



# CRCID Program Funding Flowchart

## **Introduction:**

The attached flowchart is designed to show the administrative, funding and reporting flow for a Rotary program proposal submitted to CRCID. Deadlines for the submission of proposals are set approximately 7 months prior to the expiration of the current CRCID/CIDA Funding Agreement. For example, the 2006-2009 Funding Agreement expired March 31, 2009, therefore, the deadline for the submission of Rotary Program proposals for the 2009-2012 funding agreement would be September 15, 2008.

## **1. CRCID Approval**

- a. Once a program proposal is received, the CRCID Program Development and Management Officer (PDMO) reviews it according to the approval criteria found in the CRCID Policy Manual. The PDMO will approve, reject or request additional information from the Canadian Rotary club.
- b. Once the PDMO is satisfied that the program meets all appropriate approval criteria, the program proposal will be sent to the Chair of the appropriate CRCID Sectoral Committee:
  - i. Health Concerns; or
  - ii. Literacy & Education
- c. The Sectoral Chair will review the proposal with the committee to determine if this program should be funded through the CIDA/CRCID Program Funding Agreement.
- d. Upon approval by the Sectoral Committee, the CRCID Board of Directors will approve final selection of ALL Rotary programs to be included in the Funding Proposal to be submitted to CIDA. The deadline for submission is up to 6 months prior to the expiration of a current agreement to ensure uninterrupted funding.

## **2. CIDA Approval:**

The CRCID funding proposal will be reviewed by the CIDA Program Officer assigned to the CRCID file as well as CIDA specialists (e.g. Programs proposed will be reviewed by "Country Desk Officers" responsible for program funding for specific countries or regions).

- a. Once the proposal is approved CRCID and CIDA will enter into a contractual agreement.
- b. Once the agreement is signed, CIDA will make an initial advance of funds
- c. Subsequent advances will only be made upon the receipt of an advance payment request form, an approved financial report, including copies of invoices for items over \$500 CDN, and/or a monitoring report.

## **3. CRCID/Rotary Club Agreement:**

Once the CIDA agreement is signed, CRCID will enter into a similar contractual agreement with each of the program lead Canadian Rotary clubs.

- a. Once the agreement is signed, CRCID will make an initial advance of funds based upon what funds the program has on hand that CRCID can match.
- b. Funds will be mailed to the lead Canadian Rotary club that is responsible for transferring them to the dedicated Program bank account.
- c. Subsequent advances will only be made upon the receipt of an advance payment request form and an approved financial report including copies of invoices for items over \$500 CdN. and/or a monitoring report.

All program funds advanced to a CRCID approved program **must** be expensed on the program by the expiration of the agreement. Any funds **NOT** expensed by this date must be returned to CRCID and subsequently returned to the Canadian Government.

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