



Retail Orphan Initiative

Helping Vulnerable Children Worldwide

RETAIL ORPHAN INITIATIVE – 2011-2012 Grant Guidelines

It is the mission of Retail Orphan Initiative (ROI) to raise awareness and provide real solutions for the more than 400 million vulnerable children worldwide.

Grant guidelines for the 2011-2012 grant cycle are outlined below. Proposals must follow the attached application format and include all specified information in the designated order to be considered. Incomplete proposals will not be returned or considered for funding.

The deadline for applications is **Thursday, March 1, 2012**. Grant recipients will be announced by Friday, April 20, 2012. Proposals must be postmarked by March 1, 2012 and mailed to:

Retail Orphan Initiative
c/o The Giving Back Fund
6033 W. Century Blvd., Suite 350
Los Angeles, CA 90045

Requests for endowments or multi-year grants will not be accepted. Grant recipients must re-apply each year, though previous grant recipients are not required to submit a letter of inquiry.

ROI Grantmaking Guidelines

Focus:

The focus of the charitable foundation is to provide grants to charities that work in the following areas:

1. Orphan care such as food, shelter, clothing
2. Foster care support organizations
3. Adoption support organizations
4. Grants and zero interest loans for adoption
5. Child rescue from human trafficking
6. Life-skills training for vulnerable children

Eligibility:

Please be aware of the following eligibility requirements:

1. Must be a qualified 501(c)3 charity. Grants will not be awarded to individuals.
2. Previous grant recipients must be up to date with their reporting requirements.
3. International charities are eligible, however, we prefer to grant to international charities through a U.S. based charity as an intermediary.
4. Operating costs of proposed project must be less than 35 percent of the budget.

Evaluation:

Applications will be evaluated on the following criteria:

1. Thoroughness of presentation and inclusion of all requested materials.
2. Proposed project readiness.
3. Proven sustainability.
4. Alignment with ROI mission.
5. Demonstrated need.
6. Level of proposed impact.

Application Process:

New grantees interested in applying are strongly encouraged to send a Letter of Inquiry (LOI) to the Giving Back Fund. The LOI should be comprised of the attached grant application cover sheet and a short narrative outlining your organization's projects or needs (no longer than one page). Staff members are available to provide further details on the grantmaking process and can recommend whether or not your organization submit a proposal.

LOIs can be sent to Jessica Duffaut at the address above or emailed to jduffaut@givingback.org.

When submitting an application, please submit one (1) copy that is *not* bound or stapled.

Retail Orphan Initiative 2011 Grant Application Cover Sheet

Organization name: _____

Address: _____

City, State, Zip: _____

Website: _____

Executive Director (or similar title): _____

Phone number: _____ E-mail address: _____

Contact person (if different than above): _____ Title: _____

Phone number: _____ E-mail address: _____

Amount of Request: _____ Percent of proposed budget: _____

List any prior support from ROI (amount and year): _____

Background (please describe your organization's history and mission):

Purpose (please summarize your funding request here and indicate the type of request):

Program/specific project

General Operating Support

Event

Capital

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Please provide the following information in this order.

I. Narrative

A. Background – Describe the work of your organization, addressing each of the following:

1. Current programs and accomplishments.
2. Overview of organization's structure including the number of full- and part-time staff as well as volunteer involvement.
3. Amount of 2010 organizational budget and date of fiscal year end.
4. Percentage of 2010 budget reserved for overhead (general and administrative) costs.
5. Describe your organization's constituents overall including the total number and breakdown by age, gender, race/ethnicity, income levels, disabilities and geography.

B. Funding Request – Please describe the program for which you seek funding and address each of the following:

1. If applying for general operating support or capital, please describe in specific detail how monies from this grant would be used including the amount of funding that would go towards salaries and/or administrative expenses.
2. If your request is for a specific project, please explain the project and include the following:
 - a. Program strategies.
 - b. Target population.
 - c. The number and age range of the people who will benefit from the proposed project. Please be as specific as possible.
 - d. Specific activities and timetable for meeting your stated objectives.
 - e. How does the project contribute to your organization's overall mission and what do you ultimately hope to accomplish through your proposed project?
 - f. What are your plans for fully funding and sustaining this program?
 - g. What other agencies or associations are you working with on this project?
 - h. How will you measure and monitor the program's progress and effectiveness going forward?
 - i. What relevant assets and experience does your staff bring to this project?
 - j. Describe your criteria for a successful program and the result you expect to achieve by the end of the funding period.

II. Attachments

A. Financial Information

1. IRS 501 (c)(3) Tax Determination Letter (U.S. Organizations).
2. Most recent financial statement, audited if available.
3. Most recent 990 Form filed with the IRS (U.S. Organizations).
4. Operating expense budgets for current and most recent fiscal year.
5. List of Public and Private Funding Sources for your organization during the past fiscal year.
6. If project funding is requested, please include:
 - a. Current expense budget for the project.
 - b. List of all other sources of income for the program including committed and prospective, with amounts.
 - c. Specific uses of the requested grant, if possible.

B. Other Supporting Materials

1. List of Board of Directors, with affiliations.
2. Most recent annual report, if available.
3. Three recommendation (or support) letters from other organizations and or individuals you are currently working with or have worked with in the past. This may include up to two parents whose children have benefitted directly from your program(s).
4. Optional: brochures, newsletter, website address, etc.