



Community Projects Committee (CPC) Guidelines

Last Update: October, 2019

1. PRINCIPLES

Through the Community Projects Committee (CPC), IWA Georgia improves the lives of women, children, and the elderly, as well as persons who are vulnerable, disabled, sick, and needy. This shall include the support of prevention programs. All supported projects shall fall into one of these areas of interest and must have a direct, positive effect on Georgian citizens.

The money collected by the fundraising activities of IWA Georgia is spent with fiduciary responsibility.

2. PURPOSE

These guidelines outline the processes and criteria for awarding grants from IWA Georgia funds, as well as internal regulations, responsibilities, and workflow of CPC and its cooperation with other IWA Georgia bodies.

The purpose of these guidelines is to ensure that monies are spent in accordance with

- the rules of IWA Georgia and
- the laws of Georgia pertaining to charitable organizations.

3. SPECIFICATIONS FOR CPC

3.1 Composition and Election of CPC Members

- 3.1.A CPC shall include a minimum of nine (9) and a maximum of thirteen (13) regular members.
- 3.1.B CPC includes four (4) permanently-invited members: IWA Georgia's president, first vice-president, treasurer, and its founding member. These members have full voting rights on CPC.
- 3.1.C CPC has one (1) chair and two (2) co-chairs (one Georgian-speaker) and one (1) secretary (rotating). The CPC treasurer's responsibilities are handled by IWA Georgia's treasurer.
- 3.1.D The chair is subject to the election procedures of IWA Georgia. (IWA Georgia's board elections are held in May of each year. Service duration for all elected board members is limited to one (1) year.)
- 3.1.E The responsibilities of each CPC member shall be decided within CPC with the consent of its members.
- 3.1.F The chair and all members of CPC may serve a maximum of three (3) consecutive years on CPC. After three (3) years, there shall be one (1) full year of non-service, after which the member may be invited to serve again on CPC.
- 3.1.G The chair and/or co-chair(s) of CPC represent CPC and report on its activities and current projects at the monthly and annual general business meetings, as well as at meetings with the board of IWA Georgia. Responsibilities of the chair and co-chairs can be found in Annex One.



- 3.1.H The role of CPC's secretary, specifically taking the minutes of CPC meetings, is rotated and shared by CPC members. A draft of the minutes shall be sent to the chair and/or co-chair, who is responsible for distributing them to the CPC membership, the recording secretary, and to IWA Georgia's board members.
- 3.1.I When a vacancy for a committee member or co-chair exists, CPC shall recommend a candidate. A committee composed of CPC's chair and IWA Georgia's president, fundraising chair, and founding member shall confirm.
- 3.1.J A CPC member who is persistently absent without prior notice and is non-responsive to email correspondences will automatically lose her seat in CPC. The chair will send a notification to the member when this happens.
- 3.1.K All CPC members should be willing to take on monitoring and reporting tasks for specific projects.
- 3.1.L CPC members should be nominated by IWA Georgia's board and incumbent CPC members. The nominated member should have identifiable knowledge, skills, attributes, and other traits that are useful for CPC.

3.2 Conflict-of-Interest Policy

A strict conflict-of-interest policy applies to members of CPC. Conflicts of Interest have the potential to jeopardize a nonprofit's charitable-organization status and damage its reputation with donors. Therefore, each member of CPC shall sign a document (Annex Two), which is an integral part of these guidelines.

Violations of the Conflicts of Interest Policy: If CPC has reason to believe that an individual has failed to disclose actual or potential conflicts of interest, the member shall be informed and allowed to explain the alleged failure to disclose. If there is still reason to believe a conflict of interest exists after the alleged conflict is explained, corrective action shall be taken.

3.3 Procedural Details for CPC

- 3.3.A CPC shall meet at least once a month.
- 3.3.B For a meeting to be considered valid, a quorum of seven (7) voting members is required.
- 3.3.C The CPC chair or one of CPC's co-chairs shall preside over meetings.
- 3.3.D Those invited to CPC meetings are: CPC members and the president, fundraising chair, treasurer, and founding member of IWA Georgia, who are permanently-invited members with full voting rights.
- 3.3.E A maximum of two non-CPC members may attend a meeting as guests.
- 3.3.F To approve funding of a project or to recommend one to the membership, a positive, majority vote of CPC members, (present or by proxy), is required. A member who is entitled to vote but cannot attend a specific meeting may by written proxy (electronically or physically) register a vote on any given issue.

3.4 Tasks and Responsibilities of CPC

- 3.4.A CPC shall accept applications and carry out all research and clarifications necessary to evaluate and determine the focus project(s) and other projects.
 - 3.4.A-1 Analysis should be done in compliance with CPC guidelines (see section 4 and Annex Three), including feasibility, risk, and suitability assessments of projects. Both the applications of NGOs and individuals shall be checked for completion before funding.

- 3.4.B CPC shall report regularly at every board meeting and inform the general membership about ongoing projects as needed. At the last meeting in spring, a final report shall be presented at the GBM.
- 3.4.C CPC shall organize both regular and surprise monitoring of all projects,
- 3.4.D CPC shall keep all necessary government documents in Georgian [application, agreement, copy of transfer, and handover). All documents necessary for investigating and evaluating projects shall be in English.
- 3.4.E CPC shall archive and store all original documents at IWA Georgia's office (Nana Dvali's office "Rentals", 46 Rustaveli Ave. / 37 Griboedov Street, 0108 Tbilisi).
- 3.4.F CPC shall regularly track CPC funds in cooperation with the treasurer of IWA Georgia.

4. CONCISE GUIDELINES ON THE USE OF THE CPC FUND

4.1 Guidance on the Use of Funds

- 4.1.A IWA Georgia's core areas of giving are:
 - 4.1.A-1 Women's issues: Women's social and economic empowerment and independence includes training that revives Georgian traditional crafts or other services that create job opportunities and micro-economies for women,
 - 4.1.A-2 Education,
 - 4.1.A-3 Health (including support for persons with disabilities and elderly persons in need).
- 4.1.B CPC shall propose the focus area and a substantial focus project for the upcoming year by the May board meeting. This project proposal can, therefore, be presented, discussed, and voted on before the summer break at the last BM and the GBM. This also allows sufficient preparation time and contacting potential donors for the next Winter Fair.
- 4.1.C A maximum of 50% of funds collected from the IWA Georgia Winter Fair or other fundraising activities may be allocated to the focus project.
- 4.1.D Total funds collected from the IWA Georgia Winter Fair or other fundraising activities shall be allocated as follows:
 - Up to 50%: focus project
 - Up to 30%: other community projects (if possible carried out by an NGO)
 - Up to 10%: individual projects
 - Up to 10%: for next year.
- 4.1.E Fund disbursements for CPC include:
 - 4.1.F-1 IWA Georgia shall make all grant payments by bank transfer. No personal / private accounts of grantees / beneficiaries may be used for any transaction.
 - 4.1.F-2 The schedule of payments depends on the agreement signed by IWA Georgia and its beneficiary.



4.2 Application Process

- 4.2.A National governmental organizations, international and national non-governmental organizations registered in Georgia, community groups, or individuals are eligible to apply for a grant from IWA Georgia.
- 4.2.B All applications must be addressed to CPC using the official application form.
- 4.2.C The application period continues all year. However, CPC is not active during the summer period (July to August) or the winter holiday (December to January). A notice should be sent to the requesting organization about the timing.
- 4.2.D Important: Applicants may only submit one request per calendar year for funding.

*A checklist for the suitability and selection of organizations, as well as a list of funding exclusions, is given in **Annex Three**.*

4.3 Authorization Process

- 4.3.A CPC shall consider all applications and make necessary investigations.
- 4.3.B IWA Georgia's board has permanent representation on CPC (president, first vice president, treasurer, and founding member), and these members may ask questions and vote at CPC meetings.
- 4.3.C All grant applications over 3,000 GEL shall be submitted to the general membership for their consideration and voting. A proposal shall be distributed to all IWA Georgia members prior to the general monthly meeting. A majority of members present at this meeting is needed to approve a project.
- 4.3.D Individuals are eligible for a maximum grant of 5000 GEL.

ANNEX ONE

RESPONSIBILITIES OF THE CPC CHAIR AND CO-CHAIR(S)

1. The chair and co-chair of CPC shall represent CPC and report on its activities and current projects at the monthly and annual general meeting, as well as at IWA Georgia's board meetings.
2. The chair and co-chairs of CPC shall be familiar with IWA Georgia's constitution and follow the guidelines and regulations of CPC.
3. The chair and co-chairs shall coordinate all activities of CPC, including:
 - 3.1 Preparing an annual project plan;
 - 3.2 Collecting all project proposals;
 - 3.3 Assigning CPC members to do necessary investigative work to determine and evaluate the focus project(s) and other projects;
 - 3.4 Contacting applicants and beneficiaries to request more documents and organizing site visits, as necessary;
 - 3.5 Keeping all necessary documents to be properly completed, signed, and collected from related project partners and beneficiaries (complete application forms, bank transfers, detailed NGO reports on grant expenditures, preliminary reports about the project from the CPC side, monitoring, and final reports and handover documents);
 - 3.6 Organizing and delegating monitoring visits for previous and ongoing projects with the participation of at least two CPC members;
 - 3.7 Archiving and storing the originals of all CPC project documents at IWA Georgia's office (Nana Dvali's office "Rentals", 46 Rustaveli Avenue / 37 Griboedov Street, 0108 Tbilisi);
 - 3.8 Reporting to the board at each board meeting and informing the general membership about ongoing projects twice a year at a general business meeting (GBM);
 - 3.9 Reporting on the results of completed projects to the board and to all members at a GBM;
4. The chair and co-chair shall thoroughly inform the board about all CPC-approved projects;
5. New projects over 3000 GEL shall be submitted to the board for approval before presenting at a GBM for voting. (The board may ask for further investigation or accept / reject a project);
6. The chair and co-chairs shall send the corresponding secretary of IWA Georgia project proposals for voting at the monthly GBM prior to the date of the meeting, so that proposals are distributed to the membership in a timely manner.
7. The chair and co-chairs shall organize and preside over CPC meetings, to be held at least once a month. Duties include the following:
 - 7.1 Determine the date, time, and place of a meeting and create an agenda;
 - 7.2 Distribute the agenda to CPC members;



- 7.3 Share the minutes of CPC meetings, taken by the CPC secretary, to CPC members and board members;
 - 7.4 Give current information on CPC's balance and available funds to CPC members;
 - 7.5 Invite two non-CPC members to meetings when appropriate.
8. The chair and co-chairs shall ensure that each member of CPC has signed the conflict-of-interest policy document.
 9. The chair and co-chairs shall prepare an annual written list and report covering all projects supported by IWA Georgia (to the attention of IWA Georgia bodies and the revenue service).
 10. The chair and co-chairs shall be responsible for regular bookkeeping of CPC funds in cooperation with the treasurer of IWA Georgia.
 11. The chair and co-chairs shall submit a written article to the IWA Georgia Newsletter.
 12. The chair and co-chairs shall keep up-dated information on the CPC section of the website.



ANNEX TWO
AGREEMENT ABOUT CONFLICT OF INTEREST POLICY

The standard of behavior is that all CPC volunteers and board members scrupulously avoid conflicts of interest between the interests of the supported organizations and individuals on the one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as the perception of conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers and board members. Upon or before election, hiring, or appointment; I will make a full disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliations), my family, and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Date

Signature



ANNEX THREE ELIGIBILITY CHECKLIST, EXCLUSIONS, AND SELECTION CRITERIA

1. Eligibility Checklist for Organizations Applying for Funding

- 1.1 Potential grantees should be national, nonprofit organizations (NGOs) or governmental organizations with programs that benefit communities.
- 1.2 Primary consideration for CPC funding is the support of local organizations with programs that align with IWA Georgia's core areas of giving.
- 1.3 Projects to be supported shall be limited in time and the scope of the project clearly defined.
- 1.4 If the project finances a real estate project (obtaining, building, renovating), the contractual partner must credibly assure that the proposed project activity will be carried out for a minimum of ten (10) years.
- 1.5 The requesting organization must clearly state how a cash grant / donation has been allocated and must be able to provide proof that the amount was used for this purpose.
- 1.6 The organization must provide IWA Georgia with post-event documentation (handover documents, project report, photographs, CD, video) within four (4) weeks of a project's ending.
- 1.7 International standards for both transparency and confidentiality will apply to all grants. The use of individual names, contact information, and photos will require written consent forms signed by those individuals.
- 1.8 Signing of a grant agreement between IWA Georgia and a grantee: A contract must be signed between IWA Georgia and a grantee. IWA Georgia's president has the authority to sign an agreement (also handover agreements after completion of the project). In her absence, one of the vice presidents (fundraising chair or CPC chair) can use this authority.
- 1.9 Breach of the agreement: If a grantee fails to fulfil its objective and / or agreement with IWA Georgia, the project will be re-evaluated, and the organization will be notified that the project may be terminated.

2. Funding exclusions

Grants are not made:

- 2.1 To organizations that discriminate against certain groups or individuals in the delivery of programs and services based on race, religion, national origin, gender, age, sexual orientation, or disability;
- 2.2 To organizations whose services do not benefit the community at large;
- 2.3 To organizations whose programming or policies may position IWA Georgia in a negative light;



- 2.4 For influencing legislation and / or elections;
- 2.5 For political / religious causes, candidates, campaigns, organizations;
- 2.6 For social or political issues outside Georgia;
- 2.7 For requests made on behalf of another organization or by an unauthorized representative of the recipient organization;
- 2.8 For salaries and tips;
- 2.9 For covering individual and organizational debts, utility bills, any kind of taxes (unless it is included in the project budget).



3. Approval Criteria Discussion Guide

The following checklist is a structured guide for CPC members when discussing approvals for submitted applications.

IWA CPC – Criteria for Approving the Projects.

Applicant's Name	
Date of Application	
Date Reviewed	
Attendees	

Criteria * Please mark Not Applicable when appropriate	Pass or Fail?	Comments / Recommendations
Eligibility of NGO - Is this a registered NGO? If non-registered, has a field visit been conducted?		We can always ask for proof of registration.
Sustainability / Plan for Sustainability - How well are they organized? If grassroots, is there potential for getting organized better? Can they produce specific, objective, and measurable outcomes that can be assessed and documented externally?		
Clear and Substantive Fit within One or More Focus Areas / Community Projects - Does it fall under CPC'S charity-recipient targets: women, children, elderly, and other vulnerable populations? If yes, classify as: <input type="checkbox"/> Focus project? <input type="checkbox"/> Community project? <input type="checkbox"/> Individual grant?		
Effectiveness of the NGO - What successes have they demonstrated already? If grassroots, request a project plan.		
Impact of the Project - E.g. set an example for the community, stop radicalization, provide livelihood, stop stigmatization of disabilities, medical assistance, etc.		
Level of Need - E.g. how pressing is this? Is it a medical emergency? Seasonal emergency (e.g. work to be done during the summer)?		Medical emergencies – attach reports. Renovations – attach technical details.

Criteria * Please mark Not Applicable when appropriate	Pass or Fail?	Comments / Recommendations
Leadership - Existing or potential for strong organizational leadership / governance.		Ask for the plan / charter.
Clarity of the Application - Breakdown of expenses.		
Financial Budget - Can we cover with current CPC budget as classified? Within the 3000 CPC allocation? If not, have we gotten approval?		
Grant History with CPC - How many times have we helped them and in what years? Is there a limit to the donations they can get from CPC?		Our goal is to be a catalyst for other, bigger donors. If other donors are involved, we will proceed with supporting other agencies.
Conflict of Interest? - Is the applicant an IWA member? And, if so, is she a representative of this organization or its founder?		IWA intermediaries are accepted.
Other Considerations (Type here) -		