



## GRANT MANAGEMENT POLICY & PROCEDURES

The organization conducts due diligence on all Grantors and Grantees to ensure that the source of donated funds are legitimate and in no way linked or connected to risks of Money Laundering or Terrorist Financing.

Aerial Recovery has a grant application and management process that includes the following steps:

**STEP 1:** Aerial Recovery's 'Request for Funding Consideration - Proposal Template' (See Appendix A.) is sent to potential Grantees. They are asked to complete this form thoroughly and return it to Aerial Recovery Leadership.

**STEP 2:** The Leadership Team reviews these proposals on a case by case basis. Proposals that effectively demonstrate that the proposed organization, project, program, mission/operation or initiative is aligned with Aerial Recovery's mission, vision, charitable objectives and values and that present a comprehensive, strategic plan for how funds will be utilized in such a way as to effectively achieve the intended purpose are considered for funding.

It is at this point that due diligence (Reference Aerial Recovery's Ethical Fundraising & Due Diligence Policy) is conducted to mitigate any potential risks to the organization and to ensure that should grant funds be distributed, that they would be stewarded responsibly and with integrity.

It is Aerial Recovery's strong preference to provide grant funding to registered charities or at least regulated entities. There are unique cases where grant funding may be provided to a contractor or a team of contractors but these are only in the case of needing to fund an Anti-Human Trafficking operation (rescues or take-downs) by paying for contractors who are Anti-Human Trafficking Undercover Operators.

It is imperative that risk-mitigation measures are put into place prior to any grant funding being dispersed and that Key Performance Indicators (KPI's) and other monitoring, evaluation and impact measurement tools are in place to ensure that grant funds are supporting activities that are accomplishing the intended outputs, outcomes and impact.

**STEP 3:** Should the funding proposal meet the leadership team's assessment measures and the leadership team wish to approve the funding proposal, then the board of directors are presented with a request to approve said proposal (the board must be provided with all of the requisite information to make an informed decision).

**STEP 4:** Should the board approve the request for funding, then a grant/donation agreement is drafted (see Appendix B 'AR Donation/Grant Agreement Template') and is reviewed by both the Grantee and the Grantor and if in agreement, is then signed by both parties.

**STEP 5:** Once the grant/donation agreement is signed, the funds are distributed. The grant/donation agreement should detail key monitoring and evaluation measures and/or reporting terms that the Grantee must adhere to and report on within an agreed upon time frame.

## **APPENDIX A**



Aerial Recovery is a registered 501 c 3 public charity in the United States of America that provides international disaster response humanitarian assistance.

## **REQUEST FOR FUNDING CONSIDERATION** **– PROPOSAL TEMPLATE**

Please use the following proposal form to submit requests for donations or grant funding considerations. A project plan and a detailed budget are required for your proposal to be considered. This template will help guide you on what information to provide.

If you have any questions, please do not hesitate to contact **insert name and contact information for relevant staff at Aerial Recovery who are tasked with grant management responsibilities.**

**APPLICANT'S NAME:** \_\_\_\_\_

**WHO YOU REPRESENT:** \_\_\_\_\_

*(The name of the organization, social enterprise, business, project, program, mission/operator or initiative that you are requesting funding to support)*

**CONTACT EMAIL & PHONE #:** \_\_\_\_\_

<b>THE CHALLENGE YOU ARE AIMING TO ADDRESS</b>	
Please provide a brief description of the challenge that your organization, social enterprise, business, project, program, mission/operator or initiative is trying to address.	
Please provide any information (data, statistics, context, research) that demonstrates why this is a pressing issue that needs to be addressed.	
Please can you provide a brief explanation for how you became involved/what your role is?	

**THE PROPOSED INITIATIVE**

<p>Please provide a brief summary of the proposed initiative</p>	
<p>What are you aiming to achieve in the short, medium and long term?</p>	
<p>Ultimately, what impact do you expect to see?</p>	
<p>What phase is the project or program at?</p> <p>For example:</p> <ol style="list-style-type: none"><li>1.Design, innovation and strategic planning phase</li><li>2.Ready to implement and deliver</li><li>3.Has already been demonstrated as effective - at the stage where it needs to be replicated and scaled.</li></ol>	
<p>What time-frame will the requested funding cover?</p>	
<p>How would you use this funding if it was awarded to you?</p> <p><i>(Please provide a brief narrative description here and be sure to also attach a detailed budget breakdown)</i></p>	
<p>What are the top 3 main risks to the initiative?</p> <p>Please include risk-mitigation strategies for each risk.</p>	
<p>What makes your organization, social enterprise, project, program or initiative one of the best ones we could fund to address the problem/challenge at hand?</p>	
<p>Why do you want to partner with Aerial Recovery to deliver this?</p>	

<b>NUMBERS AND OTHER DETAILS</b>	
How much total funding do you need to deliver this initiative?	
How much specific funding are you requesting from Aerial Recovery at this time?	
Are you planning to facilitate this initiative through a registered non-profit (NPO) organization?  If so, what is the name of the NPO and where is it registered? (Please send a copy of the NPO's proof of registration)  If not, who are you proposing to deliver this initiative?	
<i>For part-funded projects:</i>  Please list any other contributors and the amounts they are contributing:	
Is this a one-off project or program or is there a plan to continue it?  Are future funding requests anticipated?  Is there a pathway to financial sustainability of the project or program?	
Aside from funding, is there anything else Aerial Recovery can do to help support this initiative?	
Please include any helpful websites, links to further information, videos, research, media coverage, reports, social media handle, etc.	
Please include any other information that you think may be helpful to share.	

## APPENDIX B



## GRANT/DONATION AGREEMENT

This Grant/Donation Agreement has been presented on INSERT DATE by Aerial Recovery ('Grantor') a registered 501 c 3 public charity in the United States of America (EIN #82-4664854) that provides **insert charitable activity that is most relevant to grant/donation funding, for example, AHT, Disaster Response, Animal Welfare, Veteran Support Services, etc.** and to INSERT GRANTEE NAME ('Grantee') a (insert entity description. Such as "a non-profit organization registered in INSERT COUNTRY or STATE NAME with Charity Registration # XXXX" that conducts XXX charitable aims).

Grantor is pleased to donate a total of **INSERT AMOUNT** to Grantee for the restricted charitable purposes detailed in the attached *APPENDIX A - FUNDING REQUEST FORM*.

Grantee acknowledges by signing below that they understand that the donated funds are to be restricted for the charitable purposes detailed in the aforementioned form and are not to be spent in any other manner without the explicit written and signed approval of Grantee to amend this Grant/Donation Agreement. Grantor retains the right to take legal action should Grantor breach this signed Grant/Donation Agreement in any way.

Grantee acknowledges by signing below that they will send Grantor confirmation when the funds have been received by emailing **Insert Aerial Recovery staff member managing this relationship's name and email address**.

Grantee acknowledges by signing below that they will send a **INSERT TIME PERIOD ie. Monthly, Quarterly, Annual DONATION/GRANT REPORT** that includes the following:

- **Financial Report** (Line - item breakdown of how the donation was spent)
- **Photographs and/or video of positive impact of charitable donation** (Grantee is responsible for ensuring photo/video waivers are signed by any subjects in the photographs or videos. Grantee understands that photos and videos may be used by Grantor in social media posts, reports to donors, on Grantor's website, and any other outreach medium)
- **Key Impact Metrics** such as:
  - Number of lives saved/positively impacted (and in what way);
  - Number of people benefiting from a specific service, program, event, activity
  - Amount of Aid Distributed (& to how many people and what demographic ie. Children, Refugees, etc.)
  - Projected future impact
  - Any other data/statistics that will demonstrate positive impact of donation

\_\_\_\_\_  
GRANTOR REPRESENTATIVE NAME

\_\_\_\_\_  
GRANTEE REPRESENTATIVE NAME

\_\_\_\_\_  
GRANTOR REPRESENTATIVE TITLE

\_\_\_\_\_  
GRANTEE REPRESENTATIVE TITLE

\_\_\_\_\_  
GRANTOR REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
GRANTEE REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
DATE SIGNED BY GRANTOR REP.

\_\_\_\_\_  
DATE SIGNED BY GRANTEE REP.



## **GRANT MANAGEMENT**

### **POLICY & PROCEDURES AGREEMENT**

I, \_\_\_\_\_ (*insert full legal name*) hereby confirm that I have read and understood '*Aerial Recovery's Grant Management Policy and Procedures*'. I agree to adhere to these policies. I understand that if I violate this policy I will be subject to disciplinary actions as detailed in *Aerial Recovery's Misconduct and Disciplinary Policy and Procedures*.

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(Signature)

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(Date)