# RBA Project Uplift: A WorkEr-Relief Fund **Application Form**

**Background**

The Responsible Business Alliance (RBA) has allocated US$500,000 to support small-scale but high-impact projects, designed and implemented by local initiatives in countries where large population of workers in global supply chains have been negatively affected by the COVID-19 pandemic.

Many workers have experienced loss of income, being stranded in a foreign country unable to return home, or simply prevented from having access to basic needs or information. To help in these difficult times, the RBA’s *Project Uplift: A Worker-Relief Fund* strives to partner with local initiatives on delivering short- or long-term projects that will bring relief or aid to workers adversely impacted by the pandemic.

The RBA is a nonprofit coalition of leading companies dedicated to improving social, environmental, and ethical conditions in their global supply chains. The organization has a global footprint, with offices in North America, Europe, and Asia. The RBA and its Responsible Minerals, Labor and Factory Initiatives have more than 400 members with combined annual revenues of greater than $7.7 trillion, directly employing over 21.5 million people, with products manufactured in more than 120 countries. For more information about the RBA, visit ResponsibleBusiness.org.

Please complete this application to be considered for funds from the Responsible Business Alliance’s Worker-Relief Fund.

**Prior to completing this application, please review the RBA *Project Uplift: A Worker-Relief Fund* FAQs that begin on page 4.**

**Application Deadline is 11:59 p.m. on December 31, 2021 (United States East Coast Time)**

Application Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tax ID or Government License #

Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job title:

E-mail address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Funds Requested**

Amount Requested in U.S. Dollars $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Funds are capped at $50K USD per organization)

## Application Requirements:

All projects must have a “title” that summarizes the program or initiative in eight words or less.

Applicant agrees to allow details of their application to be published on the RBA website and/or in external RBA communications (newsletter, press release, social media, etc.). By submitting an application, you give the RBA approval to publish any details from the application, including any photos and videos submitted as well as your logo.

If a program or project is selected for funding, and the Applicant wants to publicize the RBA’s contribution, Applicant agrees to send any mention of the RBA to the RBA for review and approval prior to publication by emailing [workerfund@responsiblebusiness.org](mailto:workerfund@responsiblebusiness.org).

## Responsible Party

The responsible party listed below has the authority to allow the RBA to republish the text, organization logo and any photo or supporting document in the final funding publication. By submitting the application, the Applicant agrees to the above requirements.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Title (maximum 8 words)

Give a very brief name, in English, for the project or program you are submitting for the funding.

## project overview (Maximum 1,000 words)

Give a detailed overview, in English, of the project or program you are submitting for funding consideration. We recommend a separate one-page document with a minimum of 500 words and a maximum of 1,000 words. The overview should include the following elements: Relevant Experience, Problem Statement, Proposed Solution, Anticipated Outcomes, Measurement Plans, Budget, Project Partners, and Timeline.

## RElevant experience

Briefly describe your experience successfully implementing programs similar to the one you are proposing for funding.

## Problem statement

What problem/challenge are you seeking to mitigate with your project or program?

## Proposed Solution

Briefly describe the proposed solution to the problem/challenge described above.

## Anticipated Outcome

Briefly describe the outcome you hope to achieve if the project is selected for the funding, including the estimated number of workers who will directly and/or indirectly benefit from the project.

## Measurement Plans

Briefly describe how you will measure the impact of the project or program, including key indicators of success

## Budget

Briefly describe how RBA funds would support your project or program. Also provide a breakdown down, in U.S. dollars, of key expenses, other sources of funding, and associated allocation of RBA funds in a table. Please note, overhead costs must not exceed 10 percent of the total funds received.

**ProJECT PARTNERS**

Give relevant details of any project partners such as their name, CSO/NGO government license number, address, relevant experience, and reason for the partnership. This is relevant for regional applicants who are required to work with local implementing partners.

## TimeLine

Please provide a timeline for the project and include start date, key milestones, and anticipated conclusion of the project, if applicable. Please note, RBA funds can be utilized for expenses incurred as of the submission of this application and are expected to be utilized no later than December 31, 2022.

## Logo/supporting Documents

Please describe any photos or videos you are submitting to support the application.

* Please attach a high-resolution copy of your current logo
* Please attach any supporting documents.

## Reporting Commitment

If your organization is selected to receive funding from the RBA’s *Project Uplift: A Worker-Relief Fund*, you will be expected to provide a final report that describes the impact of the project or program. The RBA will provide a report template for your convenience. Please note, we will request multimedia (e.g., photos and/or videos, etc.) in the project outcome report that can be used by the RBA to showcase how the funds made an impact.

Submit application via email to: [workerfund@responsiblebusiness.org](mailto:workerfund@responsiblebusiness.org)

Applications must be received by 11:59 p.m. on December 31, 2021 (U.S. East Coast Time)

***RBA Project Uplift: A Worker-Relief Fund***

**FREQUENTLY ASKED QUESTIONS**

1. **What is the *RBA’s Project Uplift: A Worker-Relief Fund*?**

In 2021, the Responsible Business Alliance (RBA) allocated US$500,000 to support small-scale but high-impact projects, designed and implemented by local initiatives administered by civil society or non-governmental organizations in countries where large population of workers in global supply chains have been negatively affected by the COVID-19 pandemic.

Many workers have experienced loss of income, being stranded in a foreign country unable to return home, or simply prevented from having access to basic needs or information. The *RBA’s Project Uplift: A Worker-Relief Fund* strives to work with local initiatives on delivering short- or long-term projects that will bring relief or aid to the most vulnerable workers.

1. **What is the Responsible Business Alliance (RBA)?**

The RBA is a nonprofit coalition of leading companies dedicated to improving social, environmental, and ethical conditions in their global supply chains. The RBA has a Code of Conduct and a range of programs, training and assessment tools to support continual improvement. The organization has a global footprint, with offices in North America, Europe and Asia. The RBA and its Responsible Minerals, Labor and Factory Initiatives have more than 400 members with combined annual revenues of greater than $7.7 trillion, directly employing over 21.5 million people, with products manufactured in more than 120 countries. For more information about the RBA, visit [ResponsibleBusiness.org](http://www.responsiblebusiness.org).

Vision: A coalition of companies driving sustainable value for workers, the environment and business throughout the global supply chain.

Mission: Members, suppliers and stakeholders collaborate to improve working and environmental conditions and business performance through leading standards and practices.

1. **Who is eligible for this fund?**

Nonprofit and non-governmental organizations, which may include civil society organizations, associations, or other similar organizations. All organizations must be legally registered entities in the countries where they operate.

Regional organizations may be eligible for funding, provided they are working with local partners and on local projects that are consistent with the objectives of the RBA.

The RBA will not fund individuals, political parties, governmental bodies, or state-supported institutions.

1. **What types of projects/activities are supported by the fund?**

The RBA seeks to fund innovative projects that will create long-term protections of vulnerable workers in international supply chains. The proposed projects must align with at least one of these thematic priorities:

* Provide immediate relief to workers impacted by COVID-19 pandemic (preference will be given to projects that address COVID-19 impacts)
* Prevention of forced labor through ethical recruitment and responsible business conduct;
* Protection of worker rights and their access to remedy;
* Promoting respect for human dignity through education, dissemination of information, stakeholder engagement, etc.; or
* Advancement of gender equality and the empowerment of female workers.

1. **Do the funds need to be used to support workers who became infected with COVID-19?**

No, the funds are available to support initiatives that mitigate any of the numerous adverse impacts that the COVID-19 pandemic has had on workers in global supply chains including financial, health and safety, mental and emotional well-being.

1. **What are eligible and ineligible costs?**

RBA funds are intended to support programs that directly benefit workers who have been adversely impacted by the COVID-19 pandemic or fulfill any of the other thematic priorities listed under CSO projects. During the application process, the RBA will require a breakdown of how requested funds will be used and, upon completion of the project or initiative, we will require an accounting of how funds were applied.

Examples of eligible costs:

* Administrative and overhead costs related to the project (overhead not to exceed 10% of total contribution)
* Cost of relief items/services provided directly to beneficiaries
* Domestic travel expenses (using low fares)
* Facilities and equipment rental charges
* Outreach, communication and information dissemination costs
* Publishing costs
* Radio and television broadcast fees
* Research-related costs
* Training and capacity-building expenditures
* Translation and interpretation fees
* Website development and related costs

Examples of ineligible costs:

* Any financial support of activities which could incite any form of violent activities, such as hatred, public unrest, discrimination, war, etc.
* Assistance to military or paramilitary organizations
* Costs related to campaign of candidates for public office
* Direct fiscal support to any government
* Entertainment, gifts, gratuities, including alcoholic beverages, cigarettes, drugs, etc.
* Lobbying to influence public policy decisions of local, state, or federal governments in any country
* Retrospective expenses incurred prior to the signing of the fund agreement, or after it expires
* Unlawful activities under local, state, or federal governments in the countries of operation

1. **What is the amount of funding?**

Each applicant organization may ask for up to US$50,000 for their project. All contributions are made in U.S. dollars and then converted to the local currency.

*\* Overhead costs must not exceed 10 percent of the total funds received.*

1. **What is the funding period?**

All funds will be disbursed by December 31, 2021 and are expected to be used by December 31, 2022.

1. **How are the selections of recipients made?**

Organizations that fulfill at least one of the following criteria will be prioritized in the selection decision:

* Already working on providing immediate relief to workers who are impacted most by the COVID-19 pandemic (foreign migrant workers, female workers, etc.);
* Local or regional organization, rather than global NGOs and CSOs;
* Demonstrate past experience in implementing projects that are consistent with the RBA’s mission and vision;
* Operate in countries associated with the supply chains of RBA/[Responsible Mineral Initiative](http://www.responsiblemineralsinitiative.org/)/[Responsible Labor Initiative](http://www.responsiblelabor.org) members;
* Proposal for project/s that are small-scale but have the potential to generate big impact;
* Demonstrate the ability to respond rapidly to the needs of beneficiaries or changes brought by the COVID-19 pandemic; or
* Present risk-mitigation strategies on how the proposed project/s will survive implementation within the funding period despite challenges faced during the COVID-19 pandemic.

1. **Who can I contact for more information?**

[workerfund@responsiblebusiness.org](mailto:workerfund@responsiblebusiness.org)