



INDO-AMERICAN FRIENDSHIP FOUNDATION

A Non-profit, Non-political and Non-religious Tax-exempt Organization. (Est. 1988)

IAFF, 1413 Boxwood Lane, Apex, NC 27502, USA

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June 13, 2008

Dear Fellow NGO Administrator:

IAFF is the oldest US-NGO dedicated to work in partnership with Orissa NGOs for the development of rural Orissa. This is accomplished through several mechanisms, one of which is Annual All Orissa NGO convention. The first convention was held in 2004 in partnership with SHEDS of Jatni. The Second Convention was held in 2007 at Bhubaneswar in partnership with Childright. Although I wish to make it an annual event, this cannot be done without collaborating NGOs from among you. I am pleased that NYSASDRI of Dhenakanal has agreed to be the host NGO for the 2008 convention. The budget is developed by the host NGO in Orissa and is met in three ways: 1/3rd through Registration Fees, 1/3rd by the host NGO in Orissa and 1/3rd by IAFF. In addition, IAFF will also allocate additional funds to prepare and print the convention proceeding, which will contain abstracts about the work being done by all attending NGOs. This has made it possible for us to keep the registration fee for you as low as possible. You will find that the fee you will pay is much less as compared to similar national and state-level conventions. Not only you will get copies of this abstract book free, but the book will also be distributed among the NROs in USA to generate awareness among the NGOs about your organization and thus future funding potential for your organization.

I am pleased to invite you to apply for acceptance in the convention. If you attended one or both of the previous conventions you will find that this convention will be even more informative and enjoyable experience. For the 208 convention, we are planning to accept a maximum of 60-70 NGOs representing different regions of Orissa. The selection will take into consideration the areas of your emphasis. For example, those NGOs working in the area of Agriculture/Environment, Education and Health Care will be given priority over those who are not emphasizing these issues. Although the venue has not been selected, we are scouting the following places as a possible site for the 2008 convention: Bhubaneswar, Puri, Konark, Dhenkanal. If you have any preference, please feel free to write to me at the above e-mail address or write to nysasdri@yahoo.com.

Attached to this letter are several brochures for your information: 1) List of objectives of the convention, 2) An application form. 3) Abstract form. Please note that the convention date will be finalized after we hear from you, but is likely to fall in the last week of October, 2008. I look forward to hearing from as many of you as possible so we will have a successful **Third All Orissa NGO Convention**. If you know an NGO which might be desirous of attending the convention, please feel free to download the application form and the abstract form at www.iaff1.org . If you have any question, please feel free to contact me at the above e-mail address. Please note that you can send your application and abstract form directly to me by using the procedure given at the bottom of each form.

Best wishes

Subhas C. Mohapatra, Ph.D.
President

Attachments:

Convention Objectives

Application Form

Abstract form

Instructions for electronic submission of Application and Abstract

AN OVER VIEW AND OBJECTIVES OF THE 2008 CONVENTION

1st DAY AFTERNOON: Delegates arrive, registration, Presentation by the host NGO and Presentation by Dr. Subhas Mohapatra, President, IAFF.

o ***Dr. Mohapatra will make presentations on the following:***

His involvement in Orissa's rural development

How NGOs can become the engine of rural development in Orissa.

Possible interplay between small industries and agriculture to strengthen rural economy.

The Annual Workshop on Agriculture.

Prospect for unifying all NGOs of Orissa against unnecessary government interference.

How to make SHGs more effective, productive and successful

How Orissa's NGOs can obtain funding from NROs in the USA.

Partnership of Orissa NGOs with IAFF through micro-finance and technological assistance.

2nd DAY : Paper presentation by NGOs

3rd DAY MORNING: Strategy sessions, Networking, Grant writing workshop for those NGOs who need this assistance.

3rd DAY AFTERNOON: Departure.

APPLICATION FORM
(CAN BE DUPLICATED AND DISTRIBUTED)
3rd ALL ORISSA NGO CONVENTION

This form with the required abstract must reach IAFF office at Bhubaneswar as soon as possible, but no later than July 31, 2008. You can also send the application and the abstract directly to USA using procedure given below the abstract form.

Organization Name:

Address:

Name of person to attend the convention:

Age of the person: ; Gender of the person: ; Phone:

Fax: e-mail:

1. REGISTRATION FEE: Because one-third of the convention cost will be met through the registration fees, this will be determined on the basis of the number of applications we receive and the applicants we accept. Obviously, the greater the number of people who attend the convention, the lower will be the registration fee. Therefore please send this application form as soon as possible. **NO MONEY IS REQUIRED TO APPLY**
2. What is/are you discipline(s) of work:

3. Please mark one of the following: I need a place to stay ___; I will make my own arrangement ___

4. **PLEASE NOTE THE FOLLOWING: i). On-site Registration at the convention is not available. ii) Your acceptance will be determined on the basis of your abstract. An example abstract is attached.**

5. **RULES FOR THE ABSTRACT ON YOUR NGO (mandatory):** This information must be typed in English in a space no greater than 5" x 7" (12.5 cm x 17.5 cm) with at least 1.25 cm (0.5") margin on each side. Typed characters must be Times New Roman, size 11 font. The abstract must be in DOS-TEXT or MS-WORD format and submitted in a diskette. Your diskette will be returned to you at the convention. If you do not have access to a computer, neatly typed pages with above specifications will be accepted as long as there is no over-typing or hand-correction. The abstract must contain the following information. For your convenience an abstract example is given in the next page

Name of Abstract Author (If more than one person represent the same NGO, only one person should prepare the abstract).

This line should also contain address, phone number and e-mail address. Name and Address should not take more than two lines.

Give one single space below name and address.

Then give description about your NGO which must contain these information: Year when the NGO was founded, its objectives, Accomplishments to date, Future goals, Average annual budget (optional), Source(s) of funding (optional), your strengths, weaknesses, needs and limitations.

6. Registration Fee includes the following:

- i) **1st day:** Lunch, Snack, Dinner. **2nd day:** Breakfast, Snack, Lunch, Snack, dinner. **3rd day:** Breakfast, Snack, Lunch.
 - ii) Convention packet: Includes name badge, note pad, pen or pencil, Abstract book and program.
 - iii) The IAFF FORUM (2008), the official magazine of IAFF
 - iv) Photocopy of the lecture by Dr. Subhas C. Mohapatra: Title: Technology Based Rural Development in Orissa. Sub Title: Removing hunger and poverty and seeking prosperity through Integrated Farming System, Above Ground Agriculture, Controlled Environment Agriculture and Eco-Farming.
 - v) Group Photo of the participants (to be mailed later)
8. Lodging: You will have the option of choosing your own place of stay or you can request the host NGO for accommodation. If you use our accommodation you will be charged a fee which will be informed you when we intimate you the registration fee.

NO NGO WILL BE ACCEPTED FOR THE CONVENTION WITHOUT AN ABSTRACT. The abstract must fit inside a box same as the following example.

ABSTRACT
Subhas c. Mohapatra, President, IAFF (Indo-American Friendship Foundation), 1413 Boxwood Lane, Apex, NC 27502 USA. Ph: 919-362-7653; e-mail: iaff10@yahoo.com
IAFF was founded in 1988 as a non-political, non-religious, tax-exempt charitable organization. IAFF is a NRO (Non-resident Oriya) NGO and as such its mission is to extend a hand of friendship to India, the country of birth and early education for most NROs and USA, the country which offered them opportunities and prosperity. IAFF is primarily a granting agency, which wishes to extend its hand of friendship through partnership in the fields of Agriculture, Education and Health Care in Orissa and through sharing Orissan culture with the people of USA. To date, IAFF has provided support to educational institutions in Orissa in the form of Scientific Journal, Library, Computer, Property development and protection, Post cyclone reconstruction, Scholarship and Leadership development programs. In the USA, IAFF sponsors the most coveted SUBRINA BISWAL PRIZE IN PERFORMING ARTS during each OSA convention held annually every July 4 th weekend. Further, it offers interest-free educational loans to students who have just arrived in the USA from Orissa and face immediate financial hardship. It has also offered travel grants to students who need assistance to attend the OSA convention. IAFF's future goals is to assist NGOs in Orissa to develop organizational strength so they can better meet the needs of Orissa and obtain financial support from NROs for this purpose. This would be in addition to existing activities. IAFF has spent more than \$30,000 to date to support projects in USA and Orissa. Its sole source of income is donation from NRO well wishers of Orissa. IAFF executes its Orissa Program under two categories: sponsored projects and intramural projects. Sponsored projects are designed for specific organizations at specific locations for local benefit. Intramural projects must be regional in nature such that a wider region of Orissa will benefit from these projects. IAFF deals only with registered organizations. Each organization seeking funds from IAFF must sign a binding MOA (Memorandum of Agreement) before any fund is released to the organization. The following are IAFF's strengths: 1) It spends more than 95% of its income in program execution. 2) It is free of bureaucratic decision making process, thus reducing response time, and 3) It emphasizes infrastructure development and crisis prevention over crisis management; thus, most of IAFF's projects are futuristic in nature. Its greatest weakness is lack of strong fund raising programs, which limits its ability to initiate much-needed projects in Orissa.

The above lined box is the exact size representing the maximum limit of the required abstract. The abstract must not exceed the boundary on any side. The abstract to be submitted by the registering NGO should appear similar to the sample abstract given in the box.

INSTRUCTIONS FOR ELECTRONIC SUBMISSION: You can use one of the following procedures to send the application and abstract directly to me through e-mail or fax.

I. E-MAIL PROCEDURE: a) Fill out the application by hand or by typing, b) Type the abstract as shown above, c) Lay each document on ground with a soft background, d) Take a digital photo of each document, e) save each photo in jpg format in low resolution/e-mail format, f) send the photos to iaff10@yahoo.com as attachment. Please make sure to mention in the subject line: 2008 NGO convention so I will recognize it when I receive your mail.

II. FAX PROCEDURE: Follow steps (a) and (b) above. Then fax it to 440/378-2060. The procedure for this fax should be same as the procedure for making telephone calls to USA. The first three numbers (440) is the area code. After you have sent the fax, please send me an e-mail so I will track the fax and let you know the status.