This version of the Melton Foundation Grant Policy is effective starting January 1st, 2021.
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**MELTON FOUNDATION GRANT POLICY**

In pursuit of its mission, the Melton Foundation (MF) offers funding to further collaborative Global Citizenship projects. This Grant Policy constitutes the terms and conditions that apply to these grants offered by the MF, including eligibility requirements, assessment process and criteria, and grantee expectations upon receiving a MF grant.

**MELTON FOUNDATION GRANT COMMITTEE**

The Grant Committee is the designated body to oversee and manage the assessment of all grants falling under this Grant Policy. It furthermore evaluates the subsequent performance of those grants by the individuals or groups who receive them.

In addition, the Grant Committee is responsible to vet all projects proposed for crowdfunding on the Melton Foundation’s partner platform *GlobalGiving*.

Established in 2007, the Grant Committee assembles selected experts from the MF community and the MF's Executive Office who commit their professional expertise and global citizenship experience to help evaluate grant proposals and support grant seekers along their social impact journey. Members of the Grant Committee fulfill their commitment on a voluntary basis and help ensure flexibility, professionalism, quality control and adequate support throughout the granting process (see also *Appendix I: Grant Committee - Terms, Requirements, Benefits* and *Appendix II: Privacy Guidelines and Conflicts of Interest Statement*).

**MELTON FOUNDATION GRANTS**

The Melton Foundation offers two types of grants to its direct affiliates, i.e. Melton Fellows and standing Task Team members: **MF Action Grants** and **Melton Opportunity Grants**.

Melton Foundation Grants can only be issued in support of activities which

- further the organization’s mission, vision and values
- benefit the development of Melton Fellows - directly and/or indirectly
- comply with all US anti-terrorism laws and regulations
- fall into at least one of the following Priority Areas:
  - *Community Action* (projects result in tangible benefits to society in the wider sense)
  - *Education* (projects further knowledge gaining or sharing in global citizenship and/or related fields)
  - *Networking, Advocacy and Outreach* (projects further community building around the concept and practices of global citizenship within and/or beyond the MF)

**Melton Foundation (MF) Action Grants**

MF Action Grants are built on the Melton Foundation’s *Awareness - Responsibility - Action* paradigm of Global Citizenship Practice. Their purpose is to enable Melton Fellows and standing Task Team members to:

- develop, implement and support projects that translate Global Citizenship into action, or
• build the necessary capacity to do so.

In particular, MF Action Grants support initiatives that

• build awareness and/or further awareness raising around global issues and the Sustainable Development Goals (SDGs).
• develop individual and collective responsibility for sustained, collaborative action.
• grow capacity to collaboratively drive and sustain social impact at the local and/or global level.
• further the design, implementation and evaluation of collaborative actions that embody the spirit of global citizenship practice and further social impact.
• support coordinated social-impact efforts in a particular or across (emerging) Melton Foundation HUB regions to promote global citizenship practice(s) and the organization's mission.

MF Action Grants are available throughout the year; there are no defined application windows or deadlines. Melton Fellows and standing Task Team members can submit grant applications at any time, considering the terms outlined in the section Requirements, Eligibility and Assessment Criteria below.

MF Action Grants cannot be awarded to third parties. Only projects that are led, co-led, or actively supported by one or more direct Melton Foundation affiliates can be considered for granting. Grant proposal in support of initiatives driven by organization other than the Melton Foundation, require the applicant's active involvement in the project proposed for funding. Proposals that are submitted on behalf of an organization and where the applicant cannot attest for a significant level of participation in and responsibility for the project, cannot be considered for granting (see also Partnerships and Co-Sponsorships).

Some examples of MF Action Grants:

• Train local communities in novel concepts such as civic courage or design thinking
• Conduct #100Acts workshops at a rural school and/or a workplace
• Organize climate awareness campaigns in collaboration with a partner organization
• Implement a gender diversity project together with local community members
• Shoot a video documentary in a different geography
• Take a skill training to help you manage teams and projects more effectively
• Conduct social service projects while travelling together with Fellows from different regions prior or after a Melton Foundation event or activity
• Study abroad at a Melton Foundation partner university
• Do an internship in one of the Melton Foundation’s Hub regions
• Take up language courses to further intercultural competencies
• Showcase results of a Melton Foundation project in a different Hub region or at a conference
• Develop a global citizenship project as part of an internship with a Melton Foundation partner organization, or by conducting field research in another Hub region
• Etc.
Melton Opportunity Grants
Melton Opportunity Grants - or Melton Opportunities - are grants that enable Melton Fellows and standing Task Team members to participate in and contribute to summits, conferences, retreats or other types of events with strategic relevance to the Melton Foundation.

Melton Opportunities are generally launched by the Melton Foundation's Executive Office. Suited candidates who show passion for and/or professional interest in the respective event can apply to participate. In addition to furthering personal and/or professional interest, successful applicants advocate for the concept of global citizenship and help promote the Melton Foundation's mission and work at these events. Participants of a Melton Opportunity return with new ideas, approaches, tools and/or collaboration opportunities, which they will share with the staff and our wider community.

Melton Opportunities are published by the MF's Executive Office. Grant details, including candidate profile, application requirements and commitment may differ with each Melton Opportunity and are specified with each call for applications. Depending on the event and the strategic relevancy, financial support from the Melton Foundation may range from small grant amounts (e.g., covering parts of the conference fees) to larger grant amounts (covering international travel and registration).

Because Melton Opportunities are handled by the staff team and may differ on a case-by-case basis, this policy does not provide further specifics about this type of grant in the following sections. However, Melton Opportunities must satisfy the rules and requirements outlined in the section Requirements, Eligibility and Assessment Criteria below and shall be coordinated with the Grant Committee to ensure coherency across grants and areas.

Some examples of Melton Opportunities:

- Conduct a workshop at an international civil society conference
- Discuss Global Citizenship in an interview at a Policy Design Workshop
- Showcase #100Acts at a regional convention for social change activists
- Mentor emerging climate leaders at a regional climate action training
- Advocate for global citizenship at a global convention for youth leaders
- Contribute to a panel discussion at a regional SDG conference

MELTON FOUNDATION CROWDFUNDING

As a vetted partner of the GlobalGiving, the Melton Foundation has full access to the world's leading crowdfunding community catering to the needs of social impact organizations. As organizational partner, the Melton Foundation must ensure responsible use and reliable information for all crowdfunding campaigns conducted on GlobalGiving. With the goal of facilitating Melton Foundation affiliates access to the GlobalGiving platform and to best leverage the unique opportunity to amplify the funding volume, visibility, and impact for impact-oriented project, the Melton Foundation Grant Committee serves as vetting instance to review and approve suited initiatives that can be promoted.
for crowdfunding as Melton Foundation feature project on *GlobalGiving* platform and to receive ample institutional support throughout the crowdfunding campaign.

All direct affiliates of the Melton Foundation can make use of this opportunity as long as the proposed activities:

- further the organization’s mission, vision and values
- aim to create positive and sustained impact at the local, regional or global level
- satisfy the Requirements, Eligibility and Assessment Criteria for Melton Foundation Grants
- have been vetted and approved by the Grant Committee.

In order to seek the Grant Committee’s approval, candidates interested in conducting a crowdfunding campaign as Melton Foundation feature project

- must complete and submit the application form used to apply for **MF Action Grant**, and
- indicate their intent to conduct a *GlobalGiving* crowdfunding campaign in the application

The Grant Committee will then assess the proposal (see also **Grant Application and Assessment Process**) to determine whether or not the proposed project is suited as Melton Foundation feature project. Once approved, the terms and conditions of the engagement will be specified in form of a mutual agreement between the Melton Foundation and the grantee (see also **Grant Award and Disbursement**). The general terms and conditions set by *GlobalGiving* apply at all times.

### REQUIREMENTS, ELIGIBILITY AND ASSESSMENT CRITERIA

#### General Rules and Regulations

**Authenticity of Information:**
Applicants must provide truthful and accurate information at any time, and especially in the grant application, reports and/or deliverables, and in communication with the Grant Committee.

**Co-Sponsorship:**
Melton Foundation Grants are essentially designed as co-sponsorships and offer funding to cover parts of the associated costs involved in the realization of a project. Consequently, applicants are expected to secure additional funds through personal or third-party contributions (see also **Partnerships and Co-Sponsorships**).

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1 If convinced of the merit of the proposed activity and the proven need for full sponsorship, the Grant Committee may disregard this condition.
Collaboration:
Melton Foundation Grants incentivize and further cross-boundary collaborations at local, regional and global level. The degree to which the project proposal incorporates the principles of collaboration will determine the amount of funding that can be allocated (see also Use of Funds).

Eligibility Requirements

Affiliation with the Melton Foundation:
Applicants must be direct affiliates of the Melton Foundation i.e., Melton Fellows or standing Task Team members. Melton Foundation Grants cannot be awarded to third parties; only projects and/or collaborative actions lead or co-lead by direct affiliates can be considered for funding.

Priority Area Alignment:
The project proposed for granting must fall under one or more of the Priority Areas established by the U.S. International Revenue Service (IRS) for Melton Foundation Grants:

- Community Action - a project results in a tangible benefit to the society or societies in the wider sense.
- Education - a project results in sharing or gaining knowledge in global citizenship or related fields.
- Networking, Advocacy and Outreach - a project furthers community building around the concept and practices of global citizenship, both within and beyond the MF.

Multiple Grants:
Direct MF affiliates can be beneficiaries of up to two Melton Foundation Grants at a time if the under the following circumstances:

- The applicant can attest for solid performance and follow-through in ongoing or past grant projects. Applications from individuals or teams owing deliverables or funds from previous grant projects without justifiable reasons will not be considered.
- Any project proposed for granting will be supported with no more than one Melton Foundation Grant at a time. Iterations or follow-up actions emerging from a grant project can only be considered for granting upon completion of the grant deliverables defined in the Grant Award Letter.
- Any one applicant cannot be the beneficiary of more than two grants at the same time.
- A proposal presented for granting cannot depend on the outcomes of a project that has not yet been concluded.
- MF Grants awarded to any one Melton Foundation affiliate cannot exceed the amount of 4000 USD over a period of two consecutive years.²

² The Grant Committee may disregard this condition if convinced of the merit of the proposed activity. MF Action Grants raised through GlobalGiving crowdfunding campaigns are exempt from this condition.
**Personal Accountability and Track Record:**
Applicants are expected to provide proof of their track record and follow-through performance - in Melton Foundation program activities, in collaboration with Melton Foundation partners, or in relevant projects and/or professional engagements beyond the Melton Foundation community.

If the applicant does not provide this information with their application (e.g. as letter of recommendation, contact details of reference persons, written self-assessment) or the information provided is not conclusive, the Grant Committee may request additional proof of personal accountability and track record.

For Fellows who are actively enrolled in the Melton Foundation’s Learning or Leadership Program, the Grant Committee may contact designated staff members to inquire about the applicant’s good standing in programmatic activities.

**Criteria for Grant Assessment**

If all **Eligibility Requirements** are satisfied, grant proposals will be assessed based on the following criteria:

**Impact and Visibility:**
Does the proposal specify the aspired impact of the project? How can the envision impact be tracked and/or accomplished? Does the grant project have potential to yield or excel sustained impact on a local and/or a global scale? What strategies are considered to further reach and visibility of the project.

**Potential and Sustainability:**
How feasible is it to implement the project? Would the grant significantly contribute to the quality / scope / scale of the project proposed for funding? Does the proposal outline strategies to further mutual benefit at societal level as well as within the Melton Foundation network (Social Return of Investment)?

**Commitment and Motivation:**
How committed is the applicant to the implementation of the project and why? Does the application provide evidence of thought and effort that has gone into the proposal preparation?

**Mission Relevance:**
How does the proposed project further the Melton Foundation’s mission and work?

**Consideration of Good Practice:**
Does the proposal consider examples of related initiatives? Were findings from research and/or analysis of practical experiences considered when developing the project proposal?
Grantee Benefit:
How does the project help the grantee’s development and growth as a Global Citizen? What are immediate personal and professional benefits and/or takeaways for the grantee from the project?

Grant Amounts and Use of Funds
Funding offered by the Melton Foundation varies based on the nature of the project proposed for granting. The Grant Committee considers the following funding categories for MF Action Grants to define grant ceilings and co-funding caps:

- **Category A: Collaborative Projects**
  Melton Foundation Grants **up to 2000 USD** or up to **85% of the associated project costs** (whichever is lower) are available for projects with mutual benefit to the applicant(s), the wider Melton Foundation community, our extended network of global citizenship practitioners, and society in general. Those initiatives are generally carried out in partnership with others (organizations, communities, etc. from within the Melton Foundation network or beyond) and envision to impact a specific community or audience, e.g. in (emerging) Hub regions.

- **Category B: Individual Projects**
  Melton Foundation Grants **up to 1000 USD** or up to **60% of the associated project costs** (whichever is lower) are available for projects that are of primary benefit to OR are carried out primarily by the applicant. Those initiatives are usually carried out individually or connected to personal or professional development.

- **Category C: Call for Applications**
  Melton Foundation Grants **supporting global mobility** can be issued for Melton Opportunities, Inter-HUB activities, Melton Foundation co-organized global events etc. Those initiatives are usually announced in form of calls for application and grant details are specified with each announcement.

Because Category C grants are generally handled by the Melton Foundation's Executive Office and vary from case to case, this policy does specify further details about this type of grant. Melton Foundation Crowdfunding and MF Action Grants issued as a result of successful GlobalGiving crowdfunding campaign can be in any amount; grant ceilings and co-funding caps defined for Category A and B grants do not apply in this case.

Exclusive Purpose:
Funds provided by the Melton Foundation can only be used for the purposes stipulated in the Grant Award Letter, the binding grant contract between grantee and Melton Foundation.

Multiple Sources of Funds:
Grantees are encouraged to secure additional sources of funding to complement their budget and enhance their impact (see also **Partnerships and Co-Sponsorships**).
Financial Reporting:
Expenditures must be reported accurately and within the deadline stipulated in the Grant Award Letter. An expense report template is available for download on the Melton Foundation website.

Accountability and Misuse of Grant Funds:
The grantee(s) signing the Grant Award Letter, which stipulates the details of the grant commitment, must ensure accurate use of funds and adequate reporting as per specifications in the Grant Award Letter.

Any changes to the scope and/or implementation timeline agreed upon in the Grant Award Letter must be communicated to the Grant Committee in a timely manner. If grantees need to adjust timelines or deliverables over the course of implementation of a grant project, the Grant Committee must approve revised terms and conditions within the purview of the original grant. If doing this is not possible, a mutual determination will be made whether to continue the grant or not.

The Grant Committee reserves the right to freeze funds, to require the grantee to reimburse already disbursed funds, or – in extreme cases – to take disciplinary action (including barring grantees from accessing Melton Foundation Grants in the future) if:

- the conditions of the grant as outlined in the award letter are not met (barring extenuating circumstances such as serious health issues, natural disasters or other factors that are beyond the grantee's control)³
- during the implementation of the granted project, it is observed that one or more of the eligibility requirements are no longer met (e.g. the grantee provides false information, project follow-up from a previous grant are overdue etc.)
- the grant funds are not used for their stated purpose or the grantee does not proceed with the project

³ The Grant Committee is willing to discuss and re-negotiate the grant disbursement schedules with the grantees on a case-to-case basis depending on the nature of the follow up activities.
GRANT APPLICATION AND ASSESSMENT PROCESS
Melton Foundation Grants exist to enable Fellows to transform their ideas for action into global citizenship projects. The process starts when a Melton Fellow or standing Task Team member conceptualizes a project and identifies the need for financial support from the Melton Foundation. It considers the following three steps:

- **Preparation**
  - Defining the idea or project
  - Ensuring relevance to MF mission
  - Researching similar projects to benchmark good practices
  - Identifying and reaching out to domain experts
  - Looking for additional resources and/or sources for funding

- **Application**
  - Preparing the MF Grant Application
  - Submitting the grant proposal via the application tool

- **Assessment**
  - The Grant Committee assesses each grant application on the basis of uniform and standardized criteria. This process take between 2-4 weeks.

**Proposal Preparation**
As with any other grant or funding request, a well-prepared application is key to success. In addition to the resources available on the respective Melton Foundation Grants website, applicants are encouraged to seek support from peers and/or mentors while they are putting their proposal together. The Grant Committee can provide technical guidance and support as applicants prepare their grant application, if they so desire.

**Application**
Applicants must use the designated online application form (also accessible via the Melton Foundation Website) to provide information about the project they seek to co-finance with a Melton Foundation Grant (see also Appendix IV: Grant Application Form). Upon submission, a copy of the application will be sent to the applicant as well as the members of the Committee.

**Proposal Assessment**
An assessment team of at least three Grant Committee members will be assigned to the proposal assessment. The regular proposal assessment cycle spans approximately four weeks and consists of the following steps:

1. During the first assessment round, the application undergoes a technical review to ensure completeness and compliance with the General Rules and Regulations and Eligibility Requirements.
2. Once the proposal has passed the technical review, the assessment team undertakes an **in-depth evaluation** of the application. To ensure the coherent application of the [Assessment Criteria](#), standardized rubrics are used to assess the strength of the grant proposal *(see also Appendix IV: Grant Assessment and Rubrics)*.

As part of the in-depth evaluation, the assessment team may contact the applicants to request further information, to clarify aspects of their grant proposal, to share feedback, or to schedule an interview to discuss exploring alternative scenarios related to their grant application. New insights or aspects emerging from this **feedback loop** will be considered by the assessment team.

3. Following the in-depth evaluation, the assessment team consolidates the scores and takes a **final decision** on the application. That decision will be conveyed to the applicant, along with pertinent details, i.e. next steps in case of a successful application, and reasons behind the decision in case of an unsuccessful application.

**Fast-Track Assessment**

For funding requests of **350 USD or less**, the Grant Committee offers a Fast-Track Assessment, which results in a final granting decision within no more than two weeks following the submission of the application.

Furthermore, **time-sensitive** grant proposals may be considered for Fast-Track Assessment if at least **one of the following conditions can be testified**:

- The project emerged on a short-term notice, making it impossible for the applicant to submit the proposal ahead of time.

- A timely decision is essential for the project to yield its aspired impact.

The Fast-Track Assessment follows the same process as outlined under ‘Proposal Assessment’ above but does not include feedback loops as part of the in-depth evaluation. The Grant Committee does not offer feedback, clarify concerns or request further information from the applicant during the assessment process and communicates the final decision directly to the applicant.

**GRANT AWARD AND DISBURSEMENT**

**Grant Award Letter**

Upon approval of the grant proposal, the grantee is presented a Grant Award Letter. A mutual agreement between the Melton Foundation and the grantee, this document specifies the details of the grant commitment, including amount and purpose of the grant, expectations from the grantee, and deliverables along with a timeline for completion. The Grant Award Letter must be signed by the grantee and is regarded as binding commitment henceforth.
If grantees need to adjust the timeline or other commitments stipulated in the Grant Award Letter over the course of implementation of a grant project, they must contact the Grant Committee to renegotiate the terms and conditions within the purview of the original grant. Revised terms and conditions only take effect if approved by the Grant Committee.

**Grant Disbursement**

Melton Foundation grants are disbursed to the grantee in up to two installments:

- **grants below 1000 USD** are usually disbursed in one installment. Should the implementation of the grant project not be in line with the details stipulated in the Grant Award Letter, the Grant Committee reserves the right to require the grantee to reimburse already disbursed funds *(see also Use of Funds).*

- **grants above 1000 USD** are usually disbursed in two installments with a first installment of no more than 75% of the total grant amount up front. The remaining are disbursed at a later stage of the project, usually following an update report about the progress of the project. Should the implementation of the grant project not be in line with the details stipulated in the Grant Award Letter, the Grant Committee reserves the right to retain the remaining installment until further notice *(see also Use of Funds).*

The Grant Committee determines the payment modalities and schedule for grants on a case-by-case basis, depending on the nature of the project, specific performance benchmarks, and the necessity of funds. Details are specified in the **Grant Award Letter** respectively.

In light of currency exchange rate fluctuations, the Grant Committee encourages applicants to state relevant cost items in the original currency of the expense including exchange rates, especially if currencies other than USD are involved. In case of significant disparity in currency exchange rate, the grantee may appeal to the Grant Committee for grant amount adjustment upon presenting substantial proof.

**DELIVERABLES, GRANT COMPLETION AND GOOD PRACTICE**

For each grant project, the Grant Committee defines deliverables for implementation. Those deliverables or grant commitments are a set of time-bound action items which are based on

- the grant proposal and corresponding implementation timelines.
- good practices for collaborative personal and professional development, which include but are not limited to documenting and sharing outcomes, insights and learnings from the project *(see also Appendix III: Grant Commitments and ROI).*
- mission-based impact considerations, which include but are not limited to consenting the use of project materials, text, pictures or other related content to feature the project and its impact in Melton Foundation publications and social media *(see also Use of Name, Acknowledgement and Dissemination).*

Grant deliverables may differ based on the nature of the grant project as well as the funding category it falls under *(see also Grant Amounts)* and are laid out in the **Grant Award Letter** respectively. Upon
receiving the Grant Award Letter for review and signing, grantees can revisit the proposed deliverables and timelines, and may suggest changes where necessary and justified.

By signing the Grant Award Letter, the grantee accepts the terms of the agreement and is expected to carry out the grant project responsibly, to the best of their abilities, and adhering to the terms and timelines stipulated in that document.

The validity of the Grant Award Letter signed between the Grant Committee and the grantee expires as soon as the grantee

- has completed the deliverables and commitments agreed upon in the Grant Award Letter satisfactorily
- has submitted a concluding grant report along with the expenditure statement.
- has received the corresponding installments of the grant (see also Grant Award and Disbursement).

**PARTNERSHIPS AND CO-SPONSORSHIPS**

By joining forces and sharing resources, collaborative projects are better positioned to sustain over time and can yield wider impact. Thus, Melton Foundation grants are essentially designed as co-sponsorships to encourage applicants to engage additional parties - individuals, communities and/or organizations - to bring a project to full fruition (see also General Rules and Regulations).

Project partnerships can take many different forms, including but not limited to in-kind contributions and cost-sharing. In order to secure financial support from the Melton Foundation, projects proposed for funding should deliberate on collaborations with other parties. Those partnerships can, but do not have to be confirmed when presenting the project proposal to the Melton Foundation Grant Committee. They can also be built as part of the project proposed for funding.

To formalize a partnership, the applicant should consider the following:

- Provide information about existing and/or aspired collaborators as part of the grant proposal, including their professional background (in case of individuals) or their mission, programs, key stakeholders and a contact person (in case of organizations).
- Confirm collaboration with organizational partners in form of a Memo of Understanding to specify the organization’s responsibility for and benefit from project partnership as well as to clarify the adequate use of the Melton Foundation’s name and brand (see also Use of Name, Acknowledgement and Dissemination).

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4 In-kind sponsorship refers to contributions of labor, materials, technology, or other non-monetary resources. For example, if a partner organization commits 20% of a specific staff member’s work time to a six-month project co-sponsored by the MF and that staff member’s annual salary is US$30,000, the “in-kind” contribution is equal to US$3,000.
Crowdfunding
As a permanent organizational member of GlobalGiving, the Melton Foundation has full access to a well-established and globally recognized crowdfunding community. For suited projects, the Grant Committee may endorse crowdfunding campaigns. Following the Grant Committee’s approval to conduct such a campaign under the Melton Foundation’s patronage on GlobalGiving, grantees have the unique opportunity to amplify the funding volume, visibility, and impact for their project by conducting a crowdfunding campaign as a Melton Foundation feature project with ample institutional support (see also Melton Foundation Crowdfunding). Details would be specified in the Grant Award Letter respectively.

If a grantee prefers to conduct a crowdfunding campaign on a different platform (e.g. GoFundMe, Kickstarter, etc.), they are free to do so without the approval of the Grant Committee.

USE OF NAME, ACKNOWLEDGEMENT AND DISSEMINATION
Recipients of Melton Foundation grants are expected to acknowledge the Melton Foundation co-sponsorship of the grant project in an appropriate and accurate manner when disseminating and/or promoting activities and outcomes, including but not limited to social media platforms, websites, newsletters, articles, papers, graphics, talks, resumés, print materials etc.

The Melton Foundation Brand Book as well as the Editorial Policy and Guidelines shall serve as reference framework for the use of name and brand. Grantees are encouraged to collaborate with the Melton Foundation’s communications department for support and cross-promotion. They should also encourage other project partners or co-sponsors to support respective outreach efforts.

The Melton Foundation may use text, photographs or other contents related to the grant project for organizational communications purposes and in line with the Melton Foundation’s Privacy Policy as well as its Editorial Policy and Guidelines. By signing the Grant Award Letter, the grantee agrees to the Digital Media Consent Form allowing the Melton Foundation to produce and publish any content (videos, photos, blogs, website updates, podcasts, advertisements etc.) related to the grant project. The grantee and all other parties actively involved in the project shall be acknowledged in publications accordingly and in line with the Melton Foundation Privacy Policy in respective publications, unless they choose not to be disclosed.

CONTACT US
The Grant Committee welcomes questions, suggestions, or feedback at any time, using the following email ID: grants@meltonfoundation.org.
MODIFICATIONS AND POLICY UPDATES

The Melton Foundation Grant Policy will be updated from time to time. Changes and modifications will be incorporated into this document and the revised version of the policy will be published stating the last revision date.

Upon publication on the Melton Foundation website, the latest version of the policy will be in effect and shall constitute the terms and conditions for Melton Foundation grants given thereafter.

This version of the Melton Foundation Grant Policy is effective starting January 1st, 2021. The present document was last revised and updated in March 2022.
Appendices

I: GRANT COMMITTEE - TERMS, RESPONSIBILITIES, PROCEDURES

The Grant Committee oversees the implementation of this Grant Policy and helps further the mission impact of the Melton Foundation. A professionally and culturally diverse team, the committee ensures that:

- grant proposals are assessed from multiple perspectives.
- plurality of interests and approaches of our global network can be considered.
- grant projects can benefit from input and support of a multi-disciplinary body.
- Melton Foundation grant giving is coherent, stringent, inclusive and collaborative.

Members of the Grant Committee share a strong commitment to help strengthen and build visibility for suited projects and causes. By supporting the development and implementation of grant projects, they further grantees' social impact intentions and the Melton Foundation's mission.

**Expectations**

- Enthusiasm to support Fellows to further and apply their global citizenship capacity
- Proactivity, personal accountability and diligent follow-through habits
- Ability of critical, constructive and creative thinking
- Openness to new ideas, projects and different work styles
- Commitment to global citizenship as well as the MF's mission, vision, and core values
- Experience in project management or similar to ensure accurate management of MF funds

**Requirements**

- Senior Fellows or members of the Task Team can join the committee.
- Two-year commitment (extension of term possible) and includes tasks like grant assessment, mentoring grantees, advising applicants, communications, process innovation, organizing annual evaluation
- Availability of 2-4hrs per month on average
- Participate in regular Grant Committee performance evaluation

**Benefits**

- Gain insight into and practical experience with non-profit (grants) management
- Further project management and leadership skills in a globally diverse setting
- Support evolving and promising global citizenship projects
- Recognition for voluntary engagement (upon request)
- Act in representation of the Grant Committee, e.g. at MF events (as required)
- Contribute to strengthening the MF network and its case for impact
AMENDMENT March 2022:

The following provides a practical guide with workflows and procedures for implementation of the Grant Committee's four core responsibilities: Grant Committee Chair, designated staff member, Key-Contact Person, and Assessment team.

Grant Committee Chair (GC Chair):
An appointed member of the Grant Committee, the GC Chair manages the committee's work and oversees the adequate implementation of the MF Grant Policy. The GC Chair works closely with the designated staff member of the MF's Executive Office (XO Rep) to ensure optimal alignment between strategic and programmatic goals of the Melton Foundation.

Annual Responsibilities:
- Grant budget reporting (together with the XO Rep)
- Coordinates and Conducts an Annual Review / LookOut Meeting with the Grant Committee
- Onboarding of new and guidance for standing Grant Committee members

Recurring Responsibilities:
- Is an authorized recipient of <grants@meltonfoundation.org>, the official Grant Committee email ID, and receives a copy of all Grant Applications and other incoming inquiry emails (the latter will be handled by the XO Rep unless otherwise agreed upon)
- Manages assessment cycles for MF Action Grant application and sets approx. project schedule (see below)
- Participates in Grant Assessment (if available)
- Reviews and co-signs MF Action Grant Award Letters
- Acts as the backup Key-Contact Person (see below), should the designated committee member not be available
- Coordinates with the other members of the MF Executive Office should the designated staff member not be available (e.g. during vacation, sickness, etc.)

Designated staff member (XO Rep)
The MF Executive Office designates one staff member to facilitate and support the Grant Committee's work and ensures alignment with the MF's organizational strategy and values. The XO Rep is a full member of the Grant Committee and works closely with the Grant Committee Chair to ensure the smooth function of the committee.

Annual Responsibilities:
- Grant budget reporting (together with the GC Chair)
- Supports Organization of the Grant Committee's Annual Review / LookOut Meeting
- Maintenance of the Grant Tracker (summary and statistics file of grants issues each year)
- Ensure Budget planning and fund availability in the global MF budget (in coordination with GC Chair)

Recurring Responsibilities:
- Maintenance of the <grants@meltonfoundation.org> email ID along with email forwarding rules
- Is an authorized recipient of the above-mentioned email ID and receives a copy of all Grant Applications as well as other incoming inquiry emails - the response of the latter happens in coordination with the GC Chair
- Compiles Application Pack on Dropbox and sets-up Assessment Sheet for each assessment cycle
- Participates in Grant Assessment (if available)
- Handles communication during the feedback loop (see Assessment Process & Schedule below)
- Prepares and co-signs MF Action Grant Award Letters
- Together with Key-Contact Persons, oversees deadline and deliverable completion for MF Action Grants
- Acts as the backup Key-Contact Person (see below), should the designated committee member not be available

**Key-Contact Person:**
Designated Grant Committee member who is involved in the proposal assessment and who continues the contact with the grantee beyond the application stage.

_During the proposal assessment, committee members can indicate their availability as the key contact person by simply filling out the corresponding field in the assessment sheet. If multiple committee members indicate interest to serve as key contact person, the Committee Chair and/or the designated member of the MF's Executive Office appoint the best-suited candidate. If no volunteers emerge from the assessment cycle, the Grant Committee Chair and/or the designated XO Rep gets in contact with specific Assessment team members to explicitly request support._

**Specific Responsibilities:**
- Provides on-demand support for grant-related questions
- Ideally has an interest in areas relating to the grant project
- Receives a copy of the grant award letter (which outlines the details and deadlines of the grantee commitments)
- Connects with the grantee to introduce self and indicate availability to support if and as required by the grantee
- Responds to grantee questions or messages in a timely manner
- Oversees deadline and deliverable completion as per grant award letter (with support from the XO Rep)
- Offers guidance and support as grantees refine and/or implement their grant project (out of own initiative and in direct coordination with the grantee)

**Assessment Team:**
An ad-hoc team of at least 3 Grant Committee members is formed to review incoming MF Action Grant applications.

- The GC Chair (or designated XO Rep) initiates the formation of the Assessment Team
Available (and interested) committee members commit to working on an assessment team for a particular Grant Application

The team commitment concludes with the final grant decision at the end of the assessment cycle

**Workflow & Assessment Process:**

1. When an MF Action Grant Application is submitted, the GC Chair and the XO Rep receive an email alert
2. XO representative downloads grant application, uploads all files to dropbox, and sets up the Assessment Sheet
3. GC Chair informs the Grant Committee about the new application and shares approximate project schedule, which includes the following steps:
   
   a. Formation of Assessment team: 5 days after the initial information
   b. Individual assessment of the application: 14 days after the previous step
   c. Feedback loop with the applicant: 5 after the previous step, to clarify the committee’s questions. (This step may or may not be enacted. The default feedback mode is by email, but it could also be an interview - if and as required by the committee.)
   d. Final assessment by the assessment team: 5 days following the feedback loop
   e. Inform applicant about grant decision: 4 weeks after receipt of application

**Note on Step (b) (individual assessment)**

- XO Rep and GC Chair review assessment team feedback and either of the two emails a compilation of the feedback to the applicant
- When the applicant submits the requested information, the material is shared with the assessment team for final review (scores and comments in the assessment sheet should be revised as required)

**Note on Step 5 (Final decision)**

- XO Rep drafts the Grant Award Letter and shares it with Committee Chair and Key Contact-Person for review and approval.
- XO Rep sends finalized & signed Grant Award Letter to the applicant - with grants@meltonfoundation.org and key-contact person in CC
- Following submission of the completed documentation (signed Grant Award Letter and disbursement Sheet), the XO Rep initiates the grant payment accordingly.

With the Grant Agreement in force and the grant project in execution, the responsibility to report back timely manner lies with the grantee. The Key-Contact Person (with support from the XO Rep) oversees deadline and deliverable completion as per the grant award letter.
II: PRIVACY GUIDELINES AND CONFLICTS OF INTEREST STATEMENT

Grant Committee members are bound to comply with the Melton Foundation’s Privacy Policy. Grant proposals, documents and personal data received, revised and discussed during the assessment process are treated confidentially.

The Grant Committee aims to ensure that at least three evaluators are involved in the assessment of any given grant proposal. To ensure objectivity and a rigorous assessment process, the identity of evaluators assigned to a particular grant proposal is usually not revealed. Evaluators must not identify themselves to the applicant while grant assessment is ongoing. Only after the assessment process is concluded and upon request of the applicant can the names of evaluators assigned to the grant proposal be revealed to the applicant.

Before a Grant Committee member commits to evaluate a grant proposal, she or he is required to inform the committee about any circumstances that could be interpreted as a conflict of interest. This policy appeals to the ethical and personal accountability of grant committee members to volunteer as evaluators only if they can follow the process to the best of your abilities and as per regulations outlined in this policy. This policy does not exclude committee members, who report such circumstances, from evaluating the respective grant proposals - unless the respective committee member and/or other grant committee members conclude that they are unable to evaluate the proposal objectively and according to the guidelines.

Below you will find a list with examples of criteria that are potential conflicts of interest. The criteria are classified into two categories: exclusion and subject to Grant Committee vote.

The following circumstances will result in exclusion as evaluator for a specific grant application:

- having actively supported the development of the grant proposal and/or (partially) developed ownership of the project proposed for granting.
- the applicant being an immediate family member (e.g. husband/wife, brother/sister).
- being an active participant OR direct beneficiary of the grant project.
- having financial interest in the awarding of the grant.

The following circumstances are subject to a Grant Committee decision to whether a committee member who reported potential conflict of interest may act as evaluator for a specific grant application:

- the applicant being a distant family member or a close friend.
- being a former participant OR indirect beneficiary of the grant project.
- having non-financial or personal gain in the awarding of the grant.

If evaluators become aware and/or acknowledge potential conflict of interest throughout the assessment process, they may withdraw as evaluator of a particular grant proposal at any time. Conflict of Interest is, as a matter of fact, one of the few reasons for grant committee members to step back from a commitment on short notice.
III: GRANT COMMITMENTS AND ROI

For each grant project, the Grant Committee specifies a set of time-bound action items which the grantee commits to implementing when signing the Grant Award Letter (see also Deliverables, Grant Completion and Good Practice). These deliverables - or grant commitments - are grant project specific and may vary significantly from one grant to another.

When defining the grant commitments, the Grant Committee usually takes into account the funding category the grant falls under (see also Grant Amounts) along with the following considerations:

- the grant proposal and corresponding implementation timelines
- Return of Investment (ROI) considerations for collaborative personal and professional development, which include but are not limited to documenting and sharing outcomes, insights and learnings from the project
- Melton Foundation mission-based impact considerations, which include but are not limited to consenting the use of project materials, text, pictures or other related content to feature the project and its impact in Melton Foundation publications and social media (see also Use of Name, Acknowledgement and Dissemination)

For Fellows enrolled in the Melton Foundation’s Learning or Leadership Track, the ROI standard for grant commitments include but are not limited to the following deliverables:

- Develop a Learning Diary for publication on the Melton Foundation’s blog (or similar)
- Provide 10 (or more) accompanying photos of significant moments from the grant project and fellows “in action”
- Produce a (short, conversational) video recap of the experience to be used and share on social media
- Implement a Skills Share activity (e.g. workshop, podcast, etc.) unpacking one or more aspect of the grant project (directed at other Melton Fellows, student at their university, a particular community in a Melton Foundation Hub region and/or else)
IV: GRANT APPLICATION FORM

The Grant Committee uses a standardized application form, which is available online for applicants to provide information about the project they seek to co-finance with a MF Action Grant. The following questions form part of the MF Grant Application Form.

1 Applicant Information
   • Full Name
   • Email
   • MF Affiliation
   • MF Campus/HUB
   • Year of Joining MF
   • Field of Work or Study
   • Place of Work or Study
   • Identification of other MF affiliates supporting the grant project

2 Grant Activity - Overview
   • Project Name
   • Project Pitch
     In no more than two sentences, describe the project you propose for granting.
   • Which of the following statements best describes the nature of the activity proposed for granting? Please choose all options that apply.
     o the activity benefits your local community and/or other communities around the world in a tangible way.
     o the activity helps you gain, build, or share knowledge in global citizenship or related fields.
     o the activity helps build an awareness for and promotes the concept and practices of global citizenship - within or outside the Melton Foundation.
   • Please state the degree to which the project you propose this granting aligns with the Melton Foundation’s Core Values (Global Citizenship – Respect – Curiosity - Trust, Responsibility and Reciprocity)
   • Please identify the specific purpose of your application.
     o I am applying for project funding in form of a MF Action Grant.
     o I seek approval for a GlobalGiving crowdfunding campaign as Melton Foundation feature project.
     o I am applying for a MF Action Grant and seek approval for a GlobalGiving crowdfunding campaign.

3 Grant Activity - Outline & Value Proposition
   • WHAT (is it about?)
     In no more than 200 words, describe and outline the core aspects of your project. You may furthermore deliberate on what your project is about and/or what it aspires to do.
   • WHY (is it important?):
     In no more than 200 words, discuss the relevance of the project you propose for granting. Consider providing data and trends to support your argument.
   • WHO (are the stakeholders?):
In no more than 200 words, identify the different audiences and/or stakeholders affected by the project - direct and/or indirectly. Unless discussed in the following section ‘HOW’, you may address how your target group(s) can benefit from the project.

• HOW (are you doing it?):

In no more than 200 words, discuss how you are planning to implement the project. You may specify technical or organizational detail of the project implementation, if applicable and relevant.

• IMPACT (you expect to yield):

In no more than 200 words, discuss the expected impact of your project. You may deliberate on how you define success for the project and how you plan to track and/or measure project success.

• VISIBILITY (for your work):

In no more than 200 words, explain how you expect to build wider awareness for your project and/or the greater cause - within the Melton Foundation community and beyond. You may share insights in how you plan to document processes and results of the project, unless covered in any of the previous sections.

• TIMELINE (of implementation):

Please complete the Grant Timeline template (http://bit.ly/GrantTimeline) and submit it with your grant application.

• COLLABORATION (with other organizations)

Are you working together with other organizations and/or non-MF affiliates as part of the project you propose for granting? If so, please provide specifics about your key-collaborators, incl. name of the organization; project role/responsibility; designated organizational contact (name, title and email), and your relationship with them (if applicable).

4 Grant Activity Budget

• Estimated total expenses (in USD)
• Amount contributed by the applicant (in USD)
• Amount secured from 3rd party sources (in USD)
• Amount intended to be raised in a crowdfunding campaign or similar (in USD)
• Amount of funding requested from the Melton Foundation (in USD)
• Detailed budget projection:

Please complete the Budget Projection template (http://bit.ly/GrantBudget) and submit it with your grant application.

5 Applicant Accountability and Motivation

• Please give an account of your follow-through abilities, using at least two examples from previous projects you were involved in.

You can include examples from Melton Foundation related activities or other professional and/or personal experiences. If you wish to include Letter(s) of Recommendation, you may do so, too.

• In what ways does the implementation of the proposed activity benefit you personally and/or build your expertise as a global citizen?

6 General Acknowledgements

• I confirm that I have read and understood the Melton Foundation Grant Policy.
• I confirm that I have read and understood the Melton Foundation’s Digital Media Consent Form.
• I acknowledge that I will be required to consent to the use of contents, project materials, text, and pictures should this grant proposal be approved.
• I confirm that I can receive international wires into my bank account. *(If you’re not sure, please consult with your bank first.)*

• Would like to be considered for Fast-Track Assessment?  
  *If yes, briefly state why your proposal should be considered for Fast-Track Assessment.*

### 7 Additional Information

• Is there any other information related to your project that you could not provide with the previous questions? You may use the space below to elaborate briefly.

• If any, please state your ideas about how the Melton Foundation and/or the Grant Committee can help you during preparation, implementation and follow-up of the project. This will be helpful to support you in a more focused way right from the beginning.
**V: GRANT ASSESSMENT AND RUBRICS**

Grant proposals are generally reviewed and evaluated by an assessment team of at least three Grant Committee members. To ensure coherency and accountability, the same grant applications are assessed using the following standardized assessment matrix:

<table>
<thead>
<tr>
<th>MISSION</th>
<th>... relevance for &amp; coherency with the MF's mission and Core Values.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aspect 'Global Citizen Practice'</td>
<td>scores</td>
</tr>
<tr>
<td>... addresses a pressing issue in a tangible way ... establishes links between local realities and global tendencies ... seeks active collaboration with others (individuals, organizations, community/ies, etc.) ... incorporates elements of awareness raising, responsible activism, and/or global citizenship promotion</td>
<td>Proposal mentions explicitly and/or refers directly to all of the criteria listed on the left AND provides evidence of the consideration for / implied reference to at least one additional criterion</td>
</tr>
</tbody>
</table>

| Aspect 'Crossing Boundaries of Place and Identity' | BRIDGES boundaries - this is a core element of the activities | CROSSES boundaries - aspect is relevant yet not a central feature of the activities | Global and/or intercultural theme is ancillary to the activities | No evidence / No relevance for the project |

| Aspect 'MF Core Values' | (mutual respect, interdisciplinary learning, open communication, accountable action) | Proposal incorporates and practices these values as a core element of the project | Proposal reflects these values as relevant, yet not a central aspect of the project | Proposal refers to mutual respect, interdisciplinary learning, open communication, and accountable action - they are not central to the activities. | No evidence or reference to these values - OR - evidence of exclusionary ideologies or practices |

<table>
<thead>
<tr>
<th>STRENGTH</th>
<th>... strength, relevancy and potential impact of the project proposed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aspect 'Proposal Preparation / Diligence'</td>
<td>scores</td>
</tr>
<tr>
<td>... diligent composition of proposal as evidence thought and effort ... research, benchmarking of similar projects / good practice examples, needs assessments, and/or practical experience(s) ... expectations &amp; timelines are realistic ... risk-factors are considered</td>
<td>Proposal is well researched, thoughtfully put together with coherent evidence, realistic expectations and complete attachments</td>
</tr>
</tbody>
</table>

| Aspect 'Impact Planning' | Proposal defines coherent success indicators and/or measures to assess the impact of the project | Reference to success indicators and/or measures to assess project impact, which need refinement and/or specification. | Evidence of impact considerations without further specifying success indicators or impact measures for the project | No evidence of impact considerations |
| Aspect 'Follow-through & Impact Potential' | Proposal is based on a coherent follow-through plan AND can be expected to result in sustained impact at societal level (locally and/or globally) | Proposal shows strong evidence of follow-through intentions AND can be expected to result in at least short-term impact at societal level | Proposal shows marginal evidence of follow-through intentions AND / OR is unlikely to yield greater impact, but could set meaningful impulse(s) in the MF network or beyond | No evidence of follow-through intentions AND / OR the expected impact of the proposed project can be ignored or is irrelevant. |
| Aspect 'Visibility & Outreach' | Proposal includes a (simple) communication strategy/plan to build visibility for the project within the MF and beyond | Proposal provides evidence for the applicant's concern to build visibility for the project within the MF and beyond; does not include a (simple) communication strategy/plan | Proposal focuses on the implementation of the project itself; minor concerns about means to communicate the project (if, mainly MF-internal) | No evidence about intention or plan to promote the project - neither within the MF nor beyond. |
| Aspect 'Good Practice Consideration' | Innovative approach OR builds on proven good practices with potential to improve it while considering local circumstances | Explicitly builds on good practices from the field | Implies that good practices from the field have been taken into account | No evidence that good practices have been taken into account |
| Aspect 'Funding for project execution' | All expense items are in line with the activities, seem reasonable and relevant for the project execution. | Expense items are mostly in line with the activities, seem reasonable and relevant for the project execution. | Some expense items seem excessive or unnecessary - OR - seem irrelevant for the project execution | Some expense items seem excessive or unnecessary - AND - seem irrelevant for the project execution |

**MOTIVATION**

... motivational aspects underpinning the project proposal.

<p>| scores | 4 | 3 | 2 | 1 |
| Aspect 'Personal Track record' | Proof of strong track record (in and/or outside MF) | Evidence of strong track record | Some evidence of track record (in and/or outside MF, although not recently) | No evidence of track record - OR - Evidence of lacking follow-through |
| Aspect 'Commitment and Motivation' | Proposal leaves no doubt about the applicant's motivation and commitment to the activity | Proposal reflects applicant's motivation and commitment to the activity, but not to 100% satisfaction | Proposal shows traces of commitment and motivation but results in major doubts about applicant's motivations | Proposal shows no evidence of commitment or motivation |
| Aspect 'Applicant Learning / Personal growth' | Applicant broadens existing skills/knowledge AND acquires new competencies during preparation and implementation | Applicant broadens existing skills/knowledge during preparation and implementation | Applicant practices existing skills/knowledge but shows little evidence to further skills significantly | No evidence of development of personal competencies; no evidence of personal growth |</p>
<table>
<thead>
<tr>
<th>Aspect 'Applicant Benefit'</th>
<th>Activity results in clear personal/professional benefits for grantee such as unique experiences and the opportunity for the grantee to prove him/herself</th>
<th>Activity results in clear personal/professional benefits for grantee, which the grantee could probably access through other opportunities as well</th>
<th>Personal/professional benefits for applicant are unclear</th>
<th>No evidence of personal/professional benefits for applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Eligibility Check</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The applicant is a direct affiliate of the MF</td>
<td>YES</td>
<td>NO (please comment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The applicant's Fellow Profile contains information beyond the required fields (aka &quot;Basic Information&quot;)</td>
<td>YES</td>
<td>NO (please comment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The proposal is aligned with at least 1 Priority Area established by the IRS: ... Community Action ... Education ... Networking, Advocacy and Outreach</td>
<td>YES</td>
<td>NO (please comment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The applicant complies with 'Multiple Grants' requirements</td>
<td>YES</td>
<td>NO (please comment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Category: The application corresponds to the following Grant Category:</td>
<td>Category A: Collaborative Projects (with mutual benefit to applicant(s), wider MF community, our extended network, and society in general.) grant amounts of up to 2000 USD OR 85% of the associated project costs</td>
<td>Category B: Individual Projects (with primary benefit to OR are carried out primarily by the applicant) grant amounts of up to 1000 USD OR up to 60% of the associated project costs</td>
<td>Category C: Call for Applications</td>
<td>DO NOT FALL WITHIN THE PURVIEW OF MF ACTION GRANTS</td>
</tr>
</tbody>
</table>