



## Introduction

AREF's humanitarian and civic project grant program, introduced in 2013, aims to support its members involved in activities of this nature on a local, regional, national or international scale.

This document has been drawn up by the Humanitarian and Civic Projects Committee. It sets out the grant policy and selection criteria used by the committee to choose which of the applications submitted will be considered for funding.

Grants are awarded through two calls for projects, according to the following schedule:

- Mid-May: AREF's annual general meeting announces the budget available for grant applications for humanitarian and civic projects to be carried out over the following year. The committee determines which part of this budget will be allocated to the first call for projects, and which part is reserved for the second call.
- June 1\*: 1<sup>st</sup> call for grant applications for the following year (Newsletter).
- December 1: Deadline for receipt of grant applications by the committee.
- December 15 at the latest: Committee decisions on 1<sup>st</sup> call grants.
- February 1\*: 2<sup>nd</sup> call for grant applications for the same year (Newsletter).
- May 10: Deadline for receipt of grant applications by the committee.
- May 30 at the latest: Committee decisions on 2<sup>nd</sup> call grants.

\* If this date falls on a Saturday or Sunday, the call will be made on the next working day.

NB: It is important to read this document before submitting a grant application, as it sets out the elements to be considered when developing your project.

## **Grant Policy and Selection Criteria for Humanitarian or Civic Projects Submitted by AREF Members**

The present policy is established in application of the following objective: *to contribute to the realization of individual or collective projects of a social, cultural or intellectual nature proposed by members*<sup>1</sup>. It sets out the main principles and selection criteria used to determine, each year, which projects submitted by members will be subsidized by AREF.

### **Main Principles:**

- This AREF grant program is intended to support the involvement of its members in civic or humanitarian activities on a local, regional or international scale.
- AREF wishes to support several of its members in this way, for a diversity of activities benefiting a large number of people.
- Grants awarded must be used for education-related activities, formal or non-formal, that are consistent with the values, goals and objectives of AREF.
- Grants awarded must not be a substitute for traditional sources of funding for the activities in question (i.e. activities usually undertaken by an employer, a local, regional or national government program or department, an organization, an insurance plan, a political party, etc., including student internships).

### **Project Submission:**

A grant application for a civic or humanitarian project must:

- Be submitted by at least one AREF member who will be directly involved in the implementation and management of the project and who will act as the project sponsor. In the case of a lump-sum grant application for an organization, association or group<sup>2</sup>, the application must be submitted by at least one AREF member who is directly involved in the activities of the organization, association or group and who will act as the project sponsor.

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<sup>1</sup> Article 4. f) of the General Regulations.

<sup>2</sup> Subsidy granted for the activities of this organization, association or group. It is not necessary in this case to provide a schedule or detail the use of the sum requested.

- Relate preferably to a “specific target population”.
- Request a grant not to exceed \$3,000 or, in the case of a lump-sum grant, not to exceed \$500.
- Not constitute a compensation or income, nor the acquisition of materials for the sponsor’s personal use.
- Not be recurring, that is:
  - not be a repetition — or similar to a repetition — of a project subsidized by AREF during the three years preceding the year for which the application is made;
  - not be submitted by a member who has received a grant from AREF for a project completed within the three years preceding the year for which the application is made.
- Be submitted using the form provided for this purpose, clearly specifying the objectives pursued, the target population, the project timetable, the sponsor’s responsibilities and the precise use of the amount requested.

**Other Provisions:**

- Preference treatment will be given to projects whose completion is dependent on the grant being awarded.
- Given the same quality of projects, AREF will favor awarding grants to more projects rather than committing the amount available to only a few, while ensuring that the grants awarded remain meaningful to the projects.
- In any given year, the sum of grants awarded for international projects may not exceed 25% of the total budget allocated to humanitarian and civic projects.
- In any given year, part of the total budget<sup>3</sup> allocated for humanitarian and civic projects is reserved for projects applying for a lump-sum grant. However, if the projects selected for this purpose do not justify the use of the entire sum reserved, the balance can be used for other types of projects, except for international projects.

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<sup>3</sup> This sum is determined by the Board of Directors and is announced in the 1<sup>st</sup> call for projects. If necessary, it can be increased subsequently.

- Applications that are submitted for a project that is a repeat – or similar to a repeat – of a project that has already been subsidized by AREF more than three years prior to the new application will be considered, provided that the grants awarded for the other applications do not use up the entire budget allocated to projects of a civic or humanitarian nature. The same is true for applications submitted by members who have already received a grant from AREF more than three years prior to the new application. However, the committee may consider such a request ineligible if it deems it to be consistent with similar requests that have been accepted on several occasions in the past.
- The grant will be paid in two stages: 2/3 of the amount will be allocated at the time of acceptance of the project, and that last third will be paid once the final activity report is submitted to the committee. However, in the case of a lump-sum grant, the entire amount will be paid at the time of acceptance of the project.
- **Activity report:**
  - The sponsor of an AREF-subsidized project formally undertakes to submit to the committee a report on the activities carried out, no later than 30 days after the end of the project's planned activities. This one-to two-page report must contain: the title and brief description of the project, what has been achieved and what objectives have been met, as well as the use made of the subsidy, accompanied by supporting documents.
  - However, in the case of a lump-sum grant, this report is limited to providing the committee with an acknowledgement of receipt from the beneficiary organization, association or group no later than 30 days after receipt of the grant.
  - In addition, it would be appreciated if a photo of the sponsor and a few photos related to the grant activities could be appended to the report. These will be used when preparing the committee's annual report.