



**A CHANCE IN LIFE**

**FUNDING GUIDELINES**

## INDEX

INTRODUCTION.....	P.3
ELIGIBILITY- WHO CAN APPLY.....	P.3
TYPES OF GRANTS.....	P.5
SUBMISSION CYCLES FOR STANDARD APPLICATIONS – HOW TO APPLY.....	P.5
CONTACT.....	P.7

## INTRODUCTION

The purpose of this document is to outline A Chance in Life's (ACIL) approach to the funding, monitoring and evaluation of the programs and projects it supports.

This document also outlines reporting and accountability requirements to ensure the highest possible standards of transparency and efficacy. It serves as a guide to applicants in understanding the application process and ensuring the best possible content submission.

The applications will be evaluated on the content of the proposal, its completeness and its accuracy. For this reason, it is important for the applicants to follow these guidelines carefully and to provide correct, exhaustive and up-to-date information.

## 1. ELIGIBILITY – WHO CAN APPLY

### Organizations

ACIL may approve requests for funding presented for consideration by US or International Organizations that fit the following criteria:

- If the requesting Organization is located in the US, it must be a public charity with a tax-exempt 501(c) (3) status.
- If the requesting Organization is located outside the US, it must be a non-profit, non-governmental organization equivalent to a public charity as found in the United States.

Organizations which have received grants in previous years and have not submitted progress and/or completion reports in a timely manner cannot apply. Applications presented by individuals not representing an organization will not be accepted.

### Purpose

ACIL's mission is:

- To provide a chance in life and make lasting, positive changes in the lives of disadvantaged, poor and at-risk children; their families; and their communities around the world by providing, without limitation, food, medical care, clothing, education, housing and professional training.
- To engage in charitable, scientific, literary, or educational activities in support of at-risk children.

All projects that respond to these needs fall within ACIL's funding focus.

### **Restrictions**

ACIL will **not** accept requests for these purposes:

- Activities or projects that do not relate directly to minors, their families or their communities;
- Political campaigns and legislative lobbying efforts;
- Projects that exclusively serve religious purposes;
- Requests by or for individuals for any purpose, unless these individuals are already in our programs;
- Endowment Funds;
- Reduction of Debt;
- Anything already completed, purchased, or accomplished.

Construction/Renovation Projects costing over \$200,000 are **NOT** eligible until these three conditions are met:

1. 50% of the total cost is in hand
2. Signed construction contract is in existence
3. Construction is underway

### **Standards**

ACIL will verify that all applicants meet essential requirements and program qualifications in accordance with the following standards:

- In-country registration as a legal organization or program;
- Child Protection Policy;
- Safeguarding Compliance Standards;
- No Collusion Policy;
- A Code of Conduct for staff;
- Project authorization from the governing body.

## 2. TYPES OF GRANTS

ACIL accepts two types of proposals:

1. **Standard applications** (Refer to Section 3 for details on how to apply.)
2. **Urgent applications**, which complement traditional funding in cases of crises, emergencies, or opportunities that are not expected or predictable and when funding is needed immediately to address the current urgent situation. Applicants wishing to request this type of funding must submit a formal written letter detailing the purpose of the request; the reason for the urgency; and the amount being sought, which must not exceed USD 10,000. These requests will be submitted to ACIL's president immediately for consideration. The decision regarding the request will be provided as soon as the evaluation is completed. Requests for urgent grants can be submitted via mail by addressing the documents to:

A Chance In Life  
Urgent Application Department  
250 E 63<sup>rd</sup> St, Suite 204  
New York, NY 10065

Or via email by sending PDF documents to: [grants@achanceinlife.org](mailto:grants@achanceinlife.org), subject:  
Urgent Application

## 3. SUBMISSION CYCLES FOR STANDARD APPLICATIONS – HOW TO APPLY

ACIL annual funding cycle is comprised of two phases - an **abstract phase** and an **application phase**.

The abstract phase (which may also require a letter of introduction for first-time applicants) is open to organizations/projects that meet the requirements outlined in Section 1 (Eligibility).

Please note: After abstracts are reviewed, ACIL will inform each organization if they are invited to the application phase or not.

### **Abstract Phase (1)**

Abstracts must be submitted **by March 31 each year**. Decisions regarding abstracts will be sent **by April 30**.

### **Application Phase (2)**

If invited to apply by ACIL following the abstract phase, applications must be submitted **by June 30** for decision at the ACIL's **September Board Meeting**. Decisions regarding the applications will be sent **by September 30**.

Please Note: Special attention should be paid to the timing of the project as ACIL will not fund cost elements completed, purchased or accomplished prior to the September Board Meeting.

Abstract Phase		
Key dates	Who	Event
By March 31	Applicant	Submission of Abstract (Letter of Introduction)
By April 30	ACIL	Decision regarding the abstract phase
Application Phase (if invited)		
Key dates	Who	Event
By June 30	Applicant	Submission of Full Application
By September 30	ACIL	Decision regarding application

## Steps and supporting documents

Please note: First-time applicants must start from STEP 1; returning applicants may start from STEP 2.

### 1. Letter of introduction (first-time applicants only)

The letter of introduction is an opportunity to inform ACIL about the organization applying for a grant and the work it carries out.

The letter of introduction should have the following format:

- Written on the official organization’s letterhead paper
- No longer than two pages
- Submitted via email to: [grants@achanceinlife.org](mailto:grants@achanceinlife.org)
- The subject line should include the name of the organization

The letter of introduction should contain the following information:

1. Legal name of organization and mailing address
2. Organization’s charitable registration number/non-profit status
3. Executive Director’s contact information (name, address, email address and telephone number)
4. Project Manager’s contact information: (name, address, email address and telephone number)
5. Brief description and history of the organization and the programs it supports.

### 2. Abstract paper

The abstract paper provides a summary of the proposal and should follow the format of the **ACIL-GAP** form available here: [www.achanceinlife.org/gap](http://www.achanceinlife.org/gap).

Abstracts and letters of introduction (the latter for first-time applicants only) must be submitted **by March 31 of each year**. Decisions regarding the abstract phase will be sent **by April 30**.

### **3. Full Proposal Form** (if invited)

If invited to apply after submitting the abstract paper, the applicant must submit the Full Proposal Form which contains detailed information about the programmatic activities, outputs and outcomes the program or project intends to achieve and financial information about the project. The link to the online Full Proposal Form will be included in the invitation email to the applicant. Applications must be submitted **by June 30** for decision at ACIL's September Board Meeting.

ACIL will inform the applicants of the Board's decision **by September 30**.

### **4. Transfer of funds for approved grants**

Upon approval of the grant, ACIL will prepare a contract to be signed by the recipient. After all documents are received, the transfer of funds will take place. The contract will outline the details of the schedule of payments and the reporting requirements.

Funds can only be transferred to organizations' bank accounts. Transfers to personal bank accounts are not permitted.

Receipt of funds must be confirmed through an official acknowledgement letter addressed to ACIL. The letter must include the following information: date, amount received in USD, name of project/program, and a copy of the bank receipt.

### **5. Reporting**

After funds are transferred, the beneficiary must submit progress and final reports to ACIL, as specifically outlined in the contract between ACIL and the beneficiary of the grant.

## **4. CONTACT**

For further information or questions about funding procedures please contact:

Mr. Elser Llanos

Email: [grants@achanceinlife.org](mailto:grants@achanceinlife.org)