Guidebook for Projects with

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I. Introduction

Welcome! This guide explains projects with Room to Grow Foundation (R2G) and how your group can become involved in this process. R2G strives towards the goal of alleviating poverty, particularly for children without parents from Burma. We hope that this guide provides a useful source for how your group and R2G, together, can improve the quality of life for children trying to access education on the Thai-Burma border.

II. About Room to Grow

Room to Grow Foundation (R2G) is a Canadian charitable organisation with an international scope dedicated to ensuring that children lead healthy lives, get an education, and stay safe.

Our work began in 2007 with projects in Umphium Mai Refugee camp, and until 2013, we had full time staff based in Mae Sot implementing a full range of ongoing programs for children in Mae Sot, Mae La, and Mae Ramat.

Our mission is to respond to children's basic needs, to ensure that they have the time and energy to take advantage of educational opportunities available.

III. Project Guidelines

1. **Who can apply for funding?**
   Anybody can apply for funding to become a R2G volunteer and either implement a project directly, or help manage a group or organization which will implement the project. However, the project must fulfil the project guidelines. Priority will be given to projects which are initiated and implemented by local people who will be directly responsible for the project. All proposals must demonstrate input from local staff. Consultation and input from children on the direction and design of projects is highly encouraged.

2. **Who should benefit from funding?**
   The primary beneficiary of all project funding must be children without parents. This includes children who are orphaned, have been abandoned or who have been separated from their parents by conflict. It is normal that a project may include some children who do not fit this category, however the majority of the children who benefit must be un-parented. In addition, we will consider proposals which aim to prevent children from becoming separated from their families and which assist children who are experiencing extreme distress, whether that is the result of conflict, natural disaster, family violence or other crisis situations.

3. **What kind of projects will be considered?**
   Our mission is to provide children with the **basic necessities** they need to survive and thrive. All projects must meet this criteria.

   a. **Focus on Nutrition**
      R2G does **not** provide ongoing feeding programs. We will consider short term projects which aim to improve children's nutrition including funding emergency treatment for malnutrition. We will consider proposals for agriculture programs only where technical expertise is demonstrated. We will **not** fund food for special events such as birthday celebrations, sports days, holidays, or for special visitors, as these events are not basic needs and generally do not involve quality food and good nutrition.

   b. **Focus on Shelter and Safety**
      Shelter and safety includes many areas of work which aim to ensure children feel comfortable and at home where they live. This includes the construction and renovation of living facilities, bathrooms and cooking spaces for boarding children. It may include the provision of necessities such as blankets, mats, mosquito nets, underwear, and hygiene supplies. It may include assistance for health costs such as first aid kits. It may include activities which promote children's mental and emotional well being.

   c. **Focus on the Future**

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This category includes and project which aims to provide children in boarding houses with a sustainable future. This includes support to children to attend Thai schools, or further education programs.

   d. Emergency Assistance

Room to Grow occasionally provides immediate assistance in the event of a sudden emergency situation. Although we appreciate that these projects are linked with our target group, we do consider special circumstances where that may not be the case. If you require funding for immediate emergency assistance please email to set up a phone conversation so that we can respond in a timely and appropriate manner. You can prepare by collecting as many facts about the situation as possible in order to assist with demonstrating emergency need.

4. How long should my project last?

R2G will consider short-term projects only, lasting up to a maximum of three months. We will not provide three months of funding for a program which is ongoing. The proposed project has to start and finish within a three month period. If your project operates with an extended timeline but you feel it offers great value to children, please write an email with a brief outline of your idea and we can let you know if you should spend time preparing a proposal or not.

5. What will you need from us?

Firstly, if your project is approved, you will need to agree to become a R2G volunteer for the duration of the project, follow R2G volunteer policies about financial accountability and child safety, and take responsibility for your project.

Secondly, you will need to collect receipts for all expenses incurred during the project. Each receipt must reach the 5-point receipt standard described in the appendix. These receipts must be sent to our home office in Canada at the end of the project along with the receipt summary in the appendix.

Finally, you will need to provide some kind of report about the project. The nature of the report can be negotiated before the project begins. It usually involves some quotes from participants, some photos and a short text. Participants who are interested can post blogs about their project on our website.

IV. Application Process

Organisations can apply for funding by submitting a project proposal. R2G requires the following specific information in any proposal. You are welcome to use the attached form or to provide a proposal in your own format, provided the questions below are answered.

Application Guide:

1. General Information on the Applicant
   Organization (including contact information)
2. Project Description
      2.1 Project Objectives
      2.2 Project Beneficiaries
      2.3 Implementation Plan
      2.4 Involvement of Beneficiaries
3. Project Budget (include specific details)
5. Risk Analysis and Proposed Solutions

Proposals can be submitted at any time during the year. If any information of the above is missing, or further details are required, R2G may contact you requesting additional information, however, if the number of proposals received is high, we may not follow up with incomplete applications.

Although projects can be submitted at any time, we recommend submitting proposals in **November** and **February**, as the Board of Directors meets every year in December and March to discuss projects and allocate funding.

Proposals submitted to R2G will be first reviewed by local staff and by one of the board of directors to screen for applications which are incomplete or which do not meet the criteria. Those applications which are complete and which match our guidelines will be considered by at least three of the five Board of Directors. A vote will determine which projects are approved. All proposals are then discussed with local consultants to ensure that the project and its budget are appropriate and feasible.

R2G kindly requests for proposals to be submitted at least **two months**
before the project is to begin so that the above process can be fully carried out.
We thank you for your patience in any areas of delay!

V. Application Guide

1. General Information on the Applicant Organization
In this section, please include a brief history of your organization, including its purpose, the motivation for its founding, logistics (including size, location, contact information), and its projects, including both current and completed. The purpose of this section is to introduce us to your organization and to let us know what you are all about. If you have already worked with R2G in the past, you may skip this section and simply note your past history with R2G.

2. Project Description

   2.1. Project Objectives. Please describe the primary goal of the project (i.e. reduce malnutrition, provide shelter, etc.).

2.2. Project Beneficiaries. This is where we would like you to go into detail about who is being helped and how. Details on the group is helpful, such as age, gender, where the children came from, why they are there and why they are not with their parents or family.

2.3. Implementation Plan. In this section please provide a detailed timeline for your project. When will each of the various steps be carried out and who will be responsible?

2.4. Involvement of Beneficiaries. Outline how those being helped are involved in the process. Were children consulted in this proposal and how were they consulted? Will they be involved in the implementation? How? Will they be providing feedback as to the success of the project when it is finished? How?

3. Project Budget

Please provide us with a detailed budget. It would be helpful if you could provide the budget for the entire project and specify the areas of the budget for which you would like our assistance, if you have funding from other sources as well. You can also include in the budget in-kind contributions you expect in order to get the project done.

Please separate your budget into three sections: Direct Project Costs; Implementation Costs; Administration expenses.

Direct Project Costs are the costs of doing the project, such as buying blankets, or building supplies. Implementation costs are the costs of getting the project organized and completed, such as the transportation of the building supplies to the building site. It may also include petrol and phone credit to coordinate the work.

Administrative costs include the cost for organizing and managing the project, including the time and materials to complete the financial records and report and posting the receipts to Canada. We do not generally provide funding for an individual's salary although we may contribute towards the time an individual spends working on the project.

Please note: R2G does not provide "administration costs" as a discreet category. In your budget you are required to list the details of those costs. In your financial report, you will be required to submit real receipts for the expenses made. Administration costs might include a budget for telephone calls and internet, petrol for monitoring visits, stationary for writing reports, etc.

Keep in mind that we are regulated by the Income Tax Act of Canada. As a result, all funding we give must be destined for specific, pre-approved purposes.

R2G is not responsible for any extra or additional costs your project incurs beyond the agreed-upon budget. If you find that your project is not going according to budget, please email for advice as soon as possible.

4. Risk Analysis and Proposed Solutions
In this section we ask you to be critical of your project. Consider how the weather, political environment, economic environment, and/or any other relevant forces could hinder your project's success. Think about what problems you may face and how you might solve those problems. Please provide some suggestions for solutions and/or steps that can be taken to mitigate these risks. For example, if you are going to borrow your friend's truck to transport building supplies, you might think about what you will do if your friend's truck has mechanical problems. How will you continue your project without that truck? This may not be necessary for all projects.

VI. Supporting Documents
If you believe there are any other supporting documents which help us better understand your project, such as photos, construction designs, etc., please feel free to include these.

VII. Working Together
If your project is successful, the R2G Board will approve funding. You will need to read and sign a R2G volunteer contract and become a R2G volunteer for the duration of the project. This means you agree to follow our child protection policies and will be able to take responsibility for R2G funds.

We will also sign a project contract. The contract will state the work that you have agreed to do and the time that you will be doing it. It will show how much money R2G has promised and when it will be transferred. It will also describe what financial and narrative reporting requirements we have agreed on, and when those reports are due. The contract is an important document which shows your responsibilities and our responsibilities, so it's a good idea to read it carefully, ask questions and understand what it says.

R2G believes very strongly in accountability, to our donors and to our beneficiaries. All R2G volunteers need to be able to account for all R2G funds, using standard accounting procedures. All expenses require receipts and the minimum standards for receipts are outlined in Annex 1. If you believe you may need support in this area, please email for further advice.

Accountability to beneficiaries means ensuring that the project has had an impact on children's lives and improved them in some way. There are a variety of methods you can use to demonstrate your project was useful, from photographs to interviews. We don't need long detailed reports that take up lots of your time, but we do need to know what impact your project made, if the use of funds was worthwhile, and what lessons we can

learn for improving future projects. The involvement of children in this activity is strongly encouraged.

VIII. R2G Contacts

1. Director of Programs, Jennifer Jones
E-mail: jjones@roomtogrowfoundation.org

2. Directors, Sandra Jones, Jennifer Jones, Jennifer Allore, SuAnn Oh
E-mail: info@roomtogrowfoundation.org

3. Website: www.roomtogrowfoundation.org

Annex 1: Accounting and Receipts

Accounting means that anyone can verify where money went when it left the R2G bank account. This is important for demonstrating to donors and to the government that R2G is, in fact, a charity, and that its funds are used for the purpose of helping children.

Every time money leaves our hands, we need to have a piece of paper showing where it went.

When we are purchasing a good or a service from a store or a person, you need to get a **receipt.** A receipt can be as simple as a piece of notebook paper if it has the following five pieces of information on it:

1. The date you made the purchase
2. The name of the store (The store stamp with the address and phone number is the best, but get a phone number at least if there is no stamp)
3. What you purchased, what it costs per unit and how many you bought
4. The signature of the person you bought it from
5. The total price paid

The receipt is a record of what we spent and where we spent it. If someone wants to check that we are honest, they could take those receipts back to those stores and find the person then ask them to verify that we did make that purchase on that day. They could also verify the signature and make sure it belongs to that person at the store. Without all five pieces of information, it is too easy to forge a receipt for something we didn't buy.

Receipts are used to record payments not only at stores, but also from individuals for their services. We use receipts to pay people for driving us around all day in a truck, or for working on a project as a translator.

Left: Simple receipt for services, showing the five important pieces of information that make a good receipt.