



## **GoodWeave Partnership and Funding Guidelines**

### **Our Mission Statement**

The GoodWeave certification program is dedicated to ending illegal child labor in the handmade carpet industry and offering educational opportunities to children in India, Nepal and other carpet exporting countries. As a part of this effort, GoodWeave funds partners to implement programs that address the root causes of child labor in carpet weaving communities, as well as those providing direct services to rescued and at-risk children.

### **Partnership Criteria:**

- 1: Your organization must be a registered charity, non-governmental organization, society, trust or educational institution.
- 2: Your request should meet the values expressed in the GoodWeave mission statement.
- 3: Your organization/project/program should address one or more of the following program areas:
  - education for children in carpet weaving communities
  - health services for families in carpet weaving communities
  - vocational training for children aged 14 and above, including job placement
  - day care provision in carpet weaving communities
  - rehabilitation of former child laborers
  - other initiatives that benefit carpet weaving communities, including occupational health and safety and/or environmental sustainability projects.
- 4: Preference is given to organizations that demonstrate community level decision-making and beneficiary involvement in guiding service provision.
- 5: In the spirit of collaboration, prospective partners are expected to respect and support the work of GoodWeave. Perceived lack of mutual respect may be grounds to end funding and partnership.
- 6: Requests may be made for a minimum of \$2,500/year.

### **Method of Application:**

GoodWeave requires a letter of inquiry. The letter should not exceed three (3) pages and must include the following information:

- 1: Name, address, phone and url of requesting organization as applicable.
- 2: Name of the organization's executive director and specific program/project director as applicable.
- 3: Title and description of the program/project including how it addresses the root causes of issues and how it delivers its services.
- 4: Program/project duration
- 5: Program/project budget
- 6: Amount requested and a description about how the funds would be used.

After consideration of your letter, your organization will be informed of our interest in receiving a full application.

Please submit your letter to: [partners@goodweave.net](mailto:partners@goodweave.net)

# GoodWeave Partnership Application Form

## Proposal Narrative

Please use the following outline as a guide to your proposal narrative.

### I. Organization Information

- A. Brief summary of organization history, including the date your organization was established.
- B. Brief summary of organization mission and goals.
- C. Brief description of organization's current programs or activities, including any service statistics and strengths or accomplishments. Please highlight new or different activities, if any, for your organization.
- D. Your organization's relationship with other organizations working with similar missions. What is your organization's role relative to these organizations?
- E. Number of board members, full-time paid staff, part-time paid staff and volunteers.

### II. Intended use of Grant

Proposals for both general operating funds and program specific funds will be considered. Be clear about which you are requesting. If funds are program or project specific, include narrative about the project and how it relates to and furthers your overall mission and operations.

### III. Evaluation

- A. Please describe your criteria for success. What are your measurable, time-specific goals? What information will you collect, and how will you collect it, to measure your progress?
- B. How will these results further your stated mission and long term goals, and how will this impact be analyzed?
- C. Who will be involved in evaluating these goals and results (staff, board, constituents, community, consultants)?
- D. How will you use your evaluation results?

## Attachments

The following attachments are required:

### I. Finances

- Most recent financial statement from most recently completed year, audited if available, showing actual expenses. This information should include a balance sheet, a statement of activities (or statement of income and expenses) and functional expenses.
  - Organization budget for current year, including income and expenses.
  - Project Budget, including income and expenses (if not a general operating proposal).
  - Additional funders. List names of corporations, foundations, and other major funders from which you are requesting funds, with dollar amounts, indicating which sources are committed or pending.
2. List of board members and their affiliations.
  3. Brief description of key staff, including qualifications relevant to the specific request.
  4. A copy of your organization's status.

## GoodWeave Proposal Checklist

- Cover letter.
- Cover sheet.
- Proposal narrative.
- Organization budget.
- Project budget (if not general operating grant).
- Financial statements, preferably audited,
- Balance sheet.
- Statement of activities (income and expenses).
- Statement of functional expenses.
- List of additional funders.
- List of board members and their affiliations.
- Brief description of key staff.
- Charity/NGO registration and/or organizational status documentation.
- Confirmation letter of fiscal agent (if required).

**GoodWeave**  
**Partnership Application Cover Sheet**  
(You may reproduce this form on your computer)

Organization Information:

Name of organization Legal name, if different:

Address City, State, Zip Employer Identification Number (EIN)

Phone Fax Email Web site:

Name of top paid staff Title Phone E-mail:

Name of contact regarding this application Title Phone E-mail:

Is the organization a registered charity, NGO, trust or not-for-profit entity? Yes No

Proposal Information: Please give a 2-3 sentence summary of request:

Population served:

Geographic area served:

Funds are being requested for:

General operating support       Start-up costs       Project/program support

Project dates (if applicable): Fiscal year end:

Budget:

Dollar amount requested: \$

Total annual organization budget: \$

Total project budget (for support other than general operating): \$

Name & title of accountable staff or board member:

Date: