



Central Reserve Funds

	Director's Reserves	Shared Framework Reserves	General Reserves	President's & Chairman's Reserve
1 Eligibility	Determined by unit Director—contact unit Director for requirements	Any participating program, advocacy office, or foundation that needs to supplement funds previously budgeted—contact the respective shared framework coordinator for guidelines specific to each shared framework	Any program, advocacy office, department, or foundation that is planning work in the specific region	Any program, advocacy office, department, or foundation when other reserves are insufficient to meet a need or respond to a crisis
2 Application	Contact unit Director	Contact the respective shared framework coordinator	A sample template is available on the Reserve Funds KARL community	A sample template is available on the Reserve Funds KARL community
3 Submission	To each unit Director	To each shared framework coordinator	To allocators of each region	To Office of the President
4 Approval	Each unit Director	Each shared framework coordinator	Vetted by allocator, and approved by a member of the Global Board's Committee on Strategy, Budget, & Performance, with the exception of USA, where approval will be from USP Board Chairs.	President and Chairman
5 What happens if approved	The recipient of the reserve funds will need to inform the Budget Office of the appropriate codes for the budget transfer.			
6 How to use the funds	Once the budget transfer has taken place, staff should use the appropriate codes to record grants or other activities in OSF systems. It is important that the codes used for the budget transfer and the subsequent expenditures are unique so expenses can be tracked.			

Note that in cases of rapid responses, eligibility assessment and codes confirmation may follow, rather than precede, a grant when there is a particular need to move funds quickly.