



HUMANITÄRE STIFTUNG SRK
FONDATION HUMANITAIRE CRS
FONDAZIONE UMANITARIA CRS

Requirements for approved projects

(March 2015)

Purpose: This leaflet informs project managers about the procedures and requirements of the SRC Humanitarian Foundation in running approved projects.

Current information about the Humanitarian Foundation can always be found on Crossnet (https://www.redcrossnet.ch/org/inst/Humanitaere_Stiftung_SRK).

Use of funds

Funds made available by the SRC Humanitarian Foundation must be used exclusively for the approved project (in accordance with the application). A maximum of 15% of the amount approved by the Foundation may be budgeted for overheads and administration.

Unused funds must be accounted for in the final accounts after completion of the project. Either they will not be accessed at all or will be returned to the Humanitarian Foundation. A request for a roll-over or to carry forward the unused funds must be made to the Applications Committee (cf. under *Changes to the project*).

Third-party funds

Third-party funds must be declared. If third-party funds are acquired after approval of the Humanitarian Foundation's contribution to the project, the Foundation must be informed. The Foundation's contribution may be reduced proportionately if the project is not adapted accordingly (cf. under *Changes to the project*).

Delays in the project

If the start or the implementation of the project is delayed in comparison with the schedule laid out in the application to the extent that the deadlines (payment of annual instalments, submission of reports) scheduled by the Humanitarian Foundation must be postponed, permission to change the project or to prolong it must be applied for.

Changes to the project

Changes to the content, schedule, methodology or financial planning of the project must be declared and justified. They must be authorized by the Humanitarian Foundation.

Minor changes will be assessed by the Humanitarian Foundation head office.

Major changes (e.g. changes to important objectives, delays causing deadlines to be postponed) will be assessed by the Applications Committee on the basis of a written request.

The Humanitarian Foundation reserves the right to reduce the funds granted should the project no longer correspond to the application it has approved.

Reporting

Interim reports for projects lasting several years

In the case of projects lasting several years the project manager(s) must submit an interim report each year on the content and finances of the project. The following points should be borne in mind:

- The content report and the finance report must refer to the same reporting period.

- The content report should include:
 - a review of the period covered by the report. It provides information about whether the project went according to plan, whether the interim objectives for this period have been achieved, whether the schedule was adhered to, and whether any particular events or difficulties occurred. Any divergence from the schedule described in the application / the last interim report are explained.
 - a perspective of the upcoming reporting period. It defines clear and concrete interim objectives, the achievement of which will be discussed in the next report. The objectives should only refer to the next reporting period and should be prioritized (3–10 objectives, not all activities).
- The financial report should include:
 - the accounts for the reporting period. The accounts should be presented in the same way as the budget, and major divergences from the budget (whether over or under) are explained. The budget positions should whenever possible reflect the topics of the content report.
 - the disclosure of unused Humanitarian Foundation funds
 - the Budget for the upcoming reporting period
- The interim report should be submitted to the Humanitarian Foundation 6–8 weeks before the payment of the next instalment is due. An interim report must also be submitted even if one year no funds are required from the Humanitarian Foundation.
- The interim report will be checked by the Humanitarian Foundation head office. If the project is going according to plan, the payment of the next instalment will be authorized. In the event of major divergences, the report will be assessed by the Applications Committee.
The Applications Committee and the Foundation Council will be periodically informed about the submission of the interim reports and the progress of the projects.
The project managers will receive feedback on their reports from the Humanitarian Foundation head office.

Final report

After completion of the project (or of the project section funded by the Humanitarian Foundation) the Foundation expects to receive a final report on content and financial aspects. Similar to the interim reports, it should contain a review of the last reporting period. In addition, the following points should be addressed:

- Achievement of the project's overall objectives
- (Self)-evaluation in the light of the criteria given by the applicant in the application:
 - could a contribution be made towards solving the problem? (effectiveness of the project)?
 - can statements be made about the efficiency of the use of funds?
- Final accounts for the whole duration of the project with clear proof of how the Humanitarian Foundation funds were used.

The Humanitarian Foundation head office draws up an audit report on the final project report submitted to the Applications Committee and the Foundation Council.

Sanctions

In the event that the above requirements are infringed, the SRC Humanitarian Foundation may interrupt (on a decision from the Applications Committee) or refuse payment of further contributions. Any funds that have already been paid out may be reclaimed.