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Gifts and Graces Partnership Guidelines

Gifts and Graces is an exciting and dynamic not-for-profit social enterprise that empowers disadvantaged groups and helps them overcome poverty and marginalization through livelihood. Specifically, Gifts and Graces provides key business solutions to help livelihood programs transform into livelihood enterprises.

Gifts and Graces Vision

Gifts and Graces will contribute to poverty reduction in the Philippines by transforming livelihood programs of 1000 NGOs to become self-sufficient livelihood enterprises. We are targetting 40 NGOs by 2012. Increased income of these livelihood program improves the quality of life and standard of living of individuals, families, and communities.

Gifts and Graces Mission

Gifts and Graces supports the disadvantaged and marginalized in their quest to pursue entrepreneurship as a means to overcome marginalization and poverty. Gifts and Graces' mission is to improve the quality of life of marginalized members of society, by providing product development, technical training on enterprise management, and global market access to livelihood communities.

Rationale

There are many existing livelihood programs all over the country which have not reached their full potential because of a lack of technical, financial, and human resources.

Gifts and Graces addresses livelihood communities' needs by providing a comprehensive market-driven solution in order for communities to grow, develop, and transform into sustainable livelihood enterprises. At the same time, Gifts and Graces advocates for compliance of fair trade principles.

Who may apply for partnership?

Gifts and Graces is open to partnership with organizations People's Organizations, Cooperatives, Artisan Groups, NGOs, and other foundations that share our vision of people empowerment through fair trade. Supporting small business owners or SMEs is not part of G&Gs mission and thus, need not apply.

Criteria for partners:

1. The producer group is duly organized or is associated with a duly organized entity i.e. foundation, NGO, not-for-profit network
2. The organization has a livelihood program that involves production by its beneficiaries/partners who come from marginalized groups
3. There is market demand for the organization's products.
4. The group has demonstrated production capacity e.g. presence of skilled workers, ownership of tools of production, production center, leadership among producers
5. Must be open to undergoing a development process with Gifts and Graces and committing to fair trade principles.
6. Must be willing to cooperate with Gifts and Graces on impact studies by providing information or facilitating interviews or surveys to be requested by Gifts and Graces.

Application Process for Gifts and Graces

1. Application
    a. Submit a letter of intent/request for partnership signed by the organization's President or Executive Director
    b. Accomplished application form
    c. Submit an organizational profile or brochure which should include the organization's
        i. VMG
        ii. Key services
        iii. Main beneficiaries
        iv. Areas
        v. Board of Directors and key management staff
    d. Submit product information sheet for products submitted for consideration
    e. The complete Application packet should be submitted to the Gifts and Graces office

2. Evaluation of livelihood community – site visit of Gifts and Graces staff to be scheduled approximately 2 weeks to one month after receipt of complete application package. Gifts and Graces staff will conduct interviews with the various stakeholders of the applicant organization. Site visit may take more than one day.

    a. VMG of organization
    b. Beneficiaries
    c. Leadership of organization
    d. Skills and Products
    e. Livelihood program
        i. Work area
        ii. Livelihood products
        iii. Producer skills
        iv. Producer equipment

    A report of the community partners' visit will be submitted to the G&G Executive Director for further evaluation and deliberation.

3. Discussion of findings and initial planning
    Gifts and Graces will meet with the leadership of the organization and the producer groups to discuss the evaluation findings and to level off expectations from the partnership. Based on the expectations and livelihood goals, Gifts and Graces and the applicant community will map out an initial plan of which Gifts and Graces services the applicant community will avail of. Agreements on impact assessment will also be discussed.

4. Approval by Gifts and Graces Board of Directors
    a. Applicant communities that have passed through the application process will be submitted for partnership approval to the Gifts and Graces Board of Directors

5. Signing of Memorandum of Agreement

6. Fair Trade Orientation to be conducted by Gifts and Graces staff for producers, NGO staff, and NGO leadership

Advantages of Partnership with Gifts and Graces

Gifts and Graces partners will

1. Be invited to participate in Gifts and Graces capability building programs including lectures, partner's conference.

2. Have access to Gifts and Graces in-house and guest designers for product development

3. Be included in Gifts and Graces' database and profile of partner communities. The database is also made available to companies that are seeking non-livelihood partnerships and sponsorships e.g. Christmas parties

4. Be part of Gifts and Graces catalogue (selected products). Gifts and Graces will champion these products and market them through retail, wholesale, or private label. Gifts and Graces will carry the communities' products in its website, product viewing parties, and other retail opportunities. Gifts and Graces will also seek corporate clients, wholesale clients, and distribution outlets.
   Note: Specific agreements will be determined on a case to case basis. Products may be purchased outright, consigned, or Gifts and Graces can connect producers directly with clients for a minimal handling fee.

5. Will have the opportunity to be fair trade certified together with Gifts and Graces' own certification.

6. Have the opportunity to network with other Gifts and Graces partners to develop and forge other strategic partnerships.

7. Be able to avail of Gifts and Graces services for non-Gifts and Graces exclusive products at subsidized rates.

Services Offered by Gifts and Graces

This menu of services is for existing community products or products not to be marketed by Gifts and Graces. Designs made for exclusive use of Gifts and Graces will not be charged

1. Product Development
   a. A limited collection product line will be designed for the community by the Gifts and Graces in-house designer or by a guest name designer for use by the community
   b. P 3,000 for 4 products with 1 revisions for in-house designer
   c. Meal, transportation, and communication allowance to be billed when applicable

2. Packaging
   a. Gifts and Graces in-house designer will give packaging designs P 1000 for 1 product with 3 studies and 2 revisions of selected design
   b. Transportation and meal allowance for consultative meetings

3. Time Study and Team Building
   a. Gifts and Graces will conduct a time study for existing products and new products to be designed for the community to ensure the community's processes are efficient and cost-effective
   b. Cost per group: approximately P35,000 excluding adjustment in transportation for out-of-town communities

Note: The community may find a sponsor for the services listed if these items are not included in the organization's plan and budget.

Gifts and Graces Fairtrade Foundation, Inc.
Partnership Application Form

Name of Organization:

Contact Person: **Position:**

Office Address:

Tel No(s): **Fax No(s):**
Website : **E-mail:**

Nature of Organization:
[ ] Peoples' Organization [ ] Cooperative [ ] NGO

Registration, Accreditation and Membership:
CDA: SEC: PCNC: DOLE: DSWD: Others:

Date Established:

For Peoples Organization
No. of members:
Sources of Funds:
Major Programs:

For Cooperatives:
No. of members **Regular:** **Associate:**
Total Assets: **Paid-Up Capital:**
Major Programs:

For NGOs:
No. of Staff:
Sources of Funds:
Major Programs:

Livelihood Program:
Year livelihood program was established
No. of NGO Staff assigned to the program:
No. of admin staff from the producer group:

	Total Production Workers	Female	Male
2007			
2008			
2009			
Present			
Total:			

Nature of disadvantaged/marginalized group:
e.g. OSY, urban poor men, PWDs, streetchildren (specify all)

Products Manufactured:

Manufacturing sites: (specify if center-based or home-based)

Source of raw materials:

Submitted By: **Signature:**
Position in the Organization: **Date:**

Gifts and Graces Fair Trade Foundation, Inc.
Product Information Sheet

Organization:	
Contact Person	Position
Office Address:	
Tel No(s): **Website :**	**Fax No(s):** **E-mail:**
Product Line	
Product Code (if any)	
Product Description	
Product photos – front view, back view, side views	

Materials Used	Source

Briefly describe the manufacturing processes involved:

Producer group:
Number of group members:

Briefly describe the producers' work area:

Product Capacity per month:

Lead Time Required:

Unit of Issue: { } per piece { } per set of _____ { } per collection of _____

Suggested Retail Price	Wholesale Price	Volume
*Note: Gifts and Graces is not bound to sell the products at the given retail price.		

Submitted by:	Position:
Signature:	Date: