Initiative for Social Action Foundation (ISAF)

Grants Policy

1-Mission

Initiative for Social Action Foundation (ISAF) 's mission is to help and empower disadvantaged communities through building their confidence and independence.

2-Support Priorities

2.1-Initiative for Social Action Foundation (ISAF)'s aim is to deliver cost-effective and productive projects for its beneficiaries in the following areas:

- Disaster mitigation and rapid response, including emergency relief and recovery.
- Training and skills development for capacity building;
- Formal and non-formal education;
- Microfinance and livelihood support;
- Environmental conservation;
- Healthcare and maternal health;
- Child care
- WASH

2.2-The above priorities are to be reviewed annually. The priorities may change to meet the Trustees' view of the most effective allocation of funds at any time and in accordance with the charity's mission.

2.3-Regional Reach

Initiatives for Social Action Foundation (ISAF)'s humanitarian programs are delivered through its field offices and local partners throughout different provinces.

The decision to work in a particular area is determined by needs and the charity will ensure any investment is synchronized with programs initiated by local governments and national body.

2.4-Commitment

Initiatives for Social Action Foundation (ISAF)'s funds are utilized to ensure individuals and communities are empowered.

3-Principles

Principles for awarding grants:

I. Grant applications from within the Yemen provinces will be accepted for consideration. The project or program for which the grant is being applied must be in line with Initiative for Social Action Foundation (ISAF)'s Grant Policy and Priorities.
II. Initiative for Social Action Foundation (ISAF) will seek additional streams of funding to reduce total reliance on the charity.

4-Non-Eligible Applications

The charity's funds will not normally be approved for the following projects and programs:

I. Those which the local government has a statutory responsibility to provide and at the same time, has arrangements in place to provide;
II. Those which contradict Initiative for Social Action Foundation (ISAF)'s core values and policies;
III. Those which are beyond the legal framework of the Yemen and the province of the proposed project or program

5-Grant Application Process

All applications must be made using the prescribed application form and must be submitted together with an expression of interest.

5.1-All grant applications should be made in writing to Initiative for Social Action Foundation Yemen (ISAF)

5.2-All grant applications must include the following:

5.2.1- The purpose of the application, details of the project, the way in which the grant will be utilized and how it will be managed effectively for its intended purpose;

5.2.2- The names of those who are to be involved with the project or program and the identity of the person(s) who will be responsible for the administration of the grant;

5.2.3- Adequate information regarding the identity and financial status of the applicant and/or of the status of the person(s) who will carry out the project or program;

5.2.4- Evidence that the recipient, whether an organization or an individual is or will be adequately insured in relation to any equipment and facilities purchased by the grant and in relation to any risk of injury that may be caused by the project or program for which the grant is being applied for, including risk of injury to those who may be participating in the project/program or it's purposes;

5.2.5- The application form must be signed to state that the applicant undertakes to comply with the terms and conditions of the grant.

Applications for grants to carry out research must also include the following in writing together with any supporting evidence:

5.2.7- The project and the applicant has full authorization from the organization in which the research is to be carried out and accepts full responsibility for its proper management;

5.2.8- The applicant will disseminate the results of the research to the widest possible audience as required by the charity;

5.2.9- The project and the applicant will comply with all relevant statutory legislation;

5.2.10- The applicant has obtained all of the necessary consents and authorities required to carry out the research.

6. Assessment process

6.1- All grant applications be assessed against Initiative for Social Action Foundation (ISAF)'s criteria for awarding funding. The charity will conduct thorough due diligence checks on the applicant and individuals associated with the project or program as per Initiative for Social Action Foundation (ISAF) 's Due Diligence Policy.

6.2-Grants can be considered and approved depend on availability of funds

6.3- Initiative for Social Action Foundation (ISAF) will aim to respond in writing to all applicants informing them of the outcome of their application within three months of the date of the original application.

6.4- Applicants should note that if a project or program fits the criteria and priorities of Initiative for Social Action Foundation (ISAF) , the charity may still be unable to award a grant due to the high number of applications which the charity receives or unavailability of the funds.

6.5- Initiative for Social Action Foundation (ISAF) is not obliged to provide an explanation to the applicant should their application is unsuccessful.

7. Managing, Monitoring and Publication

All grants awarded by Initiative for Social Action Foundation (ISAF) will be monitored.

7.1-The conditions for monitoring will be stipulated in line with the work that is to be carried out and its progress will be assessed against agreed targets.

7.2-Where a grant is payable in installments, subsequent installments will be subject to satisfactory progress. Initiative for Social Action Foundation

(ISAF) reserves the right to withdraw a grant based on unsatisfactory progress reports.

7.2-Failure to submit progress reports by the stipulated time may result in the charity's withdrawal of support.

7.3- In addition to progress reports, grant recipients must provide:

I. A statement of how the grant has been spent on a monthly basis;
II. Details where applicable, of any other funds applied to the same project.

7.4- Monitoring visits to a project or program site may be made by Initiative for Social Action Foundation (ISAF) 's representatives.

7.5- The grant recipient will share copies of any published articles, papers or other outputs which may result from the project or program with Initiative for Social Action Foundation (ISAF).

7.6- Where applicable, once a project or program has been completed, the grant recipient will submit a final report, normally within three months of the completion date of the project or program detailing fully the results and outputs of the project or program.

The grant recipient must inform the charity of any extenuating circumstances whereby the submission of a final report is delayed, to allow a mutually acceptable date for receiving the report to be agreed.

7.7- Where a grant is awarded to fund research, Initiative for Social Action Foundation (ISAF) may stipulate how the results of the research are to be published and how the charity's contribution should be acknowledged in any such publication.

Initiative for Social Action Foundation (ISAF) may require the grant recipient to publicize the charity in any publications relating to the project or work supported by the grant; this will be stipulated at the time a grant is offered.