



Financial requirements – Strengthening grant

Please find below a list of standard requirements your organisation will need to meet to receive a Strengthening grant with AmplifyChange.

Please note that we do not require you to have all of these documents prepared during the application stage. If selected for funding, your organisation will have time to prepare or strengthen any requirements either before contracting or in some cases, during the life of the grant if they require the grant funds to do so.

For more details and guidance on each of the requirements, please refer to the Building Block Handbook available [here](#).

When you apply for a Strengthening grant, please keep in mind that your organisation might incur additional costs due to the requirements described below. Think carefully about the total budget amount of the grant you wish to apply for accordingly.

- a. **Registration**: If you are applying for a Strengthening grant, you must be **registered in an eligible country** (please see the list [here](#)).
- b. **Physical address**: If your application is successful, your organisation will need to provide a proof of physical address (such as a utility bill or rent agreement) during the due diligence process.
- c. **Bank account**: If you are applying for an Strengthening grant, you should have a bank account that can receive funds in GBP or your local currency with at least two signatories associated to it.
- d. **Governance and key staff**: Your organisation should ideally have a governance structure that includes a non-executive Board with a Board Chair, treasurer, and at least one other board member. In terms of key staff, an executive director, a project manager, and a finance manager should preferably be involved on the project.
- e. **Audited financial accounts**: Organisations can still apply for a Strengthening grant if they do not have three years' worth of audited accounts. If you do not have these, we will accept unaudited accounts, management accounts, or project accounts. If you do not have those either, please send us what you have.

However, if selected for funding, it will be a requirement to have audited accounts during the life of the grant and AmplifyChange will ask to see a copy of the audited accounts. Therefore, you will need to appoint an external and qualified auditor to review your accounts annually.

Note: We acknowledge that audit costs can be quite expensive. You will be able to include these costs in your AmplifyChange budget.



f. **Project audit:**

Any Strengthening grantee partner contracted after 01 July 2022 is required to commission an **independent and appropriately qualified auditor** to conduct an annual audit of their AmplifyChange project.

Note: We acknowledge that audit costs can be quite expensive. You will be able to include these costs in your AmplifyChange budget.

- g. **Finance manual:** Having good financial practices that are written down in a simple, easy-to-use manual or document is important for transparency and to prevent mistakes, fraud, and financial mismanagement. AmplifyChange will ask to see a copy of your finance manual during due diligence if your grant application is successful.

h. **Standard Policies requirement**

If your application is successful, during due diligence, you will be asked to share your organisation's following policies:

- **Anti-fraud and corruption policy:** This document sets out the policy and procedures of your organisation against fraud and other forms of malpractices. By explicitly defining actions that constitute fraud, your organisation ensures that all employees and third parties are aware of what is and is not acceptable. It will support your organisation to prevent and minimise risk of fraud.
- **Whistleblowing policy:** Having a separate whistleblowing policy gives staff, volunteers, and Board members confidence that there is a clear process for any concerns or issues to be raised. It also gives donors, beneficiaries, and others external to the organisation confidence in the organisation.
- **Procurement policy :** A procurement policy establishes standards and guidelines for the purchase of supplies, equipment, and services to ensure that they are obtained through an efficient, fair, ethical, and transparent process and optimise value for money.
- **Risk register/Risk management policy:** Creating a risk register including the various risks your organisation may face, the impact those risks would have if they happened, and taking mitigating action will mean that your organisation is better prepared to cope with those risks if they should occur.
- **Safeguarding policy:** Child and adult safeguarding and protection are very important issues and **ones that AmplifyChange and its donors take very seriously.**

A good policy will strengthen your organisation and protect its beneficiaries, staff, volunteers, and Board. Any organisation that works with children and adults must ensure that it has a child and adult safeguarding and protection policy.

Note: AmplifyChange will expect such policies to be available at due diligence stage. However, if your organisation does not have the resources to develop them internally, you may want to hire a consultant to support your organisation. These related costs can then be included in your AmplifyChange budget under the organisational strengthening category.

- i. **Downstream partners (if applicable):** If your organisation plans to work with downstream partners to implement the project then your organisation will need to:



- conduct due diligence assessment on each downstream partner before being able to disburse any funds to them,
- sign Memorandums of Understanding or project agreement with each of them, and
- ensure that relevant procedures to monitor the work conducted by your downstream partners are in place (financial and technical reviews).