# Table of Contents

I. Introduction  
II. About EPN’s Grassroots Projects  
III. Eligibility  
IV. Development Philosophy  
V. Application Process  
VI. Application Questions  
VII. Written Agreement  
VIII. A Summary of Responsibilities  
IX. Contacts
I. Introduction

Hi there! Thank you for your interest in collaborating with End Poverty Now (EPN) to help alleviate poverty and promote socio-economic empowerment around the world. This is a guide that provides information on how your organization can establish a Grassroots Project joint venture with EPN. To learn more about End Poverty Now, please see www.endpovertynow.ca.

II. About EPN’s Grassroots Projects

End Poverty Now is committed to creating positive social change around the world, and our Grassroots Projects – both in Canada and abroad – are an important part of our mission. We work to establish locally-developed initiatives aimed at social and/or economic empowerment and long-term sustainability. We receive and carefully select submissions from other organizations looking to engage in joint ventures. We then collaborate closely with our partners to ensure that the project thrives. 100% of our chapters’ fundraising profits go towards our Grassroots Projects. As well, all EPN Grassroots Projects are considered “joint ventures,” as defined by the Canada Revenue Agency.

The Income Tax Act

Since End Poverty Now is a registered Canadian charity, all of EPN’s actions are governed by the Income Tax Act. The Income Tax Act is a resource from the Government of Canada detailing how charities must conduct their work overseas. One of EPN’s primary responsibilities under this act is to maintain sufficient records in Canada to enable the government to verify that the charity is retaining control and direction over the use of its resources. This means that EPN must be involved in the decision-making process while maintaining detailed records of the project.
III. Eligibility

All of our joint venture partners/projects must meet the following requirements:

1. Your organization’s mission must be non-denominational.
2. Your organization must support social equality.
3. Your project must be locally-based and community-led.
4. Your project’s objective must relate to social or economic empowerment.
5. Your project must address potential environmental impacts.
6. A clear implementation plan and timeline must be in place.
7. A detailed project budget must be in place.

IV. Development Philosophy

All EPN joint venture projects must respect the following principles throughout the duration of the partnership:

Community Participation
In order for a project to be sustainable, all projects must be led by local community members, and decision-making processes must involve the project’s beneficiaries. This way, local values and needs can be effectively addressed, and the local community can foster/strengthen their self-reliance and ensure the project’s long-term sustainability.

Sustainable Development
Ensuring sustainable development means using resources wisely so that the project has minimal negative impact on the environment and future generations. All projects should respect the three pillars of sustainability: economic growth, environmental protection, and social equity.

Social Equality
It is important to EPN that all of its joint venture projects promote and uphold social equality. This means that no individual should be excluded or discriminated against based on their race, class, sex, gender, gender identity, sexual orientation, age, and/or disability.

Collaboration
EPN encourages the continuous multilateral exchange of ideas, where both organizations learn from each other’s shared experiences and contribute to the project’s decision-making processes. We also seek out the expertise of professionals in the field of international development and political science as a way of maintaining a well-informed dialogue with our partner organizations in regards to our joint ventures.
V. Application Process

Organizations interested in partnering with End Poverty Now must submit a project proposal to us by filling in our downloadable Project Proposal Form(s). We accept proposals year-round. A successful application process is as follows:

1. Project proposal is **submitted** (by you) and received (by us).

2. Project proposal is **screened** by the Director of Grassroots Projects, and **reviewed** by the End Poverty Now staff; we thoroughly assess the risks, impacts, sustainability, and efficiency of projects.

3. A short “**Question & Answer**” dialogue via phone/email takes place.

4. The final proposal is presented to EPN’s staff and Board of Directors, who vote on it for **final approval**.

5. Additionally, the proposal will be evaluated by a member of our Board of Advisors, a group of professionals and scholars who will be able to provide **further valuable input**.

6. We send you a **written agreement** to be signed.

7. After the joint venture is established, our Director of Grassroots Projects will **keep in regular contact with you** to ensure smooth transactions and effectual project development, and will assist in any way possible.

VI. Application Questions

Below is an outline of the information we request from our applicants, which is found on the Project Proposal Form(s). All areas of the forms must be filled.

1. **General Information**
   1.1. **Organization Details**
   1.2. **Contact Person**
   1.3. **Previous Projects**

   *Please describe any projects your organization has been or is currently involved with.*

   *Please also specify the sources of funding for these projects, if applicable.*

2. **Project Description**

   2.1. **Objective**

   *State the project’s primary goal and how it addresses poverty.*

2.2. **Project Beneficiaries**

   *Explain who this project aims to help. What are their needs, and how will these needs be addressed by the project?*
2.3. Implementation Plan

Provide a detailed timeline for your project. If you already have this information in the form of a chart/table, feel free to attach that file to this proposal, and write “See attached files” in the space provided.

2.4. Involvement of Project Beneficiaries

Community participation and fostering self-reliance in individuals are important to EPN. Please outline how the beneficiaries will be actively involved in the project.

3. Sustainability

3.1. Short and Long Term Outlooks

Describe how your project will affect the beneficiaries in the long-term. How will it continue to support them after the project’s completion?

3.2. Environmental Impacts

Explain your project’s environmental considerations and potential positive and negative impacts.

3.3. Cultural Integrity

How will this project respect and adhere to the values of the region’s local culture?

4. Project Budget

Provide a detailed budget for the entire project and specify which areas you’d like EPN to fund. We are regulated by the Income Tax Act of Canada, and the Joint Venture Regulations. As a result, all funding will be destined for specific, pre-approved purposes. Please attach your own separate file to this section (preferably an Excel file) and provide any additional explanations.

5. Evaluating Project Progress

Explain how the progress of the project will be assessed, in both the short and long term, to ensure that it is moving in the desired direction.

6. Risk Analysis and Proposed Solutions

Every project has potential risks; consider the socio-political and economic conditions, climate, and/or other relevant forces that may hinder your project’s success. Provide suggestions for solutions and/or steps that can be taken to mitigate these risks.
VII. Written Agreement

After your project proposal has been approved, EPN will send your organization a written agreement to be signed by both/all participating organizations, showing their consent to the joint venture agreement. The agreement must contain the following information:

1. The names and addresses of all parties
2. The duration of the agreement and/or deadline by which the project must be completed
3. A description of the specific activities to be funded by EPN
4. Provision for written progress reports to be sent to EPN, or provision for EPN to inspect the project on a reasonably short notice, or both
5. Provision that EPN will make payments by installments based on confirmation of reasonable progress and confirmation that the payments provided to date have been applied to the specific activities outlined in the agreement
6. Provision for withdrawing or withholding funds or other resources at EPN’s discretion
7. Provision for maintaining adequate records with EPN in Canada
8. The signatures of all parties, along with the date
VIII. A Summary of Responsibilities

After the joint venture is established, your organization's main responsibilities consist of sending progress reports and financial records to End Poverty Now. These reports serve as evidence for EPN, the public, and the Government of Canada that EPN's funds have been properly applied. EPN requests, as a minimum, monthly reports throughout the project agreement's duration. The following items should be included in progress reports:

- Written summaries of project's progress (can be brief)
- Copies of any invoices, financial statements, or receipts documenting how and where End Poverty Now funds were spent
- Photographs and any other type of media that displays significant progress of the project
- Meeting minutes (notes from important meetings in relation to the joint venture project)

IX. Contacts

We hope that this guide has been helpful to you. If you have any questions, please let us know!

For all questions regarding EPN joint ventures / Grassroots Projects:
Director of Grassroots Projects – projects@endpovertynow.ca

For questions regarding EPN as an organization:
Director of Administration – admin@endpovertynow.ca

For all finance-related questions:
Director of Finance – finance@endpovertynow.ca