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**Information Sheet**

Pass-it-On enables Tolaram employees in Estonia to empower underserved individuals through impactful community programs.

Please read the important information below and the FAQs before starting your application

1. **Grant details**

Ishk will fund **up to USD 10,000** per project. To qualify, applications should:

* Support an existing program, run by a **registered** non-profit organisation or a social enterprise
* Run for a maximum of 12 months
* Be based in Estonia

1. **Project details**

The chosen project should address an important issue within education, healthcare or skills training.

**B1: Criteria for evaluation**

Applications will be evaluated on the following criteria:

* The organisation has clearly identified a social need and is currently executing a program that addresses that need
  + The program is for an underserved community that receives little to no aid
  + The program budget is economical and accurate
* The organisation also has:
  + Demonstrated experience in executing programs
  + Adequate resources and a clear implementation plan
  + The ability to document and report back on progress and impact
* There are two Tolaram employees on the Pass-it-On team

**B2: Criteria for disqualification**

We do not support projects that:

* Promote a religious or political agenda
* Specifically exclude religious or ethnic communities in their support
* Are solely infrastructural in nature e.g. construction of buildings, investment in equipment or purchase of capital items

1. **Scope of involvement**

The PIO grant application and approval process involves the Tolaram employee, the partner organisation and the Ishk team.

By playing an active role in the grant process, you will learn how non-profit organisations address social needs and how best to assess their capabilities and support them. This will not only help you become a better giver but will also ensure the organisation is better equipped to create meaningful impact.

Here is what you can expect over the next 12 months:

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| **Phase** | **Your role**  *as grant coordinator* | **Ishk’s role** |
| **Application** | * Clearly identify a need to support within education, healthcare or skills training * Find a non-profit organisation with a strong track record that is currently running a program that addresses this need * Complete the application and submit it to us! | * Guide the search for a good partner (*Section D*) * Answer any questions applicants may have via email or call |
| **Approval** | * Participate in discussions between Ishk and the partner organisation to clarify questions | * Learn more about Pass-it-On team, partner organisation and program to evaluate application |
| **Implementation** | * Ensure partner organisation is meeting grant milestones and using funds in line with grant agreement * Participate in virtual check-ins with Ishk team once a quarter * Experience the program in person at scheduled intervals with Ishk team | * Lead on check-ins with Pass-it-On team and partner organisation * Experience the program in person at scheduled intervals with Pass-it-On team |
| **Evaluation** | * Ensure reporting is done accurately * Share feedback with Ishk on Pass-it-On experience | * Evaluate impact of program * Continuously improve the Pass-it-On experience |

1. **Partner Guide**

To know whether a partner organisation fits the grant criteria, we recommend understanding the following :

1. **The team who is running the program (*alongside leadership if possible)***

This will help you understand the individuals who manage this program and the working relationship you can expect. 

1. **Why and how the program was designed for this chosen community**

This will help you understand how they identified the social need, designed activities to meet the program objectives and planned around risks

1. **What the program has achieved and not been able to achieve so far**

This will help you understand what the program’s impact has been but also, the challenges it has faced and how the team navigates these.

1. **How the organisation measures its program impact**

This will help you understand whether the organisation is truly able to achieve the impact intended for the beneficiaries.

**E. Timeline**

Applications will be reviewed, shortlisted and submitted for Board approval on a rolling basis **until Thursday, July 14.** Ishk will aim to approve selected grants within 12-14 weeks from when the completed application is received.

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| Step 1 | Complete your application with your chosen partner organisation and submit it to us! | **Timeline** |
| Step 2 | We will review your application and schedule a call with you to learn more about your project | 6 weeks  *from submission* |
| Step 3 | We will let you know if your application has been shortlisted to present to the Board | 8 weeks  *from submission* |
| Step 4 | We will present shortlisted applications to the Board | 10-12 weeks  *from submission* |
| Step 5 | Successful applicants will be notified, and we will work with you to disburse the funds so that you can get the project running as soon as possible! | 12-14 weeks  *from submission* |

1. **Important note**

Participation in Pass-it-On is **100% voluntary** and grant recipients cannot draw a stipend or salary from the grant money.

**F. Filling out the application**

To ensure your application is clear, we recommend the following:

* Complete the application **with the organisation you are partnering with** to ensure accuracy
* Provide **as much detail** as possible for each of the questions
* **Type out** your answers directly into this document

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| **Start of application** | | |
| **Applicant Overview** | | |
| **Pass-it-On team:**  *(Must be at least 2 Tolaram employees)*  *(Please use your official email address)* | **Name (1):**  **Business (1):**  **Email address (1):** | **Name (2):**  **Business (2)**  **Email address (2):** |
| **How did you find out about Pass-it-On?**  (*Mark x next to the response)* | * WhatsApp ( ) * Flyer in the office ( ) * Email ( ) * Word of mouth ( ) * Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Program Coordinator:**  *(Individual from the partner organisation who will be liasing with Ishk)* | **Name:**  **Role:**  **Email address:** | |

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| **Program Overview** | | | |
| **Describe the organisation you are partnering with**  *(Describe its work, the team leading the proposed program and what it has achieved so far)* |  | | |
| **What is the social issue you are looking to address?**  *(Describe the issue, using existing research)* |  | | |
| **How will the proposed program address this issue?**  (*Describe the program and how it impacts its beneficiaries)* |  | | |
| **Who are the beneficiaries of this program?**  (*Describe the demographics of the community the program works with and the organisation’s previous experiences with this community)* |  | | |
| **What are the criteria for providing them support?**  *(Explain how the organisation decides which individual is eligible to receive support)* |  | | |
| **How many individuals will you be impacting?** |  | **What is the duration of the program?**  *(Programs should be completed within 12 months of approval)* |  |
| **Total requested amount**  *(Budgets should be submitted in local currency)* |  | | |

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| **Project Budget** | | |
| **Budgets should be:**   * **Submitted in an Excel sheet** * **Split into programmatic and administrative costs** * **In your local currency**   (*Programmatic costs directly impact the delivery of the program while administrative costs do not. Please note, we* ***do not fund*** *any items that are not directly related to program delivery)* | | |
| **2.** |  |  |
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| **Program Implementation and Reporting** | | | |
| **2.** |  | |  |
| **Describe how the project will be implemented**  *(Please provide a clear work plan, noting timelines and the resources allocated to this)* | | | |
|  | | | |
| **Describe how the project’s impact will be measured and reported back to Ishk**  **(***All grants are expected to submit an impact report based on pre-agreed intervals)* | | | |
| **Impact metrics** *(How do you track if the program is meeting its objectives)* | | **Reporting tools** (*What will be used to report progress back to Ishk: Mark x against all that apply. Where there are additional tools, mention in* Others)   * Photos ( ) * Receipts ( ) * Testimonials from beneficiaries ( ) * Baseline report ( ) * Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Please submit your proposal to** [**contact@ishktolaram.com**](mailto:contact@ishktolaram.com) | | | |
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**Frequently Asked Questions (FAQs)**

1. **Who can apply for the Pass-it-On (PIO) grant?**

Any Tolaram employee can apply. However, you must form a team of two and at least one team member should have been with a Tolaram business for at least 2 years.

**2. Why are two Tolaram members needed to lead a PIO project?**

This is so the program continues even if one team member is unable to commit to it for any reason. We also strongly encourage working in a team to benefit from more resources and ideas to increase your impact.

**3. Why does a PIO team need to partner with a registered non-profit organisation or social enterprise to implement the project?**

Non-profit organisations are experienced in implementing impactful community programs and they can also benefit from corporate collaboration and expertise in many areas.

We believe that a partnership will allow for a better learning experience and exchange of ideas for both parties, and lead to more impactful outcomes for the communities being served.

1. **What is the working process once the grant is approved?**

### Once the grant is approved, the Pass-it-On team, partner organisation and Ishk team will sign a grant agreement outlining:

### The terms of the grant

* Expected milestones
* Timeline for reporting impact

**5. How are funds disbursed?**

Funds are transferred directly into the partner organisation’s account and will be done in instalments for larger amounts.

**6. Does a PIO team receive a stipend or salary for participating in this initiative**

Pass-it-On is 100% voluntary and grant recipients cannot draw a stipend or salary from the grant for participating in this initiative.

**We look forward to receiving your Pass-it-On application!**