

Procedure: Decision-Making on Projects and Other Budget Issues

General Issues

All the projects and budget issues are considered during the Board Meeting depending on the type of a given project or issue under consideration.

The Board is authorized to approve projects only within the Program budget limits and according to the concept of the Program.

The following are projects and budget issues that are usually considered during the Board Meeting:

- 1) Open competition announcement for a given grant;
- 2) Consideration of competitive grants results;
- 3) Consideration of unsolicited proposals results;
- 4) Consideration of in-house project;
- 5) Modification of program budget;
- 6) General allocation of Fund budget;
- 7) Grant giving to partner organizations;
- 8) Projects approval on demand of the Board.

Documentation Requirements

All the documents on competition and unsolicited proposals must be prepared according to the requirements of Grants Department that include the following procedures:

**Primary Grant Procedures;
Procedure on Approval of Unsolicited proposals;
Procedures on Grants Concerned with Equipment (Property) Transfer;**

The standard package of documents for the meeting includes the following;

- 1) **Agenda;**
- 2) **BUDGET TABLE, where the source of each project's financing is indicated;**
- 3) **In case of unsolicited proposal - a copy of the grant application form together with the pre-grant inquiry and the necessary number of experts' marks;**
- 4) **In case an in-house project or an administrative budget is being considered - the project description and filled in IN-HOUSE PROJECT TABLE.**

Deadlines for documents' submission

All the unsolicited proposals should be sent in advance to Grant Department so as the pre-grant inquiry can be prepared.

The documents on projects, budget tables and in-house projects tables are to be submitted to Finance Manager no later than one week before the Board Meeting. All the fields of the budget table should be filled in except those named "Sum Confirmed", "Residue after Board decision" and "Financial Department's Comments". The projects of with the financing of more than 5,000 USD are to be passed by Finance Manager to Grant Manager for further comments.

By the request of a Program, some projects can be submitted for the consideration of Finance and Grant Departments at any time no matter whether the projects are going to be discussed during the next meeting or not.

The documents sent later than one week in advance of Board Meeting are to be put off till the next meeting.

No later than two days before the Board Meeting, Finance Manager sends the Budget Table back to the respective programs with comments made by Finance and Grant Departments. **Till the meeting the Program should postpone the consideration of projects that were rejected by Finance and Grant Departments or provide their comments on them.**

Reasons for postponing some projects:

- 1) The **filled in Grant Application** does not conform to the requirements of Grant Department;
- 2) **The information on the source of financing is absent or the project budget is not adequate;**
- 3) There is no comment made by Grant Manager on projects with the financing of more than 5,000 USD;
- 4) There is no In-house Project Table;
- 5) There are no documents confirming third-party financing (in case such type of financing is mentioned in the project);
- 6) **Agenda does not conform to the attached documents and the budget table.**

Projects Approval

A project's financing starts after the decision is made by the Board on the grounds of the minutes of the meeting, completely filled Budget Table and **In-house Projects Table**.

The above mentioned documents are to be submitted by Finance Manager to those responsible for keeping minutes no later than one week after the Board of Meeting. At the same time an extract of the minutes is to be sent to Grant Manager.

The projects approved during the meeting but which are not contained in the package sent to the Finance department are considered to be invalid and the second consideration of them is required.