



Save Youth Future Society
جمعية إنقاذ المستقبل الشبابي

Sub-Granting Policy





Introduction

A sub-grant is an award of resource assistance to promote a program or goal of public benefit, as authorized by the applicable funding legislation. The nature of the sub-grant, the eligible recipients, the method of award, and the terms and conditions depend on the specifics of the statute that created the grant program according to implementing regulations. The following document aims at defining the major principles guiding the sub-granting at Save Youth Future Society. It should be taken into account that each of the specific sub-granting mechanism could be governed by more specific rules defined by the donor.

I. Purpose of sub-granting

The purpose of sub-granting mechanism is to finance results-oriented activities that strengthen the community work capabilities of CSOs. In accordance with this purpose, sub-grants should be primarily used in the areas relevant to SYFS' objectives such as economic empowerment activities, civic participation and education.

II. Requirements for sub-grantees

1. Legally registered
2. The most recent audit report
3. Placed in a locality of mutual interest for the program
4. Capacity of contributing to the program's objectives
5. Capable of holding budget on thematic activities
6. Committed to SYFS' financial and administrative regulations
7. According to specific sub-granting mechanism it should be specified if sub-grantees could be institutional (non-governmental or other) or individual
8. Average annual spending of sub-grantee is proportionate to the amount of the sub-grant award.

III. Sub-committee review of sub-grants proposals

- The sub-committee is formed to review sub-grants proposals based on specific requirements for each sub-granting mechanism announced. The sub-committee includes SYFS Finance Manager, relevant Program Manager, Executive Manager and representative from the Board of Directors.
- The sub-committee also includes an experienced representative knowledgeable in the relevant thematic area of the sub-granting call in order to give advice as necessary and answer any questions that the sub-committee may have.
- Upon completion of the review, the sub-committee establishes a list of accepted and rejected sub-grant proposals. It could be decided to establish the reserve list as well.

- All sub-grant applicants are appropriately informed about the results of the selection and status of their application.

IV. Budgeting and payment for sub-grants

- Line-item budget is on file with a concept note.
- Budget clearly indicates that payments are based on actual expenditure occurred.
- Budget includes the amount and dates of payments to be made during the sub-grant period.
- Budget addresses the requirements for invoicing, expenditure reporting and payment adjustments, if applicable.
- The disbursement schedule is included in the sub-grant agreement and encloses the financial file with detailed data.

V. Matching terms

- Specification of matching terms is required when funds included in the sub-grant have a required match from sources of funding other than the sub-grant.
- Matching terms are specified in detail in the agreement.

VI. Signing of agreement and processing of sub-grants

- The sub-grant agreement is reviewed and approved by SYFS Financial Manager, relevant Program Manager, Executive Manager and Chairperson prior to signing with sub-grantee.
- SYFS' senior management is responsible for signing the sub-grant agreement on behalf of SYFS.
- Sub-grantee designated legal representatives responsible for signing the agreement on their behalf.
- The agreement is signed on two copies, one for SYFS and one for the sub-grantee.

VII. Expenditure of sub-grants

- Sub-grantee creates the purchase order upon notification of sub-grant award approval.
- Sub-grantee sends the purchase order number to Finance unit with a copy to Program Coordinator responsible for tracking all sub-grants under his/her supervision, with a request of written approval.
- Finance unit approves the purchase order.
- Sub-grantee sends a copy of the purchase order to SYFS with all financial documents relating to purchases, vending, and payment of line-items.

VIII. Amendments to sub-grants

Sub-grant amendments should adhere to the same timeframe as outlined for the development of new sub-grants.

Amendment requirements are as follow:

- Amendments to sub-grants are deemed required when any element of the agreement or any of the legal attachments has been subjected to any changes.
- Amendments are mutually agreed upon by the sub-grantee and SYFS.
- Minor revisions or administrative corrections that affect only the internal administration of a sub-grant do not require an amendment and might be incorporated as update.
- The effective date of an amendment that aims at extension of an otherwise expiring sub-grant should be no later than the initial expiration date.

The processing of amendments should follow the below procedure:

- Upon request of the sub-grantee the responsible Program Manager should initiate the amendment process.
- Upon development of the relevant amendment documents the authorization is obtained and agreement reached.
- The complete amendment documentation is signed in two copies, one for SYFS and one for the sub-grantee.

IX. Sub-grants monitoring

The relevant funding source requirements could determine specific monitoring procedure for sub-grants. Otherwise, at a minimum the programmatic monitoring is performed to ensure that sub-grant goals are achieved, as well as to assess the effectiveness of sub-grant expenditure.

X. Sub-grants reporting

The reporting requirements, in line with any specific requirements from the funding source of the program, are agreed upon and detailed in the agreement signed between SYFS and sub-grantee. It includes details on the process of reporting in both technical and financial terms, as well as stipulates the schedule of reporting deadlines. If any specific forms of reports are required to be used, they are attached in annexes.