

Relief rebuilding to 25 communities in Nepal,
a project by Tewa



 GlobalGiving

Grantee Toolkit

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1 Introduction

Welcome!

This Grantee toolkit is a resource to help you navigate the GlobalGiving grant process throughout the Facebook Community Accelerator (FCA) program. In this toolkit, you will also find practical tips and tools to support you through the grant process, including checklists and tips. We are excited to be working with you!

Who We Are

OUR MISSION. GlobalGiving's mission is to transform aid and philanthropy to accelerate community-led change.

WHAT WE DO. GlobalGiving is a nonprofit that uniquely works with individual donors, community-leaders, and corporate partners.

- **Individual donors** - We make it safe, easy, and fun for anyone to give to vetted nonprofits globally.
- **Community leaders** - Nonprofits anywhere in the world can apply to join GlobalGiving to create fundraising pages and access tools, training, one-on-one support, and fundraising campaigns. GlobalGiving also works with individuals and for-profits who are leaders in their community. We work to support their efforts through grant programs, like the Facebook Community Accelerator.
- **Corporate partners** - We offer tools and specialized solutions to help companies enhance their corporate giving strategy, empower their stakeholders, and support high-impact projects around the world.

OUR TEAM. We are a group of experienced, curious, and passionate people committed to supporting community leaders.

OUR GRANTMAKING PRACTICES. As a public charity and foundation, GlobalGiving practices flexible grantmaking to fit specific programmatic needs of community leaders. We manage our own funds to support community-led work, and we partner with companies like Facebook to manage grant programs of every shape and size.

How We Will Work Together

Our partnership with Facebook. Facebook has partnered with GlobalGiving to manage your Community Accelerator grant awards. Facebook will work with GlobalGiving to offer you up to \$50k USD to help fund your community's initiatives, with a subset of communities eligible to receive part of \$1 million USD in additional funding.

We'll welcome you to GlobalGiving (GG) Grants. GG Grants is an online system designed to help you manage your grants. GG Grants allows you to manage your entire grant cycle online, in one place.

We'll vet your organization's eligibility. Every grantee is vetted by the GlobalGiving team, through a process called Due Diligence. GlobalGiving's Due Diligence process is completed completely online on GlobalGiving's website.

We'll manage your grants. The GlobalGiving team is responsible for ensuring your grant-funded project will support a charitable purpose. We'll support you through the entirety of your grant cycle(s) from the onboarding to the Final Report stage. And we'll be your GlobalGiving guide, sharing how you can continue your journey with GlobalGiving even after the completion of the Facebook Community Accelerator (FCA) program.

We'll support you. We'll be here to provide guidance and cheer you on throughout the entire grant process. You'll have a dedicated Grants Manager supporting you through your grant cycles.

2 Grant Information

GG Grants

GlobalGiving aims to be an effective and transparent grantmaker through our online grant management system called GG Grants. The online system gives you real-time updates on your award status, including the grant agreement, payment, and reporting. GlobalGiving's seven-step Grant cycle can be managed entirely using GG Grants.

GlobalGiving frames its grant cycle in seven steps:

Step 1. Entity Selection

Step 2. Invitation

Step 3. Eligibility (*Due Diligence*)

Step 4. Grant Proposal

Step 5. Award

Step 6. Implementation

Step 7. Closeout

Grant Award Types

During Facebook’s Community Accelerator (FCA) program, GlobalGiving will award your organization at least two grants: flexible funding and project-based.

Flexible Funding - A USD \$20,000 grant awarded at the beginning of the program after confirmation of your eligibility. The purpose of flexible funding is to allow all your community to access flexible funding to support the program. For example, maybe your team will need faster WiFi, to hire a contractor, or pay for a video conferencing platform—flexible funding is there to support you. Please refer to a list of prohibited expenses in the Implementation section of this toolkit

Project-Based - A project-based, community initiative, grant award of up to USD \$30,000 awarded after the compilation, submission, and approval of your community initiative grant proposal. The project-based grant is funding for your specific project which you will shape and iterate during the first few weeks of your participation in the FCA Program.

Below are the required grant cycle steps for each type of grant:

Grant Cycle Steps	Flexible Funding Grant	Community Initiative Grant
1. Entity Selection	✓	
2. Invitation	✓	✓
3. Eligibility (Due Diligence)	✓	
4. Grant Proposal		✓
5. Award	✓	✓
6. Implementation	✓	✓
7. Closeout		✓

Grant Cycles

Step 1: Grantee (*Entity Type*)

During your initial application process with the Facebook Team, you chose to receive your grant award as one of the following entity types:

- Nonprofit
- Individual
- For-profit

GlobalGiving will use the entity type you selected and confirmed during the application process. You must have selected an entity type to move to step 2: invitation.

Step 2: Invitation

You will be sent an invitation to the GlobalGiving platform via email. The invitation will prompt you to:

1. Set up your GlobalGiving account
2. Complete eligibility requirements

Step 3: Eligibility

In order to confirm your eligibility for Grant funding, GlobalGiving will conduct a Due Diligence review on your entity (for-profit, nonprofit, or individual).

To prepare for the Due Diligence requirements please review the [FAQ page found here](#).

GlobalGiving requires community leaders to successfully submit Due Diligence once every two years. You will only need to submit Due Diligence **once** during the Facebook Community Accelerator program.

Step 4: Grant Proposal - *your community initiative*

The grant proposal, your community initiative, communicates your intent to deliver a project within a given budget and timeline. The community initiative demonstrates to GlobalGiving that you have a clear and actionable plan for your award. It should fully explain the activities, costs, and timeline of the proposed initiative. Your Facebook Community Accelerator team will be supporting you through the creation process. You'll be provided a community initiative template and budget template to support your planning

and scoping. When your community initiative plan is completed, it will be submitted to GlobalGiving for review. Once your community initiative is approved by GlobalGiving you will move to the next step, award.

Step 5: Award

The Award stage includes the following steps:

1. Issuing of the Grant Agreement
2. Signature + Countersignature of Grant Agreement
3. Disbursement of funding

GRANT AGREEMENT

Your Grant Agreement is a contractual arrangement between GlobalGiving and your entity outlining the expectations for the Grant. It is a resource for any questions you have regarding Grant expectations, and it can be at times a useful document to share with your bank when accessing funds. You will receive a Grant Agreement for both the flexible funding Grants and the project-based Grant respectively.

The Grant Agreement will include expenditure period, reporting details, disbursement schedules, and more. Importantly, the Grant Agreement will also include a list of prohibited spending that is unique to the Facebook Community Accelerator Program, as well as a list of funding guidelines. You can view the full lists on the funding [FAQ here](#).

Key steps: Signature + Countersignature

Once you receive a notification email from GlobalGiving that your Grant Agreement is ready for review and signature, login to GlobalGiving.org to access the agreement.

1. Review each section of the Grant Agreement to ensure you agree with the terms. Key sections include a summary of charitable work, proposal and budget, spending period, reporting dates, and reporting requirements.
2. Sign the Grant Agreement via the electronic signature box provided as soon as possible.
3. Your Grants Manager will countersign the Grant Agreement when received.
4. You may download the Grant Agreement and proposal for your records using the GG Grants system.



DISBURSEMENT

Your grant funds will be disbursed according to the schedule outlined in your Grant Agreement(s).

If your entity's bank account is located in the United States you can choose to receive funds via ACH or check. If your entity's bank account is not located in the United States you can choose to receive funds via FXecute or wire transfer. GlobalGiving will send funds according to the disbursement details provided in the eligibility (Due Diligence) stage. Please find your disbursement options below:

- **ACH** - This option is for entities based in the United States. ACH stands for Automated Clearing House, and it is an electronic bank-to-bank money transfer.
- **Check** - This is an option for entities based in the United States. GlobalGiving can issue a check to your organization via the U.S. postal service.
- **International Wire** - A wire transfer is an electronic transfer of funds via a network that is administered by hundreds of banks and transfer service agencies around the world. There is typically a fee that is incurred to use this method.
- **FXecute** - FXecute is a global payment platform through StoneX. FXecute delivers funds to entities in their local currency.
**Please note that FXecute requires a one-time set-up process. A StoneX representative will connect with you at the time of your disbursement with instructions. While for most this is an easy process we have received feedback that the set-up process was difficult specifically for organizations in Brazil, due to Brazilian banking laws. [Click here](#) to learn more about the FXecute process in Brazil.*

GlobalGiving sends disbursements to entities on a weekly basis. Disbursements must be scheduled by the Wednesday of each week and then disbursed Friday of the same week. It typically takes 3 - 10 business days to receive funds in your bank account. However, you may be asked additional questions from your bank or FXecute/StoneX that may increase this timeline.

TRANSFER FEES + CURRENCY LOSS

GlobalGiving does not directly charge a fee for any of the options listed above. However, it's important to note that those receiving funding outside of the United States are subject to transfer fees and currency loss due to exchange rates and fees. Unfortunately, this is out of the control of GlobalGiving and Facebook. Please take this into consideration when budgeting for your award; we recommend accounting for a potential funding decrease.

TAXES: FOR-PROFITS + INDIVIDUALS

GlobalGiving recommends working with a tax professional if you are receiving funds as a for-profit or individual. You can allocate grant funding for this support.

Taxes: For-profits + Individuals In The United States

If you are receiving your grant award as an individual or for-profit in the United States GlobalGiving funds may be viewed as taxable income to the IRS. GlobalGiving is a 501(c)(3) charity, registered in the U.S., and as such we are subject to the U.S. federal tax laws, and we must be compliant to maintain our charitable status. What this means for your grant award is:

- **Flexible Funding Grant** - Your flexible funding grant will be viewed as income and the entirety of this grant award will be taxed. GlobalGiving will issue the relevant 1099 form for your records after the grant is awarded.
- **Project-Based Grant** - Your project-based grant proposal will be rigorously reviewed for its charitable purpose. The following tax situations will apply:
 - **Income for yourself** - If you use more than \$600 of grant funding towards your salary then GlobalGiving is obligated to report that amount to the IRS. GlobalGiving will issue you the relevant 1099 form after your grant's close-out.
 - **Income for others** - Grant funds to pay salaries for others, such as other staff members or temporary employees may be subject to tax. In this case, you are responsible for issuing any tax forms and report to the IRS accordingly.
 - **Equipment / Assets** - If you purchase an asset of \$600 or more and retain ownership after the completion of your charitable project then GlobalGiving is responsible for reporting this item to the IRS as it is now considered a private asset. When planning out what assets you need to deliver work in your community, take into account who will own the asset at the end of the project. Consider your options, listed:
 - Donate the equipment/asset to a nonprofit at the close of the Grant, this option will not result in being taxed
 - Lease the equipment/ asset, this option will not result in being taxed
 - Pay tax associated with the asset

We encourage you to speak with a tax professional should questions arise.

Taxes: For-profits + Individuals Outside Of The United States

GlobalGiving is a 501(c)(3) charity, and we are subject to federal tax law, in the United States only. It's important to take into consideration your own country's tax law. You may be taxed by your local authorities, so we encourage you to work with a local tax professional.

Please note that GlobalGiving will assess if the proposed grant will fund activities in the U.S. If your grant does include funding activities in the United States it may be subject to tax withholding in the U.S. GlobalGiving will review this possibility at the time of your grant proposal submission.

TAXES: NONPROFITS

Taxes: For U.S. Nonprofits

Registered charities in the U.S. are not responsible for paying taxes on their Grant Awards.

Taxes: For Non-U.S. Nonprofits

GlobalGiving recommends connecting with a tax professional to confirm if your grant funding is tax-exempt. You can allocate grant funding for this support.

Step 6: Project Implementation - *your community initiative*

Now, it's time to begin putting your plan into action! We can't wait to be inspired by your incredible work.

Tips For Community Initiative Implementation

- 1.** Start collecting materials that will help you show your project's impact, including photos, videos, testimonials, case studies, copies of presentations, survey results, etc. this will help prepare you to close out your project based Grant Award.
- 2.** Keep track of your grant spending, receipts, and invoices, etc. This will keep your fund management on track as well as prepare you to easily close out your project based Grant award.
- 3.** Stay in communication with your GlobalGiving Grants Manager if you have questions, concerns and if changes to your project arise. Your Grants Manager is here to support you.

If you expect a shift in grant activity, including changes in timeline, budget, scope please share these changes with your GlobalGiving Grants Manager via email at grants+fca@globalgiving.org. GlobalGiving is always happy to connect with you! At times, a grant amendment may be necessary to adjust the budget, scope, or timeline of your project.

Please note that while GlobalGiving is a flexible grantmaker there are several items and services in which you may not use grant funds. Please see below:

- Any Facebook service or product (including ads, Oculus, Portal, WhatsApp, Instagram, etc.)
- Any illegal goods or services
- Contributions or expenditures to support or oppose candidates for elective public office or the qualification, enactment, or rejection of a ballot measure [legislative change]
- Political campaigns for elective public office or ballot initiative campaign
- Lobbying or seeking to influence any government official
- Bribes or facilitation payments (for example, payments or anything of value offered, promised, authorized or made to another party in order to induce or reward the improper performance of an activity connected with the program)
- Cash or cash equivalent (for example, gift cards, debit cards, or other stored value cards)
- Lavish or excessive gifts, entertainment, or other hospitalities
- Adult entertainment, massages, or prostitution
- Firearms, weapons, and explosives
- Grantees outside of the United States cannot use Grant Funds to conduct business-related activities in the United States without written authorization from GlobalGiving.

Step 7: Close-out

The close-out of your participation in the Facebook Community Accelerator (FCA) with GlobalGiving includes a report component. Reporting is an opportunity to showcase the incredible work you have been able to accomplish through the grant. Many grantees find that they can repurpose report material for blog posts, social media, or newsletters to showcase the impact they have had during the grant period. Additionally, strong reports are great resource to prove your track record when applying for future grants.

Please find the reporting requirement for the flexible funding grant and project-based grant below:

- **Your Flexible Funding Grant** - There is no grant report requested or required for this Grant Award.
- **Your project-based, community initiative grant** - One grant report will be due within 30 days after the grant's spend date ends.

GlobalGiving will share more about reporting as the FCA program moves forward.

3 Helpful Links + Resources



GlobalGiving Website



Frequently Asked Questions + Answers



GlobalGiving email address: grants+fca@globalgiving.org

4 Glossary Of Terms

<i>Term</i>	<i>Definition</i>
Disbursement	The sending of grant funds to your entity by GlobalGiving.
Due Diligence	GlobalGiving performs rigorous Due Diligence on every entity in the GlobalGiving community in order to ensure they are performing charitable work in a transparent and accountable manner, and that they meet local requirements for registration with their local government.
Expenditure Period	The timeframe outlined in your grant period during which you are able to spend grant funds.
Financial Report	An update on how all grant funds were expended. It should report only on grant funds received, not overall project or organizational funds. All financials must be in USD. Should there be any shifts in expenditure or variations in line-items, this should be clearly reflected in the report along with an explanation for such variation.
Grantee	That's your entity. The entity receiving a Grant Award.
Grantor	That's GlobalGiving. The organization that is disbursing and managing your grant funds.
Grant Amendment	A contractual agreement of changes to be made to the terms of the original grant agreement, signed by both the grantee and grantor.
Grant Award	The stage of the grant process in which your organization receives its grant funds.
GG Grants	The online platform where you will manage your grant with GlobalGiving via www.globalgiving.org
Grant Agreement	The contractual arrangement between GlobalGiving and your organization outlining the expectations for the grant. The grant agreement will include expenditure period, terms and conditions, reporting details, and disbursement schedules. It is the first resource for any questions you have regarding grant expectations.

<i>Term</i>	<i>Definition</i>
Grant Manager	The individual from GlobalGiving with whom you will work during the duration of your grant. Any questions or updates you have regarding your grant should be directed to your Grant Manager via email.
Implementation	The implementation stage of the grant process which includes the execution of the project. During this phase, you will perform the work that was outlined during your grant proposal.
Line item	The specific line in the proposed budget that describes a given grant activity and the exact amount you will spend on this activity.
Narrative Report	A report describing the grant activity implemented to date that also highlights any challenges experienced during the implementation period and if necessary, provides recommendations for shifts in scope.
Payment schedule	The specific dates and timeline in which your grant funds are expected to be sent. Please note that disbursements may be dependent on approved reports.
Signatory	The staff member at your organization that has the authority to sign the grant agreement.
1099 Form	A 1099 Form reports income from self-employment earnings, interest and dividends, government payments, and more.