

TITLE	Development and Non-development Funding Protocol
TARGET AUDIENCE	Cabrini Outreach staff, volunteers and partners
SCOPE	Cabrini Outreach International Services and Programs

PREAMBLE

Cabrini Australia Limited is a Catholic organisation sponsored by the Missionary Sisters of the Sacred Heart of Jesus, an international congregation founded to be a bearer of God's love in the world through practical response to need, particularly amongst the most marginalised people in the world.

This heritage and missionary identity is particularly expressed in the programs and activities undertaken by Cabrini Outreach.

Cabrini Outreach's mission is to address social disadvantage by creating more inclusive, equitable and compassionate communities. We believe we can best achieve our mission by delivering high quality, sustainable services for disadvantaged communities and collaborating for great impact. The goal of all activities undertaken by Cabrini Outreach (either directly or through our partnerships) is to reduce poverty and address global justice issues.

The purpose of this document is to detail the steps Cabrini undertakes to minimise the risk that legitimate service or program funding may be used for non-developmental purposes.

DEFINITIONS

Development Activities Activities focused on reducing poverty and addressing global justice issues.

Non-Development Activities Activities where the primary intention is to promote a particular religious adherence or support to a particular party, candidate or organisation affiliated with a particular party.

PROTOCOL

1 Partnerships are established through a signed Partnership Agreement that sets out the principles that govern the partnership, the respective roles of each partner and partner obligations and responsibilities.

Principles include integrity, accountability, transparency and effectiveness. All financial and non-financial contributions are listed. Obligations and accountabilities include agreed use of funds and record keeping

2 All grant funding (both partnership grants and small grants) is subject to a Grant Agreement.

Grant applications require details of the services to be offered and the expected outcomes to be achieved including identification of the:

- Target group and the need the initiative seeks to address;
- Project goal and desired impact and outcome;
- Sustainable Development Goals and Human Rights that have informed the initiative. Supporting documentation includes a log frame that provides an overview of the activities to be conducted.

- 3 Grant applications are assessed against set criteria including:
 - Alignment with the Cabrini Outreach strategy;
 - There is a clear plan of evaluating and reporting achievement of the goal against impact and outcome.
- 4 Grants are offered subject to terms and conditions including:
 - Progress against the project milestones and explanation of any variance to planned project implementation;
 - Final acquittal report detailing the number of people served and the percentage in the target group and assessment of the effectiveness of the project in meeting the project goals;
 - Termination of the grant in the event the grant terms and conditions are breached.
- 5 Grant payments are contingent on receipt of reports detailing the progress towards the agreed goals. The minimum requirement for progress reports is at six-monthly intervals.
- 6 Cabrini Outreach conducts an assessment visit on an annual basis as part of the grant acquittal requirement. The visit includes verification of the expenditure on the program, and achievement of the program outcomes as reported. Assessment involves interviews with staff managing and delivering the program as well as meetings with clients and community members.
- 7 Any funds assessed as being spent on non-development activities that are in breach of the funding agreement will result in termination of the Grant Agreement and a review of the partnership.
- 8 All funds spent on non-development activities are reported as such in the annual financial statement published in the Cabrini Outreach Annual Report and on the Cabrini Outreach website.

EVALUATION

This document will be reviewed annually for content and changes to processes.

REFERENCES and ASSOCIATED DOCUMENTS

Policies and Procedures

Cabrini Outreach International Development, Quality Management and Governance Framework

Cabrini Outreach Planning, Monitoring, Evaluation and Learning (PMEL) Framework

Cabrini Outreach Monitoring Visit Guidelines

Executive Sponsor	Group Director Mission and Cabrini Outreach	
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