



 Insurance
Reinsurance

AXA XL Regional Grant Program

Guidance for applicants

Updated: December 2020

CAF
Charities Aid Foundation

Introduction

AXA XL is the Property & Casualty and specialty risk division of AXA. Our teams are experts in Property, Casualty, Professional and Financial Lines and Specialty re/insurance for the world's most complex risks. At AXA XL, we are committed to supporting the local communities in which we live and work. Our Regional Grant Program, in partnership with Charities Aid Foundation (CAF), awards charitable grants to nonprofit organizations or schools operating in countries where AXA XL has a presence.

Eligibility Criteria

The grant program is open to nonprofit organizations and schools that align with at least one of AXA XL's charitable giving focus areas, which are as follows:

- Social inclusion (e.g. education, homelessness, disadvantaged groups, diversity and inclusion, elderly care).
- Health (e.g. disease and sickness prevention and treatment, healthcare).
- Environment (e.g. natural resources, environmental conservation, carbon reduction).

Only applications for project specific requests that have a direct impact on the end beneficiary (or environmental outcome if appropriate) will be considered.

Schools applying for AXA XL grant funding must either be located in socioeconomically disadvantaged/deprived areas or be applying for projects that promote employability, interest in the insurance industry, and/or financial literacy.

For 2021, AXA XL welcomes applications for projects related to COVID-19

recovery and relief, within the focus areas listed above.

Grants will not be made to:

- Organizations that advocate or support activities inconsistent with AXA XL's anti-discrimination statement (included in AXA Group's Compliance and Ethics Code) e.g. organizations that discriminate on the basis of age, nationality, gender, sexual orientation, gender identity or expression, religion, marital status or disability
- Political parties, campaigns, candidates, or partisan groups.
- Organizations where their mission, or the majority of their activities or services, is focused on lobbying, or the organization is considered as a single-issue interest group
- Government entities, political subdivisions, and state instrumentalities (without prior approval from the Global CSR Team).
- Religious organizations where their mission or most of their activities or services promotes the furtherance of the religion or aims to benefit members of that faith only. (Please contact the Global CSR Team for guidance).
- Individuals, for-profit entities, and professional organizations.
- Organizations that AXA XL insure or where the donation is requested by a broker/client/business associate (without prior approval from the Global

CSR Team).

- Organizations that are barred under applicable law from receiving donations.
- Organizations operating in a sanctioned country.
- Organizations that do not deliver projects in countries where we have an AXA XL office.
- Nonprofit organizations acting as a conduit for donations to be passed onto a third party. This may also impact donations to specific funds or campaigns.
- Organizations requesting funding for bursaries, event costs (including venue hire, refreshments, materials, transport and speaker fees), sponsorships of any kind, large scale health related research projects, or scholarship requests.
- Applications requesting funding for projects that have already taken place.
- Applications applying for capital building projects e.g. refurbishment of buildings, purchase of equipment, land acquisition. An exception to this would be if the refurbishment, purchase of equipment or land acquisition, is fundamental to achieving the charitable objectives of your organisation.



How to Apply?

Applications must be submitted through an online portal operated through CAF. The link to apply can be found here:

APPLY NOW

Applicants will then be taken to a website hosted by CAF's carefully selected partner, Blackbaud Grantmaking. Following registration, applicants will need to complete a short series of questions to ensure they are eligible to apply. This is designed to save time for prospective applicants.

If an applicant does not meet the screening criteria, a notification will provide further information on the reasons why. They will be able to re-complete the screening questionnaire, if appropriate (for example, if an initial answer was submitted in error).

After successfully completing the eligibility quiz, applicants will be able to access the application form via the online portal, which requests applicant and full project details.

The application form can be saved and revisited on an ongoing basis. It does not need to be completed in one sitting. To return to a saved application form, applicants should use **this general link** to the online portal.

If you require support please email the CAF team on axxl@cafonline.org

What happens next and key dates

Assessment Process

Applications will be assessed by CAF and the AXA XL Regional Charity Committees on the following aspects:

- The eligibility of the organization
- The strength of the project e.g. sustainability of project, social/ environmental impact, how well the project has been scoped in terms of the need and impact.
- The transparency and clarity of how the requested project funding has been calculated.
- The operational efficiency, financial statements, governance, and reputation of the organization.
- The quality of volunteering opportunities available for AXA XL colleagues.

Key dates:

- January – March: Grant application window opens
- Applications must be submitted by **March 31, 2021**.
- April to June: Assessments by CAF and AXA XL
- July: Decisions communicated to applicants
- July – September: CAF verification of successful applicants
- September onwards: grant awards paid, subject to successful verification

Applications must be submitted by March 31, 2021. Applicants will be notified of grant decisions by the end of July 2021.

Successful applicants will be awarded a grant in principle, which is subject to verification (due diligence) checks by CAF. The verification checks ensure the organizations have a charitable purpose and that funds can be legally transferred for that purpose.

Payments will be made as soon as possible following acceptance of the award and completion of any verification checks. Successful applicants will be required to sign a grant agreement and must complete a basic monitoring and impact measurement form at the end of the funding.

Verification checks

The verification requirements will vary by country, however typical documents required for verification checks include: recent signed annual accounts, governing documents including a charitable dissolution clause, personal details of your organization's directors and financial controllers, a certificate of registration as a nonprofit organization and proof of your bank details.

Applicants are encouraged to ensure they are able to provide the typical documentation required for verification prior to completing their initial application (although they will only need to provide these documents at the verification stage, once a grant in principle has been awarded). CAF will be unable to complete these verification checks unless all required documents are provided.

Please note that if you were awarded an AXA XL Regional Grant Program grant in 2020, you will not normally be required to submit all the documentation listed above, if successful in 2021. CAF will provide details of any required document at the point of notification of your grant decision.

All documents will be required in English. For further information on verification and the translation of documents into English, please see the FAQs below.

Frequently Asked Questions

Do I need to be a non-governmental organisation (NGO), nonprofit or registered charity?

For this program you need to be an NGO, nonprofit or registered charity, a school, or an organisation with a social mission that operates on a nonprofit basis. Please note we cannot accept applications from social enterprises.

All successful applicants must pass a due diligence check to ensure charitable purpose and complete a questionnaire following an in-principle grant award. Applicants will be asked for key governance and financial information, as well as details of the organization's registration (if applicable) and trustee details. See further FAQs below.

Can I apply as an individual or do I need an organization?

You need to apply as an organization. We cannot provide funding to individuals.

I've already received funding from AXA XL. Can I still apply?

Yes, however this fund is set up to support additional opportunities in the form of new projects. AXA XL funding should not already be supporting the initiative for which you are applying.

Can you help with queries on my application?

Yes, just contact the CAF team by emailing axaxl@cafonline.org

What is this organisation, CAF, that is associated with this program? Who are they and what is their role?

Charities Aid Foundation (CAF) is AXA XL's partner providing the online platform and grant making services. CAF will carry out due diligence and conduct vetting on applicants as well as support the assessment of applications. They will make payments and also undertake online monitoring of program outcomes. You can read more about CAF [here](#).

Is the deadline final?

Yes, the deadline for applications is March 31, 2021. The portal will be closed after this point and late applications cannot be accepted.

Can I submit my application in a language other than English?

Applications must be submitted in English only. Free online translation services can be used if English is not your first language (e.g. Google Translate). Please note that applications will not be critiqued on language skills.

How will the grant decisions be made?

All applications will be reviewed by CAF and AXA XL's Regional Charity Committees. CAF will undertake verification and also make an initial assessment, which will inform the decision made by AXA XL's Charity Committees. Please see the 'Assessment Process' section for more information on how applications will be assessed.

Can I apply for costs that have already taken place?

No, expenditure must take place after the grant is awarded. Applicants will be notified of grant decisions by the end of July 2021.

What type of projects can we request funding for?

We accept applications for projects that have a direct impact on the nonprofit's end beneficiaries. This excludes events, sponsorships, and requests to fund general operating costs, rent, building maintenance costs. Please see 'Eligibility Criteria' section above.

What types of projects have you funded in the past?

AXA XL funds a variety of projects that align with our focus areas. Projects must have a clear start and end date with clear outcomes.

How much funding can I apply for?

The minimum amount that applicants can apply for is USD \$5,000, and the maximum is USD \$25,000. AXA XL's Regional Charity Committees will choose to award funding at the following levels only:

- 100%
- 50-100%
- 50%

Please note, if successful, projects will not be funded at less than 50% of the original request. This is to ensure the feasibility of the project and in acknowledgement of the resource required to complete the application and verification process.

Grant decisions will be based on the merits of applications received as well as the total funds available. **Applicants should request funding according to project needs and we would expect the majority of awards to be well below USD \$25,000.** The assessment will focus on the transparency and breakdown of project funding. Partial funding may be awarded in some cases so please request funding according to project needs .

We recommend that you discuss with your local AXA XL Regional Charity Committee the level of funding to apply for.

Why is there a question about an unexpected shortfall in the grant award?

Grant decisions will be based on the merits of applications received as well as the total funds available. In the event that only partial funding for your project is awarded (as outlined above), we would like to understand how you intend to deliver the project outlined in your original application. You may be able to meet the shortfall in grant through other means to continue in line with your proposal, or you might reduce the scope and scale of the project and reach fewer beneficiaries. **Please note, if successful, projects will not be funded at less than 50% of the original request.**

Frequently Asked Questions

What documentation will I need to provide for the verification checks and when will I need to submit this?

Successful applicants will be invited to submit any required documentation as part of their notification of the grant award. The requirements will vary depending on your country, and also if you received a grant through the AXA XL Regional Grant Program in 2020. We will outline the specific requirements for successful applicants following the decision-making panel; however typical documents required are listed in the section “Verification Checks”.

What is a governing document?

This is likely to vary by country. Your governing document is the document that sets out the rules of your organization. It could be your memorandum of understanding, constitution, articles of association, bylaws, statutes, trust deed, articles of incorporation or other legal document, explaining the purpose of your organization and how it works. It must include a charitable dissolution clause (i.e. what would happen to your assets if your organization closes down).

I’ve received funding in the past from AXA XL. What are my chances of receiving grant funding again?

All applications received during the grant period will be assessed against agreed criteria as outlined above. We cannot guarantee repeat funding as it is dependent on the quality of applications received, verification checks conducted by CAF and the decisions of the Regional Charity Committees.

Will I receive feedback on my application?

Where possible feedback will be provided on unsuccessful applications. This is likely to include general themes, which aim to illustrate why certain applications were funded and others were not.

How will my information be used?

CAF will review the information submitted on the application form and any supporting documentation supplied, to assess the eligibility and suitability of each organization and application. CAF will process your data and will act as controller for any information they collect directly from you. When applying for this grant you will be directed to CAF’s privacy policy. Your data will only be used for the purposes of applying for this program. CAF and AXA XL will act as controllers in common for the purposes of your data. Please refer to **CAF’s privacy policy** for more information on how your data will be used. This also applies to the documents you provide during the verification process.

What currency will grants be awarded in?

Applicants will be asked to request funding in US Dollars. CAF will make payment in the local currency requested however this will be calculated using the exchange rate from USD on the payment date. To counter potential currency fluctuation, please incorporate any anticipated currency fluctuation risk (likely to be up to 10% of the total budget) as a line in the budget breakdown. An explanation should be given of why currency fluctuation would negatively affect the final amount received.

