



Applying for a Grant

Who and How We Fund

All applicants should be an incorporated, non-profit organization in their jurisdiction, and have a valid charitable/Nonprofit business number from that jurisdiction. All grants follow a Letter of Inquiry and Request for Proposal submission procedure; we do not make any grants or distributions without a written Inquiry and Proposal submission. Organizations and groups are encouraged to carefully read our submission guidelines and follow our Inquiry and Submission process detailed below.

Letters of Inquiries are accepted only twice each year (15 February, including the HELP Fund Annual General Meeting in early March, and 1 September). All Inquiries will receive an acknowledgement of receipt. If the applicant is requested to submit a full proposal, the applicant will be sent separate guidelines, will be given support in the submission process and will be given at least one month to prepare a full proposal. Proposals are considered and grants made as resources and support are available.

All grants are given to activities that further our charitable, educational and research purposes; that clearly fall within our areas of interest; and have a clear, public-good outcome. For example, we may grant funds to produce a video, but the video is specifically produced for use by a local hospital in an underserved area and intended to educate the general population about sexually transmitted infections.

In 2021, our three areas of interest are:

- **COVID 19 Support Projects:** Targeting marginalized persons to help them access information, mental health services and offline education during the global pandemic. Next grants available in March 2021.
- **Health, Environment and Literacy grants:** Targeting marginalized persons, with self-help programs that train locals or improve services and service outcomes; **with a focus in 2021 on COVID 19 and infectious disease**, with next grants available in March 2021.
- **Building Leadership and Social Entrepreneurs' Skills grants:** Targeting marginalized persons, supporting social enterprises in remote areas or innovative, non-formal education for youth and offline education for school children; next grants available in September 2021.
- **Connecting children through Global Classroom Initiative grants:** Helping students build their community activism and citizenship skills while working with culturally different student groups that share common issues of concern, with a focus on offline education; Next grants available in September 2021.

Please note, we **do not** fund:

- Individuals not involved in community-based work already supported by our organization, including no support of university scholarships, grants for personal needs or personal health care
- Federal, state, provincial or municipal government agencies and school boards (they can be involved in a project but the grant will be made to a partner cooperative/organization directly)
- Profit-based groups or organizations unless there is a project-specific public good output
- Fundraising events
- Projects not solely or primarily focused on health, environment and literacy/education or projects that do not work in partnership with beneficiaries and with skilled mentors
- Deficit or emergency funding
- Conferences, films or videos unless related to skills enhancement and with outputs for the community good
- Capital campaigns or expenditures such as furniture or vehicles.

Please bear in mind that our funds are limited. Not all Inquiries will result in a request for a Proposal; and not all proposals will be funded. Individual grants are never made for more than 10% of total fund assets in any given year. Average grant size in 2020 was \$3580.00 and in 2019 was \$4011.00.



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You may apply for a grant by visiting the Get Involved page (apply for a grant) of our Web site: <http://www.thehelp-incfund.org/apply-for-a-grant.html> and submitting a Letter of Inquiry during each application round timeframe. You will be asked to indicate the region where your work will be pursued.

You will also be asked to provide basic information on a downloadable spreadsheet format:

- Contact information for yourself and your organization/group.
- Brief description of your organization/group.
- List of those who would carry out the project and their qualifications/association with the Fund.
- Description of the purpose of the project and the issues/needs it is intended to address.
- List of activities to meet those needs with corresponding outcomes from an activity.
- Specific, estimated project budget and time frame.

Once the Letter of Inquiry is filed, you will receive an acknowledgement and be told when your Inquiry is scheduled for review. After review, we will notify you whether or not we want a full proposal submitted, and you will be supported in that process.

We support equal opportunity in our grant or distribution making. When evaluating grant proposals, we consider the opportunities that applicants provide for disadvantaged or impoverished groups, or furthering global education. The activities we support through grants and program-related investments must be charitable, educational or science/research based as defined under the appropriate provisions of the U.S. Internal Revenue Code and Treasury Regulations.

As we pursue our purposes, we take all reasonable measures to fulfill our responsibilities as a tax-exempt charitable organization. We want to make sure that our funds are used for their intended charitable purposes and do not support any activities that violate the U.S. tax code or anti-terrorism laws. Because we appreciate the important work that our grantees do around the world, some in extremely difficult environments, we strive to fulfill our oversight responsibilities without creating undue burdens for them.

How We Monitor Grants

To ensure the appropriate use of our grant funds and compliance with the U.S. tax code and U.S. anti-terrorism laws, the Fund has extensive procedures for making and monitoring all grants. These include the following:

- **A Pre-Grant Review:** All potential grantee organizations and their programs are assessed by a Board member or program officer who discusses the proposed work with the prospective grantee and determines the organization's capacity to undertake it.
- **Due Diligence and Compliance with U.S. Anti-Terrorism Financing Rules:** All proposals will be reviewed by a Board member or program officer to insure they are in compliance with applicable U. S. law and that documents fully identifying the grantee as a legal recipient are included in the submission. Under applicable law, the foundation checks all prospective grantees against available lists of terrorist groups. These checks also take place throughout the life of all grants.
- **A Countersigned Grantee Agreement/Contract:** This agreement establishes a range of grant conditions, including revocation of grant agreement details. Every grantee is required to sign it.
- **One or More Site Visits:** A Board member or program officer will visit the grantee during the term of the grant.
- **Financial and Narrative Reports, including Images of Activities:** During the grant timeframe, recipients are required to submit reports that are reviewed by a Board member or program officer for compliance with the terms of the grant. This always includes a final report with a focus on outcomes, with copies of receipts, and a submission of report to the Fund's Knowledge Bank.

If you feel you can help us achieve our charitable, educational and research purposes, we encourage you to submit a Letter of Inquiry through our website or directly to a Board member.