

ABOUT GIVE2ASIA

AN INTRODUCTION FOR PROSPECTIVE GRANTEES



Give2Asia is a not-for-profit, non-governmental organization that promotes and inspires philanthropy for Asia. We combine exceptional stewardship with comprehensive, on-the-ground knowledge to support philanthropy that benefits Asian communities. We provide the following services:

- ï **DONOR ADVISED GRANTMAKING:** We make grants to organizations in Asia on the basis of funding recommendations we receive from donors.
- ï **PHILANTHROPIC ADVISING AND CONSULTING SERVICES:** We provide research and other consulting to donors to help them support the best organizations and achieve their philanthropic goals.
- ï **FISCAL SPONSORSHIP SERVICES FOR ASIA-BASED ORGANIZATIONS:** We provide organizations in Asia a convenient platform for their fundraising in the U.S.
- ï **POST-DISASTER RELIEF AND RECOVERY SUPPORT:** We mobilize resources for organizations responding to natural disasters in their communities.

Give2Asia's headquarters are in San Francisco, United States. We have an office in Beijing, China and representatives in over 20 countries across Asia. Please visit www.give2asia.org for more information.

WHY DO DONORS WORK WITH GIVE2ASIA?

Give2Asia's donors work with us for a wide variety of reasons, including:

- ï **EXPERTISE:** Give2Asia staff and representatives are experts in social sectors across Asia and help donors understand the issues affecting their philanthropy.
- ï **EASE AND CONVENIENCE:** Give2Asia manages all aspects of grantmaking to organizations in Asia, such as making sure that the grants comply with all legal regulations.
- ï **TAX BENEFITS:** Donors with U.S. assets are able to benefit from tax deductions when they use Give2Asia's services.

WHAT IS GIVE2ASIA'S ROLE?

Give2Asia is responsible for ensuring that grants are made to qualified organizations that use the grants for approved charitable purposes. Donors provide the funding and often recommend organizations and interest areas for grantmaking. We work closely with our donors to support their philanthropic goals. Give2Asia is the grantmaking organization and is legally responsible for all grants. Thus, Give2Asia has final decision-making authority over whether to make a grant to an organization for a specific purpose.

THE GRANTMAKING PROCESS:

There are six steps in Give2Asia's grant process:

STEP 1: DUE DILIGENCE

After a donor recommends your organization to receive a grant, Give2Asia's local representative will contact you to initiate due diligence. Give2Asia is required by U.S. law and best practices in philanthropy to conduct this due diligence before we make the first grant. We will ask you questions about your organization's legal status, governance & management, mission & programs, and financial management.

We will notify you promptly if your organization has been approved. If we are not able to approve your organization, we will provide an explanation.

STEP 2: PROJECT PROPOSAL AND BUDGET:

Once your organization has passed due diligence, we will invite you to submit a project proposal and budget for the grant. These documents should be sent to Give2Asia's local representative in your country. We may ask you questions or request changes during our review. Give2Asia has the right to accept or decline the proposal.

STEP 3: GIVE2ASIA BOARD APPROVAL IN THE U.S.

After Give2Asia staff approves the proposal, we will ask our Board to review and approve the grant. Board review of new grants takes place every week.

STEP 4: GRANT AGREEMENT AND FUNDS TRANSFER

If the Board approves your grant, we will send you a Grant Agreement. This document contains important information about the grant amount, approved purpose of the grant, grant period, reporting requirements, and other legal agreements. Please read the Grant Agreement carefully, sign the last page, and fax or email the signed agreement back to us. We will wire the grant funds to your bank account after we receive the signed agreement.

STEP 5: PROJECT MANAGEMENT

Once you have signed the Grant Agreement, you are authorized to begin the activities described in your proposal. If you decide you need to make a change in either the activities or the budget, you must contact Give2Asia for approval *before* you make any changes. Please let us know if there are any special events or milestones during the grant period. Be sure to document your achievements and take photographs of your impact whenever possible.

STEP 6: GRANT REPORTS

You are required to send Give2Asia one or more reports describing your progress in achieving the grant's goals and how you spent the grant funds. The Grant Agreement will tell you the deadline for these reports. If you do not send the required report, we will not be able to make future grants to you. We share the reports with the donors, so it is a good idea to make them as complete and interesting as possible.

WE ARE HERE TO SUPPORT YOU

If you have questions at any point in the grant process, please contact the Give2Asia representative in your country or Give2Asia staff in the U.S. We are available to answer your questions and to support you as you progress through the grantmaking process.