JavaJog for a Cause Grant Program
Terms of Reference

Background

Founded in 2013, JavaJog for a Cause was created as an annual walking/running event that is held at the same time as SCAA event to raise money for women in coffee growing countries. This regular event launched in 2013—taking part in conjunction with the annual Expo to draw from the international coffee community—as a way to raise money to benefit women in coffee-producing countries. Since 2013, the Java Jog for a Cause has raised more than $75,000 for women in coffee-growing communities in Ethiopia and the Democratic Republic of Congo.

Java Jog's organizers decided to go in a different direction this year with the theme of "Global," broadening their scope to women coffee growers around the world. Rather than having a pre-arranged recipient of the funds raised by the run, Java Jog's organizers encourages women coffee-producing groups to apply for the grant from around the world.

The mission of Java Jog for a Cause is to combine fun, fitness and coffee – bringing together people at coffee events to raise money and awareness for women in the coffee industry.

This document sets out the procedures and policies that will govern the operation of the JavaJog for a Cause Grant Program for 2017. The application is downloadable separately and is a simple 1 page document.

JavaJog for a Cause 2017 Grant Review Committee

JavaJog is run by an all-volunteer committee, referred to as the JavaJog Advisory Council. Members of the Advisory Council make an annual commitment to their role to oversee and support all aspects of managing JavaJog events during that year. To ensure a transparent and credible grants selection process, the JavaJog Advisory Council will convene an ad-hoc Grant Review Committee made up of independent external experts to review proposals and make recommendations to the Advisory Committee on the programs to be funded.

The Grant Review Committee will include a minimum of three and maximum of five members. The Committee will be composed of a balance of coffee industry, academic and development professionals with at least two members having direct field/program experience in coffee producing countries.

Final funding decisions will be made by the JavaJog Advisory Council. These Terms of Reference will be presented to the Grant Committee tasked with reviewing proposals and approving all grant awards.

Criteria for Funding Proposals
Groups are encouraged to refer to the rating criteria below as a guideline when formulating proposals.

Eligibility of Applicant Organizations
The JavaJog Grant Program is open to all legally established organizations operating within the designated country/region that share the objectives of JavaJog for a Cause.   Entities must be legally registered. While a mission driven focus is necessary, not for profit or charity status is *not* a requirement. Grant applications are invited to be evaluated by the Grant Review Committee to determine awards.

All invited organizations applying for funds under this program will be considered eligible if they fulfill the following criteria:
1. Legal registered not for profit, social entrepreneur or B-certified entity
2. Current on the ground activities with established producer groups in the region
3. Demonstrated experience managing implementation of development projects and the fulfillment of reporting requirements for similar donor agencies.

Eligible Projects
Any project deemed to create a positive and measurable impact for the coffee farming communities and their members or business partners is eligible to be submitted. The program should focus on one or more of the following broader themes:
- Gender
- Quality and Productivity
- Cooperative Business Management
- Access to Finance
- Creation of Social Programs (microfinance, etc.)
- Environmental Projects
- Food Security
- Commercialization
- Other similar issue areas

The JavaJog Grants Program is not meant to be prescriptive, but rather provide an opportunity for organizations to design impactful project proposals based on their needs and what they deem to be appropriate for the communities with whom they work.

Projects must have fully resourced project budgets – meaning that JavaJog will not fund any projects where the recipient organization does not have sufficient funds in place to complete the project. Specific matching funds for submissions are view favorably.

The minimum grant amount is $2,500 and the maximum grant amount per individual organization is $7,500. **Grant proposals may also be submitted jointly by two or more eligible organizations and/or in conjunction with NGO's, partners, etc for amounts up to $10,000. Grants submitted by alliances will be looked upon favorably.**

Grant Administration
The first 75% of the grant will be issued within 30 days of signature of the Grant Agreement. The final 25% will be issued only upon successful completion of all proposed project objectives, documented in a final report, and submission and validation of all project costs with receipts. Grantees will be responsible for submitting a final report including financials and photos to JavaJog for a Cause. Projects should be completed within 6 – 9 months from date of first disbursement of funds.

Grant Criteria Table

Rating criteria:	Key questions to be answered:	Weight points
General		
Applicability	Questions about qualification of the group, timeliness of submission and matching with grant focus.	No points, but screening. Late or incomplete proposals will not be considered
Evaluation		
Clearness	Is the proposal clearly structured and understandable? Is the budget understandable and realistic?	0-10 points
Justification	Does the proposal provide data that justify the selection of the proposed investment?	0-10 points
Impact of the suggested investment	Anticipated Overall Impact of the Project	0-50 points
Benefits	Investment results in significant growth of good quality coffee and a good ratio of impact per producer	0-10 points
Sustainability	Proposal shows clear perspective for sustainability of the investment	0-10 points
Alliances/Partnerships	Proposal is working with other cooperatives, alliances, leveraged funds, NGO's, etc	0-10 points
TOTAL		Max. 100 points

Reporting Requirements
Beneficiary groups must agree to bi-monthly status updates and final reports according to guidelines. JavaJog must be made aware of any events or circumstances that will cause delay or alteration of the approved timeline.

Timeline
May: JavaJog invites organizations to submit funding proposals
JavaJog Advisory Council assembles and compiles

16th June 2017: Funding proposals due

22nd of June 2017: All proposals that meet basic criteria sent to external Grant Review Committee for independent review
Grant Committee meets virtually to discuss proposals and make final recommendations to JavaJog Advisory Committee by 7th of July
25th of July: recipients announced. Signing of contracts between JavaJog and Grant Recipients.
Funds disbursed by end of August.

Initial report due December 2017 with pictures
Final report due with pictures and end financials Feb 2018