

Inspirit Foundation

Grantee Partner Information Sheet

Overview

This document provides key information about Inspirit's granting process and includes additional ways in which we can support your work. We look forward to collaborating!

Funding agreement and timelines

Your funding agreement includes important information about requirements, timelines, payments and more. Please read it carefully!

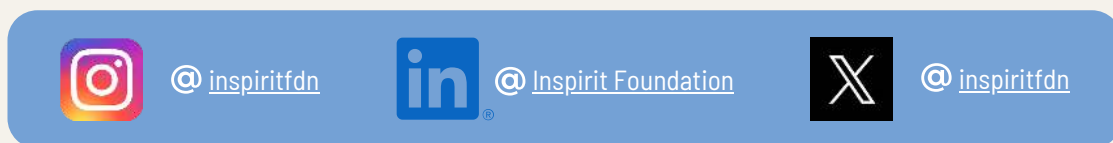
Inspirit is flexible regarding timelines. If there are significant changes in your activities or team, inform your Inspirit contact person to help determine the next steps.

Communications and promotion

You are welcome (but not required) to recognize Inspirit's support at public events and in relevant communications and publications related to our funding.

To receive a high-resolution Inspirit logo and other communications materials, contact Jozef, Communications and Outreach Manager (jagtarap@inspiritfoundation.org). We are keen to promote our partners' work. Please forward relevant updates and materials to your Inspirit contact person and to Jozef, and tag us on social media.

Note: Journalism organizations are required to disclose Inspirit support, for transparency's sake. Please refer to your funding agreement for details.



Kick-off meeting

We propose a brief meeting at the beginning of each granting partnership, to share relevant information and clarify any questions related to our partnership. The main project lead(s) responsible for the work outlined in the funding agreement should participate in these calls, which will be led by Inspirit. Please message the Inspirit contact person noted in your agreement to plan this.

Keeping in touch

We recommend planning *at least* one verbal check-in with Inspirit per year. This might be required by our funding agreement depending on the length of the grant. We strongly welcome your updates throughout the grant. Hearing about your challenges and successes allows us to better support you and share useful information about funding, capacity-building opportunities and more.



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Impact reporting

Inspirit offers the option of verbal or written impact reports to its partners, which must be submitted by the date detailed in the funding agreement.

- If there are changes to the timeline, kindly get in touch with us
- In multi-year partnerships, we require a yearly report which must be submitted to trigger the next payment

To access details about the process, please access our [online portal](https://inspiritfoundation.smapply.org) using the account you created at the time of submitting a funding application: inspiritfoundation.smapply.org

For technical support or questions, contact your Inspirit contact person (named in our funding agreement) or grants@inspiritfoundation.org

Additional ways in which Inspirit can support your work:



Fundraising:

- Introductions to other funders
- Letters of support as part of funding applications to other funders
- Participation in brainstorming sessions



Strategy Development:

Thought partner: Our team can be a sounding board and provide feedback to help advance your work, program development, evaluations, and more. Please contact your contact person at any time if this would be helpful.



Others:

- **Toronto meeting space:** If you need to plan a meeting in Toronto but don't have access to a space, we are occasionally able to lend our offices, located at Toronto Youngplace
- Do you have other ideas? Please let us know!

While our funding agreement might be time-bound, our relationships are not. Once our formal funding agreement ends, we are keen to stay in touch and continue supporting your work.

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