



YP FOUNDATION GRANT APPLICATION GUIDELINES & REQUIREMENTS

INTRODUCTION

YP Foundation is a private family foundation offering grants and assistance to carefully selected partner organizations. We believe in helping the most vulnerable populations and communities in the hopes that they can, in turn, give back. At this time, YP Foundation invites grant applications for projects only from organizations based outside of the United States.

OUR GRANTS & GRANT PROGRAMING

Our goal is to continuously seek out new ways to positively impact the lives of those who deserve it most. Therefore, YP Foundation is interested in supporting various programs and initiatives that align with our four key Mission Pillars, focusing on Health & Well-Being, Community & Economic Development, Personal Growth & Opportunity, and Equality.

Our grant program is open to non-profit organizations that align with any of the following areas of focus:

Health & Well-Being

- *Health & Wellness*
- *Women's Health*
- *Mental Health & Suicide Awareness*
- *Nutrition & Development*
- *Maternal & Newborn Health*

Community & Economic Development

- *Agriculture & Farming*
- *Capacity Building*
- *Poverty & Sustainable Development*
- *Hunger & Food Insecurity*

Growth & Opportunity

- *Family Support & Development*
- *Quality Education & Learning*

Equality

- *Equal Opportunities For All*

If your project and/or program aligns with any of our Mission Pillars, we welcome you to apply for a grant by first reviewing our Grant & Grant Programming Eligibility Criteria, which can be found in this document, and then submit a Letter of Intent via our website.



GRANT & GRANT PROGRAMMING ELIGIBILITY CRITERIA

Applicants:

At this time, YP Foundation invites grant applications for projects only from organizations based outside of the United States.

- All applicants must obtain any necessary legal and/or regulatory approvals, consents, or reviews required to accept foreign grant funds and/or conduct the project and/or program activities before concluding the funding agreement

Additional Criteria:

- Eligible applicants include social enterprises and legally recognized organizations (e.g., non-profit, for-profit, limited liability companies, research/academic institutions) that:
 - Can successfully perform activities in their technical area
 - Can receive and administer grant funding
- All grantees must prove their projects and/or programs align with at least one of the YP Foundation's Mission Pillars:
 - *Health & Well-Being*
 - *Community & Economic Development*
 - *Personal Growth & Opportunity*
 - *Equality*
- There can only be **one project lead** for each project, and they must be affiliated with the applying organization. The project lead should be the highest level of responsibility, working directly on the project and the main point of contact for YP Foundation
 - A project lead can only be listed on one application. Single institutions can submit multiple applications, but each needs a different project lead
- All grantees must commit to providing **quarterly reports, final reports,** and attend **mid-year check-in meeting**
- YP Foundation will **only** consider applications that include **all required information** and address all necessary questions. Therefore, **you must complete the entire application process to be considered for review**



OUR GIVING LIMITATIONS

Below are examples of what we do **not** fund:

1. Direct donations or grants to individuals
2. Sole Proprietorships
3. Unincorporated trusts and partnerships
4. Government organizations
5. Political campaigns and/or legislative lobbying efforts
6. Building or capital campaigns
7. Projects that specifically serve religious purposes

SUBMITTING A LETTER OF INTENT

If you meet the above criteria and you are interested in applying for a YP Foundation grant, please submit a letter of intent. Letters of intent should include a summary of your project or program, which will enable YP Foundation to assess how well it aligns with the YP Foundation's Mission Pillars. Letters of intent are accepted on a rolling basis at this time. Selected applicants will be notified within **four weeks** and invited to submit a **full proposal** with a given deadline for completion.

Please note, before submitting a letter of intent please read our **Letter of Intent Requirements** to ensure your planned project and/or program aligns with the noted guidelines below.

Once you are ready to submit your letter of intent, please send all necessary information to YP@yp-foundation.org.

LETTER OF INTENT REQUIREMENTS

YP Foundation will **only** consider letters of intent that include **all required information**, noted below:

- **Project and/or Program Title**
- **Registration Information**
 - Project lead contact name, telephone number, and email address
 - Project lead occupation/title
 - Address
 - Organization name



- **Organization Information**
 - Organization address, telephone number, and website address
 - Any legal and/or regulatory approvals, consents, or reviews required to accept foreign grant funds and/or conduct the project activities before concluding the funding agreement
- **Cover Letter:** A cover letter that includes a brief introduction, the goals of the overall proposed project and/or program, and why you believe it aligns with YP Foundation's Mission Pillars (maximum 1 page, uploaded as a PDF).
- **Focus Area:** Description of the area of focus your proposed project and/or program will be covering
- **Timing:** An estimated timeline of the proposed project and/or program (maximum one year)
- **Estimated Requested Funding Amount:** An estimate of necessary funding you require for your project and/or program. (Non-itemized. Limit of \$125,000/year on grants)
- **Estimated Total Cost:** The estimated total costs of your proposed project and/or program (NOTE: This may be more than the requested funding amount if other funds will be used to complete all objectives)
- **Planned Outcome:** A detailed description of the expected outcomes of your proposed project and/or program and how the anticipated results will benefit your area of focus
- **Additional Background Information:** Additional background information available on your particular area of focus
- **Anticipated Project Activities:** Provide a brief explanation of the expected project and/or program activities you plan to conduct. Include information about how you plan to execute these activities, timing, expected outcomes, and overall benefit to your area of focus

THE LETTER OF INTENT REVIEW PROCESS

Once you submit your letter of intent, applicants will be notified if your Project concept has been approved within **four weeks** from the submission date. If your letter of intent is accepted, you will be requested to submit a **full proposal** using the outlined application guidelines, which can be found in this document.

You should prepare your final proposal to include an in-depth description of the project, which will enable YP Foundation to assess the overall value and quality of your proposed project and/or program.



TIMING

YP Foundation will accept letters of intent on a rolling basis at this time. Applicants will be notified within **four weeks** from the submission date. **Successful applicants will be given a deadline to complete their final proposal submission for review by YP Foundation.**

Please note, YP Foundation may, at any time and at our sole discretion, change the eligibility criteria for applicants, project leads, and/or any eligible countries, as long as it does not substantially undermine the overall review process.

SUBMITTING A FINAL PROPOSAL

If your letter of intent is approved to move forward to the next phase of YP Foundation's grant application process, we will provide you with a deadline of completion for your final proposal.

Your final proposal should include all required information listed below, which will enable YP Foundation to assess the overall value and quality of your proposed project and/or program.

Final proposals should be submitted as a PDF document to the following email address: YP@yp-foundation.org

FINAL PROPOSAL REQUIREMENTS

YP Foundation will **only** consider proposals that include **all required information**, noted below:

1. **Registration Information**
 - Project lead contact name, telephone number, and email address
 - Project lead occupation/title
 - Address
 - Organization name
2. **Organization Information**
 - Organization address, telephone number, and website address
 - Any legal and/or regulatory approvals, consents, or reviews required to accept foreign grant funds and/or conduct the project activities before concluding the funding agreement
3. **Organization Background**
 - Organization's mission statement
 - A brief overview of the organization and evidence of its impact
 - Names of the organization's Board of Directors and key staff
 - Organization's other major donors and dollar amount of contribution(s)



4. Grant Request Summary

- Project and/or program title, start and end dates
- Project and/or program summary
- Description of alignment with one or more of YP Foundation's Mission Pillars:
 - *Health & Well-Being*
 - *Community & Economic Development*
 - *Personal Growth & Opportunity*
 - *Equality*
- Ethnicity, age, and gender of the population served
- Primary location served
- Project and/or program website (if applicable)

5. Project Details

- Executive summary of the grant application
- Describe the community need that the project/program addresses
- Describe what other organizations are doing to address this problem and what makes your approach unique
- Provide a brief history of the project/program
- Describe the current project/program objectives and how they will be met
- Provide an analysis of the risks and limitations, including how these factors will be addressed or minimized
- Provide the project/program timeline

6. Project Budget

- Total project/program budget and requested amount of funding
- Type of support:
 - Program Support, Operating Support, Planning/Evaluation, Research Support, Capital Support, Endowment
- List other donors and supporters and amounts contributed to this specific project
- Detailed project budget including a description of how the funds will be spent and how the requested amount was determined
- The total annual organizational operating budget

7. Grant Evaluation

- If this project was previously funded by the YP Foundation, provide a brief report on the results of the grant (i.e., amount of funding, what was accomplished, challenges encountered, and corrective actions taken)
- Explain how you will define success for this project/program



- Describe the project/program deliverables and expected outcomes
- Please describe the involvement of the stakeholders (e.g., Board members, target population, community members)
- Please provide a sustainability plan. What steps will your organization take to ensure the future success of the proposed project beyond the completion of YP Foundation funding (i.e., future financial support, staff requirements, continued community interest)?

FUNDING DECISION

Once your final proposal is submitted, it will be reviewed by YP Foundation to ensure your project and/or program considered for funding meets the high standards of quality and impact sought by YP Foundation. The assigned project lead/primary contact will be notified of project approval or denial directly from YP Foundation.

TERMS OF FUNDING

This section outlines YP Foundation's guiding principles and terms of funding. If selected for funding, projects and/or programs will be required to comply with the related policies as outlined. These policies may be updated from time to time without prior notice to the applicant.

Funding Agreement:

YP Foundation requires the following in the event of successful funding:

- All approved applicants will be required to sign a **Funding Agreement form** before proceeding with funding, which will be provided to you once you are notified of funding approval
- Quarterly performance reporting, detailing how funds were used and outcomes achieved
 - All grantees must commit to providing **quarterly reports** and be available for a meeting or phone call to discuss project status
- A **final project and/or program report** delivered in a timely manner that presents a clear assessment of overall project impact and details accounting for all financials associated with the project and/or program.
- All reports (quarterly and final) must be submitted via PDF document to the following email address YP@yp-foundation.org.



Eligible Costs:

The following provides a detailed overview of costs directly related to the project implementation that are eligible under YP Foundation funding.

Remuneration - Funding Recipient's Employees

- Remuneration includes salary and daily wage rates paid to related personnel for work directly related to the project and/or program.
- Salary and wage rates should be comparable to the local market for similar types of work. The following costs are considered remuneration: direct salaries and benefits in accordance with internal policies.

Travel Costs

- These will include actual and reasonable travel costs directly related to the implementation of the project.
- Actual and reasonable costs arising from the purchase, rental, maintenance, transportation, and installation of goods, assets, and supplies directly related to the project and/or program, provided that such costs do not exceed the fair market value and are eligible expenses

Equipment Costs

- The price paid for this expense must be reasonable compared to alternative options in the market. Costs may include the basic purchase price, freight, and installation of equipment

Project Administration/Overhead Costs

- YP Foundation will **not** fund any administrative or overhead costs of the successful grant applicant
- 100% of all grant funding is to be used towards the project and/or program

TERMS OF DISBURSEMENT

- Depending on the project and/or program funding amount, YP Foundation will provide an **outline of fund disbursement timing** at the time of funding approval.
- Funding that **exceeds \$75,000 USD will be disbursed in phases** according to the overall project and/or program timing.