

Funding Acceptance Policy

Last updated: 30 January 2017

DOCUMENT VERSION

Date	Comments
4 February 2017	Document approved by Management Committee

POLICY AMENDMENTS

This is a working document and subject to amendment. This Policy will be available in English only.

Any suggestions about this Policy should be directed to the Femili PNG Operations Director or Chief Executive Officer/Senior Social Worker (CEO/SSW) so changes can be considered. When suggestions are raised, the matter will be raised with the Executive Management Committee (EMC) for consideration. Any amendments or changes to the Policy will be submitted to the Management Committee for endorsement.

The Operations Manager is responsible for maintaining this document; including updating confirmed changes, informing staff of the changes, and disseminating the latest version across the organisation.

Any changes or amendments involve the following steps:

- Updating the Document Version table at the top of this page;
- Updating the Schedule of Changes table in Appendix A;
- Updating the relevant provision in this manual;
- Replacing the updated version of the manual eg. shared drives, Intranet;
- Printing a hard copy of the updated manual for the office;
- Communicating the changes to all staff; and
- Archiving the old version of manual.

BACKGROUND

Femili PNG actively solicits donations (cash and in-kind) to further our mission and to reduce our reliance on the Australian aid program. Additionally, as Femili PNG has established itself as a competent and well-regarded organisation, we have been approached by multiple organisations regarding partnerships and other funding opportunities.

The purpose of this document is to provide guidance for Femili PNG staff and management regarding accepting donations and assessing potential funding opportunities.

POLICY

Femili PNG will consider the below questions before accepting/soliciting donations and when assessing new funding opportunities.

Compatibility

- Is it consistent with our vision, mission and strategic plan?
- Will it compromise any of the core values of Femili PNG?
- Is there compatibility between the intent of the donor/partner and Femili PNG's use of the donation?
- Is the primary benefit to Femili PNG or the donor?
- Does it comply with all Femili PNG and donor policies?

Financial considerations

- Will it reduce our costs or create additional income, now or in the future?
- Will the donation encourage or discourage future gifts?
- Has financial sustainability been adequately considered?
- Does it represent value for money for Femili PNG?
- Have the benefits been weighed up against the costs?

Opportunity cost

- Could taking up this opportunity mean that we lose future opportunities?

Return on investment

- Does the opportunity require considerable time and effort, for example, in proposal preparation? If yes, what is the likelihood of receiving the funding?

Reputation

- Could it damage the reputation of Femili PNG?

Development Principles

- Does the opportunity follow good development principles? I.e. Is it community lead? Culturally sensitive?

Social Inclusion

- What impact will it have on women, men, girls, boys and people with a disability?

Environment

- Will it have any negative environmental impacts?

Capacity to implement

- Will the opportunity provide funding for our core work (i.e. will it fund things we are doing anyway, or will it require a redirection of resources)?

- Do we have the internal capacity to implement, as well as meet reporting requirements?
- Will it place unacceptable pressure on our management team?

Design

- For new proposals, are the targets, outcomes and delivery mechanism clear and achievable?
- Is the partner reliable and is the division of responsibilities clear?

Form of gift

- For donations, is it in a form that Femili PNG can use without incurring substantial expense or difficulty?

Risk

- What are the risks to Femili PNG? Are they clearly identified and acceptable?
- Is there a risk management strategy in place?
- Are any legal or contractual obligations acceptable?

Decisions to solicit/accept donations and pursue funding opportunities are made by Femili PNG's Executive Management Committee (EMC). The primary consideration will be the impact on the organisation. Where the EMC believes the funding could potentially be controversial, or is of a large size, the Management Committee (MC) will be consulted.