

MANGO TOURS FOUNDATION GRANT APPLICATION

INSTRUCTIONS/GUIDELINES

Mango Tours, a leading tours and travel company that operates in the US and the Philippines, has established the Mango Tours Foundation (herein referred to as “MTF” or “Foundation”) to create a vehicle by which it can contribute towards addressing socio-economic-environmental issues in the US and Philippines. Established in late 2017, the MTF is non-profit organization that offers financial grants to support charitable, educational, civic programs or projects of US and Philippine-based organizations that meet that overriding goal.

Organizations Eligible to Apply

An eligible applicant would be a legitimate public or private non-profit organization:

- That is based in the US and Philippines that undertakes or would like to undertake charitable, educational, civic, benevolent, or environmental programs or projects in the Philippines;
- That has operated projects, programs or activities in similar fields or areas for at least five (5) years;
- That has the ability to implement the project successfully, efficiently, and in a cost-effective manner and be able to meet the Foundation’s reporting and documentation requirements;
- That can demonstrate acceptable financial management control practices and leadership;
- That, if given funds, would be ready to implement their project, program or activity;
- That is not a department, agency or subdivision of a national, provincial or local government or being run by elected or appointed government officials or their families or an agency or arm of or receiving significant funding from an international organization.

Eligible Programs or Projects

They are existing and expanding or new programs or projects that seek to improve the health, well-being, economic and financial situations of the poor and disadvantaged segments of the Philippine society or address environmental issues. The proposed program or project could be for education, health and wellness, job creation, facilities, neighborhood improvement or housing or environmental protection or conservation.

Exclusions

The Mango Tours Foundation does not make grants for other foundations, endowments, medical or academic research purposes, to support candidates for political office or directly to individual families, households persons (per the regulations of the Internal Revenue Service of the United States).

Eligible Costs and Limitations

- Direct cost of implementing eligible programs;
- Project planning, design or construction/renovation/rehabilitation of eligible projects;
- Reasonable administrative and overhead costs related to the implementation of the eligible program or project but not general administrative costs;
- Grants will be made for one year at a time and for up to two years in a row, with a renewal application required for those seeking a second year of funding.

Selection Criteria

- Evidence and urgency of need and extent and magnitude of potential benefits;
- Relevant experience of the organization in the type of program or project being proposed;
- Capacity and readiness to successfully implement program or project;
- Reasonability of proposed cost or cost effectiveness;
- Capability for financial management (including documentation) and control;
- Sustainability of organization and program/project;
- Long term or beneficial impact to our communities;
- Evidence of strong community support;
- Relevant experience of the organization and Matching funds;
- Contribution to the overall mission of MTF.

A member of our grant review team may reach out to your organization to request for additional information or to arrange for a site visit.

Application Procedures

All completed applications with the required documentation must be submitted and received by **December 31st** each calendar year through either one of the following methods:

By mail : Mango Tours Foundation
 1700 So. El Camino Real, Suite 508
 San Mateo, CA 94402

By email: recipients@mangotoursfoundation.org

Mango Tours Foundation will select grant winners and recipients will be notified of selection on or before **April 1st** of the following year.