



THE INTERNATIONAL WOMEN'S ASSOCIATION  
BUCHAREST

## Charity Committee Policies and Procedures

### **The AIM of the IWA Charity Committee is to:**

1. Select projects according to the Grant Proposal Criteria;
2. Vote on and recommend projects to the IWA Board;
3. Allocate the approved amount of money to projects;
4. Visit and evaluate projects being considered by the Charity Committee;
5. Monitor projects ;
6. Update the Charity Committee Database.

### **CHARITY COMMITTEE MEMBERSHIP:**

1. Membership of the Charity Committee is open to any IWA Member.
2. Members shall attend regular meetings. A non-voting Member can serve on a Project Team and participate in all discussions.
3. Non Voting Members: New Committee Members are not allowed to vote on Proposals until their 3<sup>rd</sup> meeting. However, returning members (members who were part of the IWA Charity Committee in the past), and who are resuming their participation as Committee Members, may vote at the 2<sup>nd</sup> meeting.
4. Any member, who fails to attend more than 3 consecutive meetings without notifying the Chairperson or any other Charity Committee Member, or any member who fails to attend more than 4 consecutive meetings with notification, or any member who leaves Romania ending her mission here, will have her name deleted from the Committee list.
5. The President and/or Vice-Presidents and Treasurer of IWA are automatic members of the Charity Committee. The Treasurer can be but is not required to be an active voting member of the Charity Committee.
6. A Charity Committee member, who is working with or for an NGO requesting funding from IWA, cannot be a Project Manager or Team Member. This member will not be allowed to vote on the this project.
7. Charity Committee Members each IWA year ( Sept- June) are required to be participating members in at least two projects (as Project Manager and/or part of the visiting team).
8. A voting member is defined as: A member who is in compliance with Membership requirements 1, 2, 3, 4, 5 and 6 of IWA Charity Committee Policies.

### **MANAGEMENT OF FUNDS:**

All funds regarding fundraising, committee expenses and grant projects shall be separately accounted for by the IWA Treasurer.

The Treasurer shall:

1. Have access to the bank account;
2. Ideally allocate funds in Romanian Lei (RON);
3. Formulate a budget for the year in conjunction with the IWA President and Chairperson;
4. Allocate funds to the grant projects approved by the Charity Committee and the Board;
5. Provide an invoice or pro-forma for all expenditures;
6. Provide the Committee with a written monthly budgetary report;
7. Provide the Committee with an oral presentation of the budgetary report;
8. Provide a written financial statement at IWA's Annual General Meeting.

### **PROCEDURES OF THE IWA CHARITY COMMITTEE:**

1. All Charity Committee Members should familiarize themselves with the Grant Proposal Criteria, Charity Committee Policies and Responsibilities of the Project Manager & Project Team.



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This information should be periodically reviewed with the Committee (i.e. in September.) All members should receive a written copy of the policies and procedures.

2. The Charity Chairperson and one volunteer from the Charity Committee should review each new grant proposal before they are presented to the committee. If grant proposals do not meet funding criteria (i.e. there is a direct request for consumables, salaries, political activities, etc.), the project should be immediately rejected. A letter should be sent which reinforces the requirements for funding and encourages the NGO to re-apply with a suitable project. If part of the project qualifies for funding, the Charity Chairperson should only present this section of the new project. If necessary, they should ask the applicant to revise their request before presenting it to the Committee.
3. Projects presented by the most important sponsors from the Christmas Bazaar will be given special consideration if they meet the grant proposal criteria.
4. The Charity Database should be updated on a monthly basis. Projects should be added to the database when the Grant Request is received and the status should be updated on a monthly basis.

### **RESPONSIBILITIES OF THE PROJECT MANAGER AND PROJECT TEAM**

\* Each team should consist of one Project manager and at least two Charity Committee members. The project manager is responsible for making sure that the team has the correct number of members.

#### **Steps to Follow**

1. The Project manager will get a copy of the project proposal from the Chairperson of the Charity Committee. She will also get a list of the members that volunteer to serve on the team.
2. The Project manager will make contact with the NGO and arrange for the team's visit. She will then contact each of the team volunteers and inform them of the date and time of the visit. She will make sure that there are sufficient team members at this time.
3. The Project manager and team should meet before the visit and familiarize themselves fully with the project, formulate questions and decide on the visit's format.
4. **At the visit:**
  - 1) Clarify all the information on the project proposal form and ask any questions that the committee or team has.
  - 2) Obtain all relevant information regarding the project and the NGO - look for the following during the visit /interview:
    - Evidence of sound management of past funding from IWA or other funders.
    - Try to get a feeling for the atmosphere and set-up of the Foundation - is it staged? How transparent are practices?
    - Clarify needs and make sure that all permits, documents are known about and/or in place (*For example:* Do they have the electrical power to add the equipment that they are asking for?)
    - Determine final shopping requirements and decide which suppliers will be used- taking into account that all items should be available in Romania
    - Ask the NGO - Once the items are all in place, how will they fund the running costs, supplies, service and maintaining of these items?



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3) At the end of the visit, the Project manager should explain to the NGO the procedure/steps that the Charity Committee has to go through before the decision can be made.

4) The Project manager will contact the NGO with the positive or negative answer.

### 5. Project Team Report

1) Project manager and team should come to a consensus on the project.

2) Report should be prepared for the next Charity Committee meeting and presented to the Committee.

### 6. If the project is not approved...

1) The Project manager should make a phone call to the NGO as soon as possible to let them know the decision of the Charity Committee.

2) The Charity Committee Chairperson will send a letter of refusal, written on IWA Letterhead, as well.

### 7. If the project is approved by the Charity Committee...

1) The project still has to be approved by the IWA Board (if the project cost is 1000 Euro or over). The Charity Committee chairperson will call the Project manager to let her know the Board's decision. No steps should be taken by the Project manager until then.

2) The Project manager must then contact the treasurer and make arrangements for the picking up of the money for shopping and/or payment, then to make sure that all the items are delivered.

3) The Project manager will arrange a visit at the NGO in order to sign the contracts, then to present a folder with all the documents to the Charity chairperson.

3) The Project manager should make arrangements (**about a month or two months down the road**) for a final "follow-up" visit to make sure that all donated items are in place and being used.

### Eligibility Table for IWA Charity Committee Assistance:

Type of participation	Frequency	Deadline
Grant Request*	Every two years	Ongoing throughout the year (proposals received in July and August will be considered in September)
Christmas Packages**	Every other year	October 30 <sup>th</sup>
Easter Packages**	Every other year	February 28 <sup>th</sup>
Participate in NGO Corner at Christmas Bazaar***	Every year	October 30 <sup>th</sup>

\*For example, if an organization receives funding in 2010, they cannot submit another Grant Request before 2012.

\*\*Organizations can apply for Christmas Packages or Easter Packages every other year; they are not eligible to receive both in one calendar year.

\*\*\*Applications will be considered from all NGOs, but the participants will be selected based on space availability giving preference to the applications that are received before the deadline. Priority will be given to NGOs who haven't participated before. Selected participants will not be eligible for Christmas Packages



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### GRANT PROPOSAL CRITERIA:

#### ***Purpose of IWA Grant Program:***

- To promote and support existing and active organizations by providing short-term financial assistance for projects.

#### ***Preference will be given to organizations that work in the following areas:***

- Child welfare
- Elderly
- Women's Issues
- Education
- Healthcare

#### ***Funding Guidelines:***

1. Only legalized organizations (associations, foundations and federations) may apply. Individuals may not apply for funding. Cash donations will not be given.
2. a) Approved projects must be completed within one year.  
b) If a project is not selected immediately but meets the funding guidelines it will be put on a waiting list for a maximum period of 6 months.
4. Organizations are eligible to apply for a new grant and receive funding **two** years after the submission of an approved grant request.
5. Transportation and accommodation costs will not be covered by IWA for projects outside of Bucharest.
6. Construction and renovation projects will be funded only if the **owner** of the property applies for the grant. Special consideration will be given to public institutions.
7. Projects will be chosen for funding based on their long-term sustainability, number of beneficiaries and overall impact.

#### ***Costs Not Funded:***

1. Funds required to launch an organization or set-up an administrative office shall not be provided.
2. Funds shall not be donated for any consumables or recurring administrative costs such as overhead expenses including rent, salaries, utilities, internet costs, office supplies, insurance, telephone, etc.
3. Funds will not be provided for expenses that have already been incurred.
4. Conferences, scholarships, and research projects will not be funded.
5. Funds for the purchase of vehicles (vans, buses, cars, etc.) will not be provided.
6. No funds shall be donated to any organizations which promote a specific ideology or view, or a specific religious belief, or in any way discriminates a beneficiary according to race, religious belief or political views.