

THE TRINITY PHOENIX FOUNDATION

Grant Eligibility Criteria

Before applying for a grant from The Trinity Phoenix Foundation, prospective applicants (NGOs, non-profits, and community-based organizations) must review the eligibility criteria below. These standards reflect TPF's commitment to Accountability, Integrity, and Impact-Driven Service, and help ensure that funded organizations are equipped to deliver measurable, sustainable impact.

Applications from organizations that do not meet these criteria, or that cannot provide the supporting documentation listed, may not be considered for funding.

1. Legal Standing and Registration

To be eligible, an applicant organization must:

- Be a legally registered and incorporated entity (e.g., registered with the Corporate Affairs Commission, CAC, or the equivalent regulatory body in its jurisdiction).
- Be able to provide a valid Certificate of Registration/Incorporation upon request.
- Be in good standing with all applicable regulatory and statutory bodies, with no unresolved legal or compliance issues.

2. Financial Accountability and Transparency

Applicants should demonstrate sound financial management, including:

- Maintenance of an active organizational bank account, with statements available for verification.
- A history of transparent financial record-keeping.
- Where applicable (for established organizations), a certified external Financial Audit Report.
- Up-to-date Annual Tax Returns, demonstrating compliance with fiscal and statutory obligations.

3. Governance Structure

A qualifying organization must have:

- A clearly defined organizational/management structure, evidenced by an organizational chart.
- An active and engaged Board of Trustees (or equivalent governing body), with members who can demonstrate meaningful, ongoing involvement in the organization's activities.
- Documented internal policies or procedures guiding operations and decision-making.

4. Demonstrated Track Record

Applicants are expected to show a genuine history of impact, including:

- Evidence of at least one (preferably more) previously executed project relevant to the proposed grant area.
- Verifiable proof of past work, such as final project reports, testimonials, photos, or videos.

- A publicly accessible presence, including active social media pages and/or an official website, for verification and transparency purposes.

5. Project Alignment with TPF's Mission

The proposed project must:

- Align directly with TPF's mission to be Love's hands and feet of Compassion, Intervention & Hope by empowering marginalized communities, facilitate educational access, Compassion & Intervention initiatives and building local capacity.
- Have clear, well-defined, and measurable objectives and outcomes.
- Include a realistic budget and implementation timeline.

6. Commitment to Accountability and Compliance

By applying, organizations must be willing to:

- Submit quarterly impact reports throughout the life of the grant.
- Submit a final report at project completion, including a full budget reconciliation (actual vs. planned spend) and supporting documentation (receipts, invoices, attendance records, and visual evidence).
- Publicly acknowledge TPF as a funder in all communications and publications related to the funded project.
- Permit monitoring and site visits by TPF representatives during the project period.
- Allow direct beneficiary engagement so TPF can verify reported outcomes.
- Grant access to records — relevant project records, financial documents, and personnel — as needed for monitoring and audit purposes.
- Use grant funds strictly and exclusively for the purposes outlined and approved in the project proposal.

7. Integrity and Full Disclosure

Applicants must certify that:

- All information submitted during the application and due diligence process is true, complete, and accurate.
- No documents submitted are forged, falsified, or materially misrepresented.
- The organization has not been previously found in breach of a grant agreement with TPF or, to its knowledge, with any other funding body, due to misuse of funds.

Required Supporting Documents at Application/Award Stage

Eligible applicants should be prepared to submit the following upon request:

- CAC Registration / Legal Incorporation Certificate
- NGO Bank Statement
- Financial Audit Report (for established organizations)
- Latest Annual Tax Returns
- Organizational Chart
- List of Board of Trustees, with a brief report on their active involvement

- Links/evidence of past projects executed
- Links to official website and social media pages

Organizations that meet the criteria above are encouraged to proceed with the grant application process. TPF reserves the right to request additional documentation or clarification at any stage of the review process.