total donations will be publicly displayed (projects should provide media elements to connect with donors as well, including video or pictures).
- These details must be refreshed on an ongoing basis (at least monthly or quarterly based on project type)

### Donors

- Donors can search or filter for projects based on different criteria - such as size, location, mission, etc.
- Donors can contribute to either projects or approved organizations.
- Donors can make recurring or one-time payments.
- Donors can become a fan of a project or place comments under a project.

### DVN

- DVN provides comprehensive reporting to project teams detailing the funds that will be deposited into their account on a monthly basis.
- DVN provides easy access for donors to see the projects they have contributed to and the progress that has been made following the donation.

## The Application Process

The application process works as follows:

1. Application and supporting materials are submitted.
2. DVN approval committee reviews application and carries out its due diligence process. (DVN will likely have follow-up questions for the applicants)
3. A project is then either approved, asked to re-apply with more information, or is denied. If a project is not approved, a project will have a chance to get feedback on why it was not approved.

## How do we decide on suitable projects and organizations?

Once your application arrives with DVN's Approval Committee, we will score your project to determine its suitability for the DVN community. We review your project or organization by looking at the following areas:

- Value of project to community / humanity
- Robust plan on what is to be accomplished
- Financial feasibility & seed money raised by applicants or contributed themselves
- Credibility of individual or team
- Project plans to track and measure effectiveness
- Gurmat-aligned (See Adherence to Sikh Principles below)
- What type of help is needed (how much money or guidance)

In addition to the written application, the DVN approval committee may also carry out background/reference checks and conduct interviews as deemed necessary to further assess your application.

### Adherence to Sikh Principles

A key tenet of DVN is to be as inclusive as possible; this is directly in line with the stated goal of being a trusted vehicle to make Panthic and Sikhi-aligned projects accessible to the Sikh community. We are very focused on being a constructive and unifying force within the community. However, to keep the promise of being a trusted platform, we must ensure that the projects made available on the network and the organizers of the projects are not at odds with Gurmat (the Guru's direction). There will be two major categories of initiatives featured on the Dasvandh Network:

1. Panthic projects (e.g., parchaar/education, civil rights, humanitarian, legal defense)
2. Sikhi-aligned projects (e.g., humanitarian efforts, human rights advocacy)

For Panthic projects, organizations or projects may be listed as long as they are approved using the above criteria, and:

1. The organization and/or project team confirms their agreement with the philosophy presented in the Sri Guru Granth Sahib and Sikh Rehat Maryada
2. The organization and/or project team has not demonstrated any anti-Gurmat activity, as guided by the Sri Guru Granth Sahib or Sikh Rehat Maryada, or noted by the Akal Takht through the signing of a standard affirmation.

While it is not the intent of the DVN Approval Committee to exclude any beneficial projects from listing on the Network, in order to maintain the Dasvandh Network as a trusted and respected donor vehicle, a level of screening is required.

\* The decision for listing will be at the sole discretion of the DVN ARC Committee and is final

## How do I apply?

**All applications must be completed online at** [www.dasvandhnetwork.org/start-a-project.aspx](http://www.dasvandhnetwork.org/start-a-project.aspx)

The attached forms are for reference only and are intended to help a project with the application process.

There are three applications:

- If you are an **individual or start-up** project team, please use FORM A.
- If you are an **established organization** (incorporated non-profit or 501(c)(3) charity) new to DVN who wishes to be listed on the platform, please use FORM B.
- If you are an organization that is already listed on the platform and wish to list a new project you are running, please use FORM C.

When you apply on the platform your information is saved throughout the application process and can be completed at a later time by clicking on the appropriate link within your profile.

For advice on form completion, please contact: [applications@dvnetwork.org](mailto:applications@dvnetwork.org)

# FORM A: JOINING THE DASVANDH NETWORK

For individuals and independent project teams

## SECTION ONE: CONTACT DETAILS



In this section, we require you to provide us with contact details so that we can get in touch with you and your team quickly and easily as required.

### *QUESTION*

### *DESCRIPTION*

#### **PROJECT NAME**

Please provide a name for your project which should explain what the project is in just a few words.

#### **FOUNDED**

Year and month the project began

#### **EMPLOYEE IDENTIFICATION NUMBER [EIN]**

If applicable

#### **MAIN PURPOSE**

Please describe the main purpose of your project

#### **WEBSITE URL**

#### **501(c)(3) [multi-part]**

Part 1: Are you fiscally sponsored by an existing 501(c)(3) organization?

- if yes; go to next field
- if no; go to Part 2

Part 2: Is your sponsor organization registered with DVN?

- if yes; Please select your organization from the dropdown
- if no; Please provide organization information (organization name, contact name, phone, and email)

#### **PROJECT LEAD**

- **TITLE**
- **PHONE**
- **EMAIL**

This will be the primary contact for your project

#### **SECONDARY CONTACT**

- **TITLE**
- **PHONE**
- **EMAIL**

This will be the person we will contact if we cannot get hold of your Project Lead

#### **OFFICIAL PROJECT ADDRESS**

Please give us the address from which your project operates. If your project does not have an official address, please instead include the address of your Project Lead or secondary contact. Please let us know whose address this is in the space provided

#### **REFERENCES**

Your project will be required to provide two references and their contact information.

## SECTION TWO: PROJECT DETAILS



In this section, we require some information about your project in order to determine whether the project qualifies for DVN support.

### QUESTION

**A) WHAT ARE THE GOALS OF YOUR PROJECT?**

### DESCRIPTION

In this section please list the goal(s) of your project. Include intention of your project and length of time it will take to achieve your goals. Why are you undertaking this project?

**B) WHO IS YOUR TARGET MARKET AND WHAT IMPACT WILL YOU HAVE ON THIS POPULATION?**

Please provide details of the target audience that you are trying to help with your project. This may include information such as: age, gender, family status (single or family), ethnicity, location, relative level of wealth, etc.

**C) HOW WILL YOU MEASURE YOUR SUCCESS?**

Please detail how you plan to measure your success, both with your goals that you stated in 1a, above, and also relating to your impact on the target market.

**D) WHAT ARE THE TASKS THAT NEED TO HAPPEN FOR THE PROJECT TO ACHIEVE ITS GOALS?**

These are the actions that people need to take for the project to be a success. Please give details of the main tasks to be completed for your project and when they will be completed

1. In the first column, explain briefly the task that needs to be completed.
2. In the second column, put the task ID (assign a number 1 through X).
3. In the third column, put the person's name that will be responsible for the task.
4. In the fourth column, put the date when the task is estimated to be completed, e.g. May 2011

Task to be undertaken	Task ID	Who is responsible for this task	When will the task be completed

## SECTION THREE: PROJECT FINANCING



In this section, we ask you to provide us with some information about how your project will be financed and the financial support that you are seeking from DVN, so that we are better able to assess if we can help or not.

### QUESTION

### DESCRIPTION

**A) HOW MUCH MONEY WILL YOUR PROJECT REQUIRE TO MAKE IT A REALITY?**

Please detail the figure you believe your project will require to come to completion.

**B) PLEASE PROVIDE DETAILS OF YOUR REQUIRED BUDGET FOR THE DURATION OF THE PROJECT.**

Detail the main costs of your project. **Please be as thorough as you can in this section.** This helps us to assess whether you understand what it will take to achieve the project. Note: you can attach your budget if you have one created.

We also need to know if the cost is a one time cost, such as a purchase of supplies, or if it is a regular and recurring cost.

1. In the first column list the type of expense (e.g. graphical design, marketing fees).
2. In the second column list the cost in dollars.
3. In the third column detail how frequently the cost must be paid (e.g. monthly, one-time, quarterly or annually).
4. In the fourth column, indicate which task will be worked on through provision of funds for this expense. (We need to understand how your costs are related to the tasks that you have to accomplish for your project to be a success.)

Type of Expense	Cost	Frequency	Task to be achieved (id from question 1d)

**C) HOW MUCH HAVE YOU ALREADY RAISED? HOW MUCH HAS BEEN RAISED FROM YOUR TEAM?**

To be eligible for funding from the Dasvandh Network, it is expected that project applicants provide some of their own funding. This amount will be validated by the Approval Committee during the processing of your application (e.g. through a bank statement). Your answer here could also include other ways in which you are raising funds (not just the funds that you hope to obtain from the Dasvandh Network).

**D) OVERALL, HOW MUCH FUNDING ARE YOU LOOKING FOR FROM THE DASVANDH NETWORK?**



## SECTION FOUR: PROJECT TEAM



In this section, we ask you for some information about your project team and your abilities, so that we can validate if you have a well thought through plan and the people to successfully complete the project.

### QUESTION

### DESCRIPTION

NOTE: For this question, you may either complete the form, or upload resumes.

**A) PLEASE LIST YOUR KEY TEAM MEMBERS & INCLUDE BRIEF BIOS. PLEASE ALSO DESCRIBE EACH MEMBER'S RESPONSIBILITIES.**

If you choose to complete the form, please give the person's name, and their position (role or responsibility in the team).

In the fourth column include a brief bio of no more than four or five sentences which reflects the person's qualifications and experience that are relevant to this application.

Name	Title	Responsibility	Brief Bio

**B) WHY DO YOU BELIEVE THIS TEAM CAN MEET ITS STATED PROJECT GOALS**

You need to make sure that you demonstrate why your team has the ability to meet its project goals. The best applications will be those that demonstrate a skill by providing some evidence of experience or success with this skill. For example, if part of your project requires marketing experience, you could list experience that your team members have with marketing in the work place. Please also list any risks that you feel your project has.

**C) HAS THE TEAM SUCCESSFULLY WORKED TOGETHER ON ANY PROJECTS IN THE PAST? IF SO, PLEASE DESCRIBE**

List the projects that the team has worked on, and explain the outcomes. Did you achieve your objectives? Please try to be as concise as possible, without omitting important information.

**D) WHAT ARE THE DEVELOPMENT AREAS (WEAKNESSES) OF YOUR TEAM WHICH WILL AFFECT ITS ABILITY TO REACH ITS OBJECTIVES? WHAT ARE YOU DOING TO MITIGATE THESE?**

Please also list any risks that you feel your project has.

**E) IS THE TEAM UNDERTAKING OR PLANNING TO UNDERTAKE ANY OTHER PROJECTS AT THE SAME TIME AS THIS PROJECT?**

Please list here other projects/volunteer activities that the team is planning to undertake during the same time frame as this project. DVN needs to validate that your team will have sufficient time for the project to be completed, and that other projects will not take up so much time as to prevent this from happening.

## SECTION FIVE: PROJECT SUPPORT

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This section asks you about the support that you think you will need to achieve your project goals.

### *QUESTION*

### *DESCRIPTION*

**WHY WILL BEING LISTED ON DASVANDH NETWORK BE IMPORTANT TO THE SUCCESS OF YOUR PROJECT?**

Please describe why being listed on the Dasvandh Network will help your project to succeed.

**HOW DO YOU FEEL THE DASVANDH NETWORK CAN BEST SUPPORT YOUR NEEDS?**

Dasvandh Network can provide support in a number of different ways. Please check all that apply :

- Funds
- Mentoring through our Mentorship Program
- Legal counsel
- Non-Profit Advice
- Please list other ways in which you believe Dasvandh can best support your project.

## SECTION SIX: TERMS AND CONDITIONS

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Please review DVN's terms and conditions prior to submitting your application.

# FORM B: JOINING THE DASVANDH NETWORK

For Established Organizations

## SECTION ONE: ORGANIZATION DETAILS

*QUESTION*

*DESCRIPTION*

**ORGANIZATION NAME**

Please provide the name of your organization, as listed on the DVN website

**YEAR FOUNDED**

**EMPLOYEE IDENTIFICATION NUMBER [EIN]**

**MAIN PURPOSE**

Please describe the goals and objectives of your organization.

**WEBSITE URL**

**LEADERSHIP BIOS**

Please provide the background of you Key Board Members and Staff (url acceptable).

**501(c)(3) [multi-part]**

Please designate whether your organization has 501(c)(3) status.

Part 1: If your organization does not have 501(c)(3) status, you will be asked if you are fiscally sponsored by an existing 501(c)(3) organization.

- if yes; go to Part 2
- if no; please move on to Organization Logo

Part 2: Is your sponsor organization registered with DVN?

- if yes; Please select your organization
- if no; Please provide organization information (organization name, contact name, phone, and email)

*If you are fiscally sponsored, you will be required to email us the fiscal sponsorship agreement as required by regulations.*

**ORGANIZATION LOGO**

Please upload your organization's logo. Ideal size is 200px wide by 150px height

## **SECTION TWO: CONTACT INFORMATION**

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In this section, we require you to provide us with contact details so that we can get in touch with you and your team quickly and easily as required.

## **SECTION THREE: ORGANIZATIONAL ACTIVITY**

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### *QUESTION*

### *DESCRIPTION*

#### **CURRENT PROJECTS**

Please describe your current projects, so we can determine if your organization is compatible with DVN. (URLs are acceptable)

#### **FUTURE PROJECTS**

Please describe your future projects, so we can determine if your organization is compatible with DVN. (URLs are acceptable)

## **SECTION FOUR: FINANCIAL INFORMATION**

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Please submit your previous 3 years financials (Form 990) if you have them in electronic format, or enter the website address if they are available online. If you do not have the Form 990s, you can attach your most recent budget.

## **SECTION FIVE: ORGANIZATIONAL SUPPORT**

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### *QUESTION*

### *DESCRIPTION*

#### **ADDITIONAL SUPPORT**

Please indicate other ways DVN can assist your organization aside from fundraising

#### **ADDITIONAL COMMENTS**

## **SECTION SIX: TERMS AND CONDITIONS**

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Please review DVN's terms and conditions prior to submitting your application.

# FORM C: JOINING THE DASVANDH NETWORK

For Projects from Established Organizations

## SECTION ONE: CONTACT DETAILS

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In this section, we require you to provide us with contact details so that we can get in touch with you and your team quickly and easily as required.

### QUESTION

### DESCRIPTION

#### ORGANIZATION NAME

You will be asked here to confirm the name of organization, as some users may have access to administer more than one organization.

#### PROJECT NAME

Please provide a name for your project which should explain what the project is in just a few words

#### MAIN PURPOSE

Please describe the main purpose of your project

#### WEBSITE URL

#### PROJECT LEAD

- TITLE
- PHONE
- EMAIL

This will be the primary contact for your project.

#### OFFICIAL PROJECT ADDRESS

This will default to your organization's address.

## SECTION TWO: PROJECT DETAILS

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For any of the questions below, if the information can be found readily on your website, please provide the website link:

### QUESTION

### DESCRIPTION

#### WHAT ARE THE GOALS OF OUR PROJECT

In this section please describe the goal(s) of your project. Include intention of your project and length of time it will take to achieve your goals.

Why are you undertaking this project?

## SECTION THREE: PROJECT FINANCING

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In this section, we ask you to provide us with some information about how your project will be financed and the financial support that you are seeking from DVN, so that we are able to assess if we can help or not.

### *QUESTION*

### *DESCRIPTION*

**HOW MUCH MONEY WILL YOUR PROJECT REQUIRE TO MAKE IT A REALITY (FROM ALL SOURCES)**

Please list the amount it will take to achieve your project objectives.

**HOW MUCH HAVE YOU ALREADY RAISED OUTSIDE OF DVN**

If you are an organization that has not raised funds specifically for this project, please let us know how much you are planning to allocate from your organization's finances towards this project.

**HOW MUCH ARE YOU SEEKING FROM THE DVN ONLINE COMMUNITY**

Please enter the amount of funding you are requesting to receive from donors via Dasvandh Network.

## SECTION FOUR: PROJECT SUPPORT

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Besides fundraising, can DVN help your organization in any way?

### *QUESTION*

### *DESCRIPTION*

**ADDITIONAL COMMENTS**

## SECTION FIVE: TERMS AND CONDITIONS

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Please review DVN's terms and conditions prior to submitting your application.