

Ananda Foundation
Grant Guidelines
2008

TABLE OF CONTENTS

I. A PERSONAL WELCOME	3
II. CONTACT INFORMATION	4
III. NGO APPLICATION	5
IV. NGO BACKGROUND	6
V. GRANT POLICIES	8-9
VI. GRANT ELIGIBILITY (INDIVIDUALS)	10
VII. APPLICATION FOR ADELINE'S GIFT SCHOLARSHIP	11
VIII. APPENDIX 1: PROPOSAL OUTLINE	13
IX. APPENDIX 2: PROPOSAL & DOCUMENT CHECKLIST	14

A Letter from the Executive Director

In a time in which humanitarian crises are increasingly apparent, much attention has been given to victims in the immediate aftermath of crises and instability. While this is important, people of the developing world are also victims of a greater crisis--poverty. The effects of global disparities are widespread and evident; the needs of the poor are commonly overlooked in light of the most recent humanitarian relief and rebuilding efforts. With poverty comes a host of additional challenges including stigma, discrimination, and social injustice. It is the mission of Ananda Foundation to alleviate the unnecessary suffering of these populations, to preserve the integrity and dignity of populations living in poverty and to provide opportunities for generations born into the cycle of poverty. *Ananda*, in Sanskrit means happiness or bliss. We work to give people hope and happiness.

The Ananda Foundation is a grant giving organization that assists grassroots NGOs (nongovernmental organizations) and nonprofits working to find sustainable solutions for people living in poverty. We support projects that empower citizens to take charge of their lives. The right to life is a basic human right that should be afforded to all global citizens regardless of socioeconomic status, caste, gender, race, ethnic background and religion. Our approach is to combat poverty by understanding its root causes. We believe that by giving people tools, investing in their welfare and quality of life, the poor themselves will have an increased capacity to serve as a force for change. We believe in the power of communities to have a collective responsibility to help. With this focus, we envision empowered communities helping themselves.

The Ananda Foundation was founded in 1993 by Adeline Lipton at the age of eighty-seven. Adeline traveled extensively throughout the world during her lifetime and shared a deep concern and compassion for the welfare of the underprivileged. Based in Hawaii and Boston, The Ananda Foundation is managed by Adeline's daughter and granddaughter who serve as Project Coordinator and Executive Director respectively. In 2006, Ananda Foundation opened its first international office in India.

We lost Adeline in 2000, yet her legacy remains. She demonstrated that it is never too late to help those in need. The generosity of her spirit and her passion for the world's children is a guiding principle for many of the projects selected by Ananda Foundation. Adeline's spirit lives on through the lives that are given hope. We at the Ananda Foundation believe that it is an inherent responsibility to help humanity. Thank you for your interest in The Ananda Foundation.

Sincerely,

Levani

Ms. Levani Lipton, MPH
Executive Director

Our Mission:

The mission of the Ananda Foundation is to alleviate the suffering of individuals and families in the poorest communities through sustainable grassroots initiatives aimed at local empowerment, access to health services, and educational opportunities in an effort to fulfill basic human rights embracing a spirit of compassion and service to humanity.

* * *

GRANT POLICY: *We prefer that grant proposals be sent via email. If email is not accessible, please send the proposal to the appropriate Ananda Foundation office.*

For grant proposals from the following regions:
(USA, South America, Central America, Africa, Oceania)

The Ananda Foundation
1770 Mass Ave. # 140,
Cambridge, MA, USA 02138
Email: Grants@anandafoundation.org

For grant proposals from India:
Ananda Foundation India
71/4, Kavitha Nilayam, 8th Cross,
Gangadarappa Garden, Jarganahalli,
J.P. Nagar, 6th Phase, Bangalore- 560078
Email: smathew@anandafoundation.org
Attn: Mrs. Sherly Mathew, Country Director

Disclaimer: The Ananda Foundation reserves the right to reject grants that are not consistent with our mission, or 1. are politically motivated, 2. from NGOs that are not legitimate or 3. from projects that are located in highly sensitive areas in which security and well-being of staff and beneficiaries is threatened. Please note that we are a small foundation with limited resources. Though we actively fundraise year long, we will try to accommodate to our capacity grant proposals requested.

Ananda Foundation #7541, a nonprofit fund of [Waterstone Support Foundation](#), a 501 (c)(3). Tax ID #841430063.
Visit us on the web, <http://www.anandafoundation.org>

Application for Grant

In order to review your application fairly and promptly, we need complete and specific information about your organization. Please answer the following questions.

Address

Street: _____ **City:** _____

State/Province: _____ **Country:** _____ **Postal Code:** _____

Phone: _____

Fax: _____

Email: _____

Website: _____

Contact Person: Mr. Ms. Mrs. _____ **Title:** _____

1. Name of NGO: _____

2. Nonprofit Tax ID/Registration _____ NGO Registration Number _____

3. Project Type: Health _____ Development _____ Education _____ Environment _____

4. Target Population: Women ___ Children ___ Elderly ___ Persons with Disabilities ___

5. Project duration: _____ years/months (*please circle*).

6. Amount Requested: _____ (US dollars).

7. Is this a new project _____ or a continuing project _____?

8. Location of the project _____

I have read and understand the grant guidelines and policies of the Ananda Foundation and certify that the information provided herein is valid to the best of my abilities. Please continue to page three of the application.

Sign: _____

Print: _____

Date: _____

BACKGROUND Information

CONTACT INFORMATION

1. How did you learn of the Ananda Foundation?
2. What is your preferred method of communication with us? (Post, FAX, or E-mail)

PURPOSE

1. When was your organization formed, and who started it?
2. What are the main goals of your organization?
3. In which communities does your organization work?
4. What are the main issues and challenges in these communities? How does your group address these issues and/or needs?

STRUCTURE

1. What is the structure of your organization? Please describe your staff, board, advisors, volunteers, and members, including their roles and the gender breakdown.

ACTIVITIES/PROGRAMS

1. Describe your organization's past activities and/or programs.
2. Describe your organization's present activities and/or programs.
3. Describe your organization's plans for the next three to five years.

FINANCIAL INFORMATION

1. What was your organization's total annual budget in the past calendar or fiscal year? Please list the main categories of expenditures, give an amount for each, and indicate the currency.
2. If you have received funding before from any international donors, please provide us with contact information for at least one sponsor who can serve as a reference for your organization.

Grant Policies & Guidelines

Grant Policies & Guidelines

As is our policy, we are committed to long term sustainability and improving the lives of the poor through compassion and service. We support small projects that work to empower citizens at the community level. Hence, once a grant is awarded to a project, it is our hope to facilitate the longevity of the project long after the grant period expires.

Grant Eligibility (community-related projects):

To qualify for a grant from the Ananda Foundation the following criteria must be met:

- 1) There must be a need for a project. This need must be demonstrated.
- 2) The project must focus on meeting the basic needs of the poor*.
- 3) The sponsoring agency (NGO) must be a registered 501-3C or international equivalent of having a nonprofit status.
- 4) International NGOs must show proof of FCRA certificate required to receive foreign funds.
- 5) The aim of the project must be consistent with the mission of the Ananda Foundation.
- 6) There must be at least minimal infrastructure which includes:
 - a. a bank account
 - b. personnel responsible for accounting
 - c. monthly project reports
 - d. indicators and evaluative systems to measure progress of projects
- 7) Projects should be consistent with planning for long term sustainable interventions.
- 8) The project should focus on empowering the local community to take charge of their own lives with tools for development at a grassroots level.

We support projects that focus but are not limited to the following areas:

- Increasing access to basic medical services
- Improving the health of vulnerable populations
- Providing educational opportunities & scholarships for children
- Supporting empowerment projects for women
- Supporting economic & social integration opportunities for the physically Challenged & disabled

In reviewing grant requests, priority will be given to the following groups:

- A. An organization that is beginning and demonstrates the potential to meet the needs of an underserved area not previously helped or that is need seed financing. *Groups that have access to larger donor agencies and additional foreign donors are less likely to receive support from Ananda Foundation.*
- B. An organization that is working to target the root causes of poverty.
- C. Organizations whose projects are community & need driven and involve the participation of the local community.
- D. An organization that is led by and/or working with disadvantaged or marginalized populations, for example, HIV orphans, street children, persons affected by HIV, refugees, sex workers, women, child laborers, minorities & indigenous populations and underserved populations living in poverty*.

*** For NGOs in India:

NGOs in India who have received foreign funding will be considered on a case by case basis. Ananda Foundation's preference is to support grassroots NGOs who have not received foreign funds.

Awards: Grant awards will typically range from \$500-5,000 US dollars depending on the project's scope, timeframe, and need. **The aim of our grant giving is to meet basic needs of populations through interventions based on need which focus on solutions at the grassroots and are community driven.**

**The Ananda Foundation defines this population as any person living in poverty who cannot afford to provide for basic needs of themselves and their families.*

Timeframe: Grants are accepted on a rolling basis. We award grants approximately every four to five months. A notice of receipt of an application will be sent within four weeks of its arrival.

Commitment: Once a grant is awarded, the sponsoring agency (NGO) is responsible for:

- 1) A biannual progress report.
- 2) Monthly email updates on projects
- 3) Documentation in the form of pictures and written updates from the field.
- 4) An annual report which will include lessons learned for the betterment and future improvement of projects.
- 5) The Ananda Foundation is committed to visiting the field, meeting beneficiaries, and evaluating projects.

Sustainability:

- ◆ Towards the end of the grant period a community visioning is recommended to establish ways that the community can help sustain and support their fellow citizens.
- ◆ The Ananda Foundation will help when possible to continue to raise funds for projects that are deemed beneficial to the populations they serve.

Procedures:

Once it is determined that a project meets the eligibility criteria for a grant the following must be done.

- 1) Complete a grant application form.
- 2) Submit a typed proposal of the project either using our sample proposal guidelines or a standard proposal request. Make sure you have included all the items on the checklist.

Process of Grant Distribution:

- ❖ Once a grant request is received, it is reviewed by the Ananda Foundation.
- ❖ If there are questions or clarifications, we will contact you via email.
- ❖ Once a grant has passed the initial review, it proceeds to the board of directors of the *Charities Support Foundation* for a final approval.
- ❖ If approved, grant awards will be dispersed within three months from initial receipt of grant proposal.

Ananda Foundation #7541, a nonprofit fund of [Waterstone Support Foundation](#), a 501 (c)(3). Tax ID #841430063.
Visit us on the web, <http://www.anandafoundation.org>

Grant Eligibility (Individual):

In 2006, Ananda Foundation added a new type of grant. Adeline's Gift Educational scholarships for children and young adults. Educational scholarships are restricted grants that may be used for the following categories:

- School books
- Uniforms
- School supplies
- Braille Materials
- Skills training
- Global leadership opportunities
- University Education (South America, Oceania, Central America, Africa, South Asia, Southeast Asia)
- Specialty College Education (South America, Oceania, Central America, Africa, South Asia, Southeast Asia)
- Testing, Entrance exams, Application fees

To qualify for an Adeline's Gift Scholarship

- A student must demonstrate financial need
- There must be no other financial subsidy available
- An letter of acceptance from the academic institution / program must be submitted
- An application must be filed with Ananda Foundation
- The academic institution must be in the country where the applicant resides
- Records, report cards, and / or transcripts need to be sent to Ananda Foundation
- Students must write an essay about why they want to attend a college/university/skills training program and include their intentions for their future
- There needs to be a local advisor who will support a student's commitment to education

Additional Information:

- ✓ Applications for Scholarships should be submitted to Ananda Foundation 4-6 months in advance of entry into the program.
- ✓ A budget of the costs involved in the academic program must be included
- ✓ A timeline for a program of study should be included
- ✓ Notification will be given two months after receipt of application
- ✓ Scholarship Grants range from: 100-1500 USD & are dependent on program of study
- ✓ If a student is selected for a scholarship, they will have to sign a contract affirming their commitment to educational studies.
- ✓ Funding will be sent directly to educational institution
- ✓ Applicants must demonstrate a plan for how they will 1) help other students in their community or 2) how they will intend to give back to their community with the knowledge gained in their academic pursuits.

Contact Information for Applications:

By email: Scholarships@anandafoundation.org

By post: Adeline's Gift Scholarship
c/o Ananda Foundation
1770 Mass Avenue #140
Cambridge, MA USA 02140

Application for Adeline's Gift Educational Scholarship

Name of Applicant _____

Date of Birth _____

Applicant's Address

State/Province: _____ Country: _____ Postal Code: _____

Phone: _____ Email: _____

Advisor Name & Address

State/Province: _____ Country: _____ Postal Code: _____

Name of Academic Institution _____

Intended Area of Study _____

Intended Length of Study (years) or (months) _____

Type of Degree _____

Personal Essay:

- 1) Please write a 2-3 page essay on why you feel you qualify for an Adeline's Gift Scholarship. Some topics you may choose to discuss would include your family background, the situation for educational opportunities, financial situation, needs of your community

- 2) Please write a 2-3 page essay on your reasons for applying for an Adeline's Gift Scholarship? What are your future ambitions and goals? What kind of life do you envision for yourself, your family, your community? How will you give back to your community when you are complete with you studies?

I have read and understand the grant guidelines and policies of the Ananda Foundation and certify that the information provided herein is valid to the best of my abilities. Please continue to page three of the application.

Sign: _____

Print: _____

Date: _____

Proposal Outline

(for community based projects)

Appendix 1: Basic Proposal Outline

I. Defining the problem

- A. Background description of problem
 - a. What is the issue of concern?
 - b. What is the target population?
 - c. What are the needs of the people/population who will be the beneficiaries/recipients?
 - d. How has this need been determined?
- B. Has this issue been helped or addressed previously?
 - a. Why or why not?
 - b. By whom?

II. Defining the project

- A. What is the scope of your project? What is the purpose of the project?
- B. What are the goals and objectives of the project?
- C. How will you measure project objectives?

III. Defining evaluative measures & lessons learned from the project

- A. What indicators will be used to measure the success of the project?
- B. What criteria will be used to evaluate the project?
- C. What are the deliverables in which this data will be presented?

IV. Defining the estimated timeframe for the project

- A. Can this project be deemed sustainable?
- B. Can there be long term plans for this project?
- C. What are the long term plans?

V. Defining your budget

- A. What are the anticipated project costs?
- B. Are there resources in the local community that can be used to help the project?

Appendix 2: Proposal & Document Checklist

- _____ Project Background
- _____ Project Sponsoring Agency (NGO/Nonprofit)
- _____ FCRA Registration
- _____ NGO or 501c3 Certificate
- _____ Current Activities (if applicable)
- _____ Banking Information
- _____ Background of the project
- _____ Objectives & activities of project
- _____ Plan for monitoring & evaluation of project
- _____ Budget
- _____ Indicators of success
- _____ Timeline of project

Ananda Foundation, a nonprofit fund (#7541) of [Waterstone Support Foundation](http://www.waterstone.org), a 501 (c)(3). Tax ID #841430063.
Visit us on the web, <http://www.anandafoundation.org>