

**Edmund Rice Development
Funding and Reporting Policy
and Procedures**

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Glossary of terms

Beneficiaries	Children and adults who participate in ERD-funded development projects.
Child/Children	A person/people under the age of 18 years.
Edmund Rice Development Project	An Edmund Rice Development Project is an entity governed by an ER Governing Body and can comprise several sub-projects. ER development projects work to enable transformation for those made poor and a sustainable future for their local communities.
ERD personnel	Employees, board members, contractors, subcontractors, apprentices and trainees, work experience students, volunteers, employers and any other person who performs work for or represents ERD.
Evaluation	A process intended to assess the overall merits of a project, particularly the extent to which it made a difference to the lives of beneficiaries in terms of development outcomes and impact, and to inform any changes needed in an ongoing project for efficiency, effectiveness and impact. Evaluations also provide insights for future projects in terms of sustainability, scalability, financial and policy implications.
Governing Body	The body who has ultimate responsibility for a development project or group of development projects and who holds the contract with the donor.
Mission Coordinator	The person responsible for coordinating projects in a particular region on behalf of their Governing Body, in line with agreed ER mission policies and procedures. Responsibilities include: managing the Mission Development Office, overseeing projects and developing financial and human resources.
Mission Development Office	A Mission Development Office is a structure set up coordinate ER development projects in a particular region to maximise impact. The MDO must have four essential elements (the 4 Ps): effective people, processes, participation and pace.
Monitoring	The systematic tracking of the progress of a project, to encourage timely decision-making, ensure project accountability, and provide a robust foundation for evaluation and learning. Monitoring is ongoing during project implementation and helps project personnel identify what is working well and what needs to be adjusted to meet challenges that arise, including financial and budget management matters.
Head of Development Project	The most senior person responsible for the overall management of an Edmund Rice Development Project (such as Director of the Project or Chief Executive).
Project Personnel	Employees, board members, contractors, subcontractors, apprentices and trainees, work experience students, volunteers, employers and any other person who performs work for or represents ERD-funded development projects.
Results Based Management (RBM)	RBM is a participatory and team-based management approach to planning that focuses on performance and achieving results and impacts. It is designed to improve project delivery and strengthen management effectiveness, efficiency and accountability ¹ .
Safeguarding	Safeguarding means taking all reasonable steps to prevent harm, to protect people, especially children and vulnerable adults from that harm; and to respond appropriately when harm does occur. In the development and humanitarian sector, this term often applies to the safety and welfare of people involved in the delivery or receipt of development assistance or humanitarian aid.

¹ Source: “Results-Based Programming, Management, Monitoring and Reporting (RBM) approach as applied at UNESCO: Guiding Principles”

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1. Introduction to Edmund Rice Development (ERD) and our policies

1.1. About Edmund Rice Development

Edmund Rice Development (ERD) is an international development organisation which works with development projects and their governing bodies to promote human rights and fullness of life for all, especially those made poor.

ERD is a registered charity in Ireland (Charitable Tax Exemption Number CHY18492; Registered Charity Number 20071004). ERD is also a company limited by guarantee (Company Number: 463400).

ERD is a member of Mísean Cara, the Irish faith-based missionary movement, and Dóchas, the Irish Association of Non-Governmental Development Organisations.

The role of Edmund Rice Development is to:

1. Support access to funding to maximise impact of development projects
2. Build capacity to govern, plan and manage impactful development projects
3. Enhance collaboration between Edmund Rice entities to achieve greater impact.

1.2. ERD policy rationale (*why we have policies*)

To ensure that ERD achieves its role with integrity and is managed in an effective, efficient, accountable and transparent way, a series of policies and procedures have been developed and are available here: <https://www.edmundricedevelopment.org/about/governance>.

ERD is accountable to its beneficiaries (the individuals and communities who participate in ERD funded projects) and its donors and supporters.

- **Accountability to beneficiaries** - ERD is committed to working with partners to support sustainable, long-term solutions to the root causes of poverty and injustice.
- **Accountability to donors and supporters** - ERD must meet specific compliance requirements due to its status as a registered charity, a company limited by guarantee and a Member of Mísean Cara and Dóchas. Therefore, ERD must be able to demonstrate that funds are used transparently, to the maximum effect and in line with international best practice. ERD is committed to being collaborative and accountable to all partners and stakeholders in the development and execution of its policies and procedures.

1.3. ERD Policies and Procedures

An ERD Policy is a statement of intent. It describes the requirements and standards which ERD has determined are necessary for the conduct of its work. The associated procedures describe the specific actions to implement the policy.

1.4. Compliance with ERD Policies

ERD's policies apply to all ERD Personnel and to Development Projects funded by ERD. Therefore, ERD Staff and Board Directors are bound to follow ERD Policy and to act consistently with the associated Procedures.

In addition, when a Funding Contract is established between ERD and Governing Bodies of Development Projects, it is expected that both parties comply with the Policies referenced in the contract and implement associated Procedures (See Appendix 8 for Contract Template). Signing a Contract implies that both parties agree to comply with the relevant Policies and Procedures at all levels of Governance and Management. The only exceptions occur when parties agree in writing an alternative level of compliance. This might arise where a partner is working towards full compliance but needs flexibility in reaching the standard. Failure by either Party to meet their contractual commitments could result in the termination of the Contract, with the Party at fault liable for the damages.

2. Introduction to ERD's funding policy

ERD accesses funding from the Irish government (via Mísean Cara), a small number of other institutional and private donors. ERD distributes this funding to high quality development projects under the governance of Edmund Rice governing bodies.

In order to be eligible to receive funding from ERD, development projects must be able to demonstrate

- **Good practice in governance structures**
- **Capacity to manage projects throughout the project cycle**

This document sets out ERD's policy and procedures involved when development projects and their governors access funding from ERD including:

- ERD's funding priorities
- Processes involved in accessing funding from ERD
- Compliance and Reporting requirements
- A summary of respective responsibilities of ERD, development projects and Governing Bodies throughout the funding cycle.

3. What ERD Funds

The Governing Bodies of ER development projects may apply for funding to support the following:

1. The design and delivery of impactful development projects
2. Capacity building to enhance the effectiveness and impact of the development projects

3.1. Funding for Development Projects

It is ERD's policy to fund projects which are:

- Consistent with ERD's Strategy (available [here](#))
- Support the following thematic areas
 - Education
 - Community Engagement (Health, WASH, livelihoods)
 - Advocacy and Human Rights
- Respond to specified and evidenced needs and aim to achieve clearly defined results, in a specified time
- Use a Results Based Management (RBM) approach with realistic and achievable outputs and outcomes.

ERD prioritises funding towards development projects which:

- Tackle structural causes of poverty and injustice in line with the Sustainable Development Goals (SDGs).
- Support marginalised communities, particularly key target groups including women, children and people with disabilities
- Prioritise areas facing extreme poverty and inequality
- Have a rights based approach to tackling poverty and injustice
- Address environmental sustainability and community resilience in the context of climate change
- Demonstrate collaboration with other ER development projects, integration in local communities and linkages with local NGOs and stakeholders
- Are coherent with local and national policies in the region where the development project is located and complement state-led services
- Can demonstrate value for money (VFM) and strong financial management systems and practices

In exceptional circumstances there may be opportunities for funding for emergencies. In these circumstances ERD will contact Governing Bodies to outline the opportunity and specific requirements.

3.2. Funding for Capacity Building Projects

ERD has limited funding to support local capacity development initiatives that are in line with the Edmund Rice Mission (ERM) Capacity Development Strategy – appendix 1.

ERD also directly delivers capacity development initiatives in collaboration with Governing Bodies. Development projects and their governors are welcome to contact ERD with an identified local capacity development need to collaboratively determine how this can be addressed.

4. How to access funding from ERD - The Funding Cycle

4.1. Overview

There are three phases in the funding cycle:

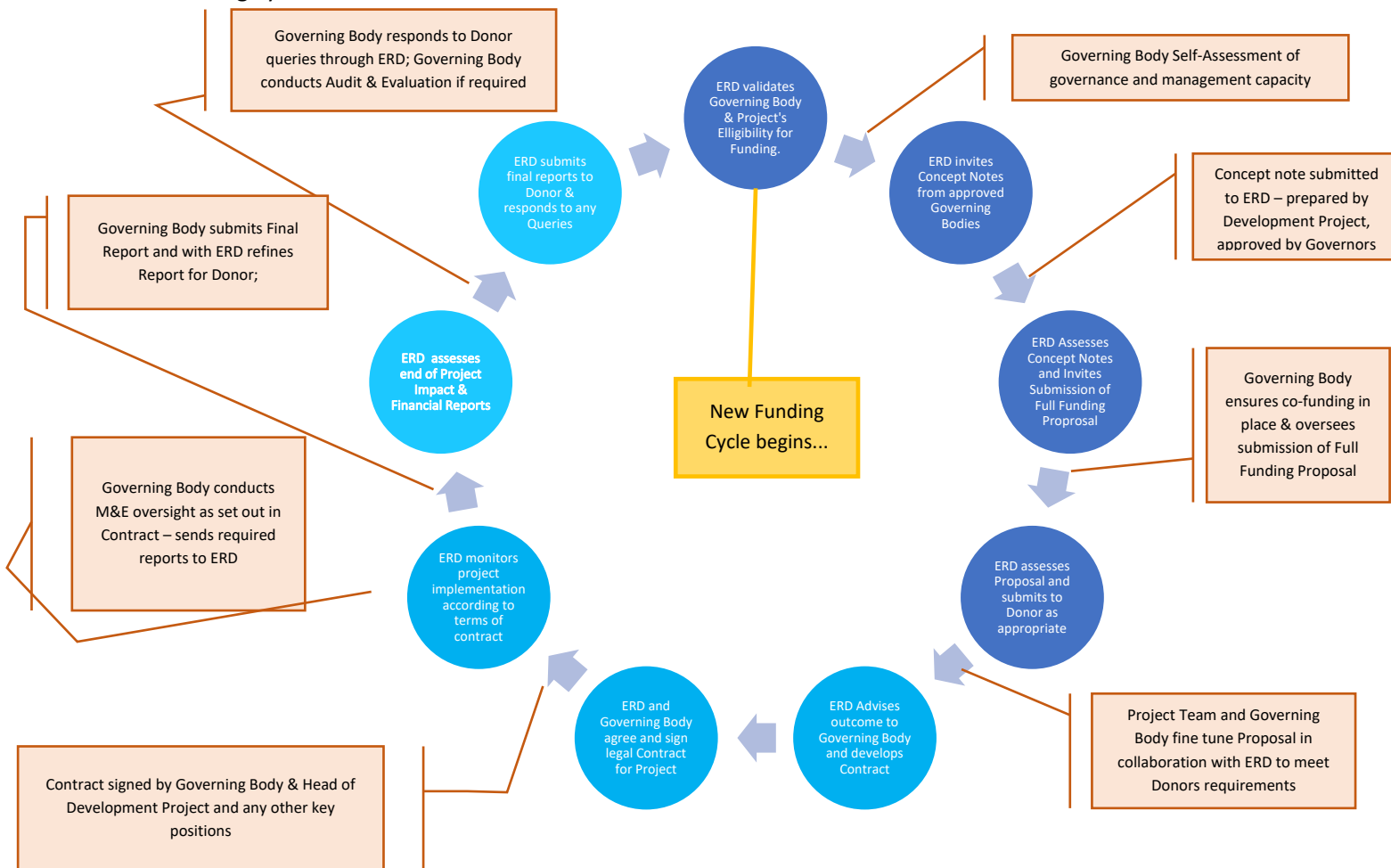
Phase One: Project planning and proposal submission - eligibility, concept notes and funding proposals

Phase Two: Project implementation and monitoring - contracting, implementation, interim reporting and monitoring

Phase Three: Project Completion & Reporting - final reporting, evaluation and audit

ERD is committed to working with development projects and Governing Bodies at all stages in the funding cycle. It is the responsibility of the development projects and their governors to seek support and guidance in a timely manner.

The funding cycle is summarised below:



4.2. Phase One: Project Planning and Proposal Submission

4.2.1. Governing Body's Eligibility to Receive Funding from ERD

In order to be eligible to receive funding from ERD, development projects must be able to demonstrate

- Good practice in governance structures
- Capacity to manage projects throughout the project cycle

ERD defines good governance as follows:

- **Good governance** involves systems and processes to ensure that an organisation (or development project) meet their objectives and are managed in an efficient, accountable and transparent way.
- **Management** is different from governance and involves coordinating and implementing the work of the organisation to deliver on its objectives.

Ultimately it is the responsibility the Governing Body to ensure that a development project has adequate capacity to deliver its objectives. The following table presents the minimum governance and management requirements that must be in place for a development project to be eligible for funding from ERD.

Area	Requirements
1. Governance and Oversight	Working towards compliance with Edmund Rice Governance Code (Appendix 2) Compliance with the ERD / Donor contract agreement for development projects
2. Safeguarding	a) Compliance with <u>ERD Children & Vulnerable Adults Safeguarding Policy</u> <i>and</i> b) Governing Body approved Project specific Children & Vulnerable Adults Safeguarding Policy
3. Finance Management	Compliance with <u>ER Mission Finance Manual</u>
4. Human Resource Management	a) Governing Body approved Human Resource procedures and systems including Employee Handbook with Staff Code of Conduct b) Qualified experienced staff in place detailed in an organisational chart
5. Results Based Programme Management	a) Evidence of results based planning linked to development project's strategy b) Robust systems for M&E c) Systematic reporting to Governing Body
6. Compliance and Risk	Governing Body approved: a) Annually updated risk register b) Policy for Prevention of Sexual Exploitation, Abuse and Harm (PSEAH) c) Anti-fraud policy

ERD recognises that work is ongoing to build governance and management capacity for ER development projects. ERD will work in partnership with the Governing Bodies through the Mission Capacity Development project to support governance capacity development. A Governance and Management Validation Checklist will be developed in collaboration with Governing Bodies to support compliance and reporting.

4.2.2. Concept Note Submissions to ERD

ERD invites Governing Bodies to submit concept notes for development projects once a year. This usually takes place in August, but additional calls for concept notes may occur, depending on availability of funding (from Misesan Cara or other funders).

For the Annual ERD Call for Concept Notes, Governing Bodies and development projects seeking funding must be aware of the following conditions:

- Start date for the proposed project must be 12-18 months after concept note submission

- Concept notes must be submitted by the deadline, unless an exemption has been approved by ERD in writing
- Reporting on all previous funding for the Development Project must be submitted and approved by ERD
- Development projects must use the ERD Project Concept Note Form (Appendix 3). It must be accompanied by a Concept Note Summary Budget and Results Framework (Appendices 4 and 5). The summary budget must be linked to their Results Framework. If you would like to use a combined Results Framework and Budget, please see Appendix 4A.
- More than one concept note can be submitted per Development project, however concept notes must be for individual initiatives which do not overlap. Governing Bodies must ensure there is local capacity to manage multiple grants, including an accounting system for reporting on multi-donor funding.
- ERD only accepts concept notes approved by the Project's Governing Body

4.2.3. Funding Amounts and Co-funding

A development project may apply for funding up to €115,000 in any one year and up to €345,000 over a maximum of 3 years. There is no minimum amount for which funding can be sought.

All ERD funded development projects must secure at least 25% co-funding for their project. This must consist of at least a 15% financial contribution from another funding source. Up to 10% can be an in-kind donation, that must be evidenced with adequate supporting documentation in line with the MFM.

In exceptional circumstances, such as emergencies, Co-Funding requirements do not normally apply. Such grants are organised on a case-by-case basis by negotiation directly between ERD and the Governing Body.

4.2.4. Concept Note Assessment by ERD

On receipt of concept notes, the ERD team assess the quality of the concept notes and their coherence with this funding policy. The details of the criteria used for this assessment are contained in Appendix 6. Additional information or clarification may be sought from development projects or the Governing Body during this period. The Governing Body will be included in all communication.

ERD will provide feedback on the concept notes and will notify Governing Bodies of the outcome of their submission within 6 weeks.

The possible outcomes at this stage are

1. Concept note approved to progress to institutional donor application (usually Misesan Cara)
2. Concept note approved for private donor funding
3. Concept note not eligible to proceed. The development project may be invited to re-submit at a later stage.

When a concept note is approved to proceed, ERD will engage with the Governing Body to advance to full funding proposal.

4.2.5. Full funding Proposal Submission to ERD

The ERD Programme Manager will invite the Governing Body to submit a full funding proposal and will specify in writing requirements and timelines. Deadlines for submission of proposals must be strictly observed. The funding proposal must include a detailed project budget that is linked directly with their results framework.

It is the responsibility of the head of the development project, with oversight from the Governing Body, to prepare a quality funding proposal, in line with the requirements communicated by ERD. ERD is committed to supporting development projects throughout the funding cycle by providing:

- technical advice to the Governing Body or their delegate;
- training on funders' requirements and systems;

The development project should contact ERD for support as needed.

The specific content of the funding proposal and supporting documents depends on the nature of the project and the funder. While details vary, the main requirements for all Funding Proposals are summarised below:

Sections	Information needed in funding proposal	Required Supporting Documents
Project Background	<ol style="list-style-type: none"> 1. Context and Stakeholder analysis 2. Participatory problem identification and analysis 3. Description of 'beneficiaries' <ol style="list-style-type: none"> a. Disaggregated by age, gender, disability 4. Reference contribution to SDGs 	<ul style="list-style-type: none"> - Development project's Strategic Plan - Context Analysis - Needs Assessment - Household surveys for agricultural project - Feasibility study if available - SWOT analysis (if external evaluation not required- see below)
Project Description	<ol style="list-style-type: none"> 1. Clear results chain <ol style="list-style-type: none"> a. Impact, outcomes and outputs b. SMART indicators, c. Clear, realistic targets 2. Planned activities to achieve results 3. Assessment of assumptions and risks 4. Evidence of effective safeguarding 5. Analysis of cross – cutting issues: HIV, Gender, Disability, Environment 	<ul style="list-style-type: none"> - Project Results Framework (e.g. logframe) - Annual Operational Plan or Action Plan - Project specific Child and Vulnerable adult Safeguarding Policy
Project Budget	<ol style="list-style-type: none"> 1. Budget - linked directly to results framework and including co-funding 	<ul style="list-style-type: none"> - Project budget including co-funding, ERD fees and provision for monitoring and audit.
Monitoring & evaluation	<ol style="list-style-type: none"> 1. Baseline data – disaggregated 2. Monitoring plan – data to be collected, by whom, how often, resources needed <ol style="list-style-type: none"> a. Include beneficiary feedback b. Include process for making changes 3. Evaluation plan – consider DAC criteria 	<ul style="list-style-type: none"> - Project Monitoring and Evaluation Plan including baseline data (see Appendix 7 for further guidance) - Interim or final report from previous ERD funded project - External Evaluation of previous ERD funded project for multiannual projects over €25,000 per year
Sustainability and Implementation Capacity	<ol style="list-style-type: none"> 1. Governance and reporting arrangements 2. Evidence of capacity to implement - Track record, skill & expertise of team 3. Sustainability plan 4. Description of linkages and partnerships 5. Outline of project's Advocacy plan 6. Details of Consultation with Misesan Cara Mentor if relevant 	<ul style="list-style-type: none"> - Organisational Chart - MOU with Government, Official Authorities or Collaborating NGOs if appropriate - Summary of key staff professional profiles – including a brief outline of their qualifications and years of relevant project/finance experience.

Proposals for funding must be accompanied by a letter of approval from the Governing Body.

4.2.6. Additional Requirements for Misesan Cara Proposals

For proposals to Misesan Cara a two-step process is involved: a Preliminary Concept Note must be approved by Misesan Cara before a Development Project is invited to progress on to the full proposal stage. The details of this process will be communicated to the Governing Body by ERD.

The project outcomes for the funded project must be in line with Misesan Cara's key priorities as set out in their strategic plan which can be found on the Misesan Cara website. All projects applying for Misesan Cara funding must use the Misesan Cara application and budget templates that will be provided by the programme manager.

4.2.7. Funding Proposal Assessment by ERD

On receipt of the funding application by the specified deadline, ERD assesses the materials submitted and considers the following:

- Quality of the proposal in line with requirements set out in table above
- Additional criteria of specific institutional funder
- Available funding.

During this period, ERD may engage with the Governing Body & Head of Development Project for clarification or to request additional information. Applications will not be considered that are late or incomplete.

There are two possible outcomes at this stage

1. **The proposal is deemed suitable to proceed** - ERD will liaise with the Governing Body to coordinate final submission
2. **The proposal is not at an appropriate standard to advance** - ERD will notify the Governing Body and provide feedback. The development project may be invited to apply for funding again at a later stage.

4.2.8. Funding Proposal Assessment by Institutional Donors

For proposals submitted by ERD to institutional donors, the donor will carry out its own assessment and communicate the outcomes directly to ERD. The assessment processes vary depending on the donor.

As ERD's primary institutional funder, the following are Misesan Cara's potential outcomes:

1. The proposal is approved with no conditions
2. The proposal is approved with conditions
 - Type One Conditions: Additional information required by Misesan Cara prior to contract being issued
 - Type Two Conditions: Issues to Address during Project Implementation
 - Type Three Conditions: Issues to Address at Reporting Stage
3. The proposal is rejected

If approved with conditions ERD, will work with the Development project to meet the conditions within an agreed timeline. If rejected ERD will communicate the reasons to the Development project. Depending on the reasons, the proposal may be invited to resubmit for a smaller grant type or at a later date.

4.3. Phase Two: Project Implementation and Monitoring

4.3.1. Contracting and Funds Transfer

4.3.1.1. Funding Contracts

Approved funding proposals advance to contract stage. ERD issues a contract between ERD and the Governing Body when any pre-conditions of funding have been met. The contract sets out the terms and conditions of the funding and the reporting requirements. The contract is binding upon both parties for the duration specified in the contract. During review of the contract, if the Governing Body identifies specific terms and conditions they cannot meet, they must inform ERD. Where possible ERD will engage with the Governing Body to mutually agree modified terms.

Funding will only be transferred to a bank account authorised by the Governing Body. On signing the contract, the Governing Bodies are required to confirm the authorised Bank Account into which Project Funds will be transferred. Funds cannot be transferred to an account registered in an individual's name. See Chapter 6 in the Mission Finance Manual for further information. The signed contract must be accompanied by the Historical Safeguarding Issues Log (see ERD Child and Vulnerable Adult Safeguarding Policy).

The Contract is validated upon the signatures of the ERD Chief Executive on behalf of ERD and the Head of the Governing Body on behalf of the Development Project. ERD requires that the Contract is co-signed by the Head of the Development Project to ensure that they are familiar with and understand the terms and conditions of the Contract. ERD's Funding Contract template is in Appendix 8

4.3.1.2. ERD Fees

All contracted Funding from ERD is subject to fees as follows:

ERD Administration Fee	2%
ERD Monitoring Fee	3%

ERD fees must be built into the Project Budget. ERD deducts these fees before transferring funds and will provide an invoice to Governing Bodies to document fees deducted. In exceptional circumstances, such as emergencies, certain fees may be waived.

4.3.1.3. Transfer of Funds

When contracts are signed by both parties, ERD will arrange the transfer of funds to the authorised account when they become available to ERD. Specific payment details and reporting requirements are set out in the ERD Funding and Reporting Schedule issued with every contract (see appendix 8 for template)

Funding over €10,000 is usually transferred in two tranches:

- Tranche 1 – 35% of funding
- Tranche 2 – 65% of funding

In certain circumstances, funds will be transferred in one tranche in consultation with the Governing Body.

ERD requires a receipt from the Governing Body when funds are received, a template receipt will be provided with the confirmation of the transfer of funds. If funds are exchanged from Euro to local currency the receipt must state the currency exchange rate. If funds are exchanged to local currency at a later date it is essential that the Governing Body records the exchange rate as this is required at reporting stage. Please see Appendix 9 for details on reporting exchange rates and Appendix 9A on exchange rate gains/losses.

4.3.1.4. Changes to the Development Project during Implementation

ERD understands that there are circumstances which may give rise to changes in a development project's planned results or timelines. **The Governing Body must notify the ERD Programme Manager of any changes to the approved project.**

Prior approval must be obtained from Edmund Rice Development, and the external institutional donor if applicable, prior to proceeding with any of the following changes:

- Changes to project design, intended outcomes or budget, using the ERD Budget Reallocation Request Form (See appendix 10)
- Changes to the project timeline using the ERD No Cost Extension Request Form (See appendix 11)
- Any significant change in exchange rate (See appendix 9 and 9A)
- Changes in key project staff and/or governance arrangements

4.3.1.5. Risks and Issues that must be reported to ERD

ERD requires a Governing Body to **immediately** inform ERD should any of the following circumstances arise

- Any safeguarding issue in relation to children and vulnerable adults and/or the systems needed to ensure their protection, in line with the ERD Children and Vulnerable Adults Safeguarding Policy
- Any suspicions or allegations of funds being misused, or at risk of being misused, regardless of the amount of cash or value involved
- Any legal proceedings threatened, instigated or pending against the project, or the member in connection with the project
- Any report to a regulatory authority about a matter that pertains to a project
- Any other potential source of adversity be that in relation to outcomes, financial management, governance and oversight, organisational reputation or negative publicity.

4.3.2. Project Monitoring

4.3.2.1. Monitoring by the Development Project and Governing Body

It is the responsibility of the Governing Body of the development project to ensure that systematic monitoring is conducted (see Appendix 7).

ERD requires Governing Bodies ensure the following takes place for all ERD funded projects:

- Regular monitoring in accordance with the approved monitoring plan, results framework and budget.
- Regular monitoring of the financial management of the project including all internal controls, cash, bank, payroll, procurement, stock, assets and documentation required for audit and by the contract.
- The Governing Body, or nominated delegate, carry out a monitoring visit project at least once a year. The ERD Monitoring Visit Report Template (see Appendix 12) must be completed and submitted to ERD within one month of the project ending as per the contract.
- Safeguarding monitoring must be carried out using the ERD Safeguarding Monitoring template. Please see the ERD Child and Vulnerable Adult Safeguarding Policy for further detail on safeguarding monitoring requirements.

4.3.2.2. Monitoring by ERD

ERD monitors project implementation through reports received and monitoring visits.

Reporting:

All ERD funded projects are required to submit reports approved by the Governing Body. Timelines are set out in the ERD Funding and Reporting Schedule provided when funds are transferred. Two reports are usually required per year:

- Interim reports (See appendix 13)

- End of year reports (see next section 4.4.1)

If the project is less than 12 months duration only one report will be required at the end of the project.

Each report must include progress against expected results, finances and safeguarding. Please see Appendix 8A for further detail on reporting requirements.

ERD Monitoring Visits:

ERD will monitor all multi-annual projects at least once during their lifecycle. Annual projects will be monitored at the discretion of ERD. The ERD Monitoring Visit Report Template will be used (see Appendix 12). The monitoring report will be shared with the development project and Governing Body. Project teams are encouraged to respond to this report to generate opportunities for dialogue and learning.

4.4. Phase Three: Project Completion & Accountability;

4.4.1. Review and Closure of Final Report

At the end of each contract period the development project is required to submit a final report to ERD. This is usually required one month after project completion, the specific timeline is set out in the ERD Funding and Reporting Schedule. All reports must be thoroughly reviewed by the Governing Body, verified as accurately representative of the financial accounts, approved and signed before submission to ERD. All financial income and expenditure documentation for the project must be readily available and accessible to support every line item in the Finance Report.

On receipt of the Final Report, it will be assessed in ERD to establish that it demonstrates that the project has been conducted successfully in accordance with the Funding Contract, the approved budget and the Results Framework. ERD and the Governing Body collaborate to resolve any issues identified by ERD.

If funding was received from Misesan Cara (or any other institutional donor), the final report will be submitted to the donor by ERD when it is finalised. ERD will communicate any feedback and queries received from the donor to the Governing Body. ERD and the Governing Body are required to respond to these queries within a specific timeline. Failure to do so can affect future funding.

If there are concerns the project will not be able meet reporting deadlines, the development project and Governing Body must engage with ERD as soon as possible. Failure to meet reporting requirements can result in termination of the funding contract and may result in ERD requesting a partial or full refund of funding from the Governing Body of the Development Project.

4.4.2. Audit Requirements

An audit is required for any grant worth more than €30,000 annually. This must be submitted within 4 months of the project contract end date. The Governing Body must ensure that the selected Audit Firm is provided with adequate terms of reference including the points below, please refer to Chapter 10 of the Mission Finance Manual for further details. The audit report must:

- Be completed in Euro
- Stipulate Misesan Cara, ERD private donor and co-funding income and expenditure (Misesan Cara project codes must be referenced).
- Include any funds that were approved to be carried over from a previous grant
- Be compliant with Mission Finance Manual, and if relevant, the Misesan Cara audit guidelines

All audits must be accompanied by a post-audit management letter.

In some circumstances an audit certificate of the final finance report on the project may be submitted. It must certify that all income and expenditure in the referenced project Finance Report is valid and backed up with appropriate documents.

4.4.3. External Evaluations by Development Project

External evaluations are mandatory for all ERD funded multi-annual projects. These evaluations may be conducted in final year of the project or immediately after completion. All external evaluations must consider the five Development Assistance Committee (DAC) criteria. Please see Appendix 7 for further guidance on conducting an evaluation and the DAC criteria. Evaluation reports must be submitted to ERD within three months of a project finishing.

4.4.4. Evaluations by ERD or External Donor

ERD or an institutional donor may conduct an evaluation of a funded project. In such a case, ERD will engage with the Governing Bodies around Terms of Reference and logistics. The findings and recommendations will be shared with the Governing Body and relevant stakeholders.

5. Summary of Roles and Responsibilities of ERD, Governing Bodies & Development Project

Stage	ERD	Governors Development Projects	Head of Development Project and Team
Concept note	<ul style="list-style-type: none"> - Issue invitation and concept note templates to governors - Assess quality of concept notes received - communicate outcome to governors 	<ul style="list-style-type: none"> - Communication of invitation to Development Projects. - Engage with development project to develop - Approval of concept note. 	<ul style="list-style-type: none"> - Prepare detailed content of concept note. - Submit to Governing Body in timely manner for approval.
Proposal Development	<ul style="list-style-type: none"> - Issue invitation to Governing Bodies. - Periodically provide training on funders' requirements. - Provide technical support on request of governing body. - Assess quality of funding proposal and provide feedback to governing body. - Submit final version of proposal to funder. 	<ul style="list-style-type: none"> - Communicate invitation to Development Projects. - Engage with Development Project to develop proposal materials. - Governors may assign a delegate to support the development project (e.g. Mission Development Office) - Communicate with ERD if technical support is needed. - Approve final proposal and supporting documents for submission to ERD 	<ul style="list-style-type: none"> - Prepare detailed content of funding proposal and supporting documents. - Actively engage with the Governing Body to communicate scope of proposal. - Notify Governing Body if technical assistance is needed. - Submit proposal to Governing body in timely manner for review and approval.
Contracting	<ul style="list-style-type: none"> - Issue contract to governing body 	<ul style="list-style-type: none"> - Review contract, engage with ERD if any queries and sign appropriately. - Provided to Head of Development project for review and signing. 	<ul style="list-style-type: none"> - Review contract, engage with Governing Body with any queries, sign appropriately and return to governing body.
Reporting	<ul style="list-style-type: none"> - Communicate reporting requirements, including templates and timelines, to Head of Development project and governing body. - Provide technical support if requested by governors - Assess quality of report & provide feedback to governors. - Submit final version to funder if required. 	<ul style="list-style-type: none"> - Engage with Development Project to ensure reports are prepared on schedule. - Communicate with ERD if technical support is needed. - Review narrative and financial reports for compliance. - Approve reports and supporting documents for submission to ERD. 	<ul style="list-style-type: none"> - Prepare narrative and financial report and supporting documents. - Notify Governing Body if technical assistance is needed from ERD. - Submit report to Governing body in timely manner for review and approval.

Appendices

Appendix 1 Edmund Rice Mission (ERM) Capacity Development Strategy

Appendix 2 Edmund Rice Mission (ERM) Governance Code - proposed

Appendix 3 ERD Project Concept Note Template

Appendix 4 ERD Concept Note Summary Budget Template

Appendix 4A ERD Results Frame and Budget Template

Appendix 5 ERD Results Framework Templates

Appendix 6 ERD Concept Note Assessment Criteria

Appendix 7 Monitoring and Evaluation Guidance Document

Appendix 8 ERD Funding Contract

Appendix 8A Example of ERD Funding and Reporting Schedule

Appendix 9 Exchange Rate Guidance Document

Appendix 9A Exchange Rate Gains, Losses, and Inflation Form

Appendix 10 ERD Budget Reallocation Request Form

Appendix 10A Reallocation Request Spreadsheet

Appendix 11 ERD No Cost Extension Request Form

Appendix 12 ERD Monitoring Visit Report Template

Appendix 13 ERD Interim Report Form