

Policy and Procedure  
Projects Committee  
SRSS

Approved by the SRSS Board of Directors: May 13, 2002

*Final.*

## Policy

In its commitment to support marginalized communities of Central America, SRSS will provide project funding, resources, and support to partner communities in such a way as to reflect local community priorities, consistently with SRSS mission and goals, so that communities can live full, sustainable, and equitable lives.

## Procedure

These procedures and qualifications are intended to provide a guide for implementing SRSS policy; they are not mandatory.

### 1. Partnerships and Projects

SRSS will explore and identify appropriate partnerships and projects with communities in Guatemala and Central America and will strengthen links with our existing southern partners.

Characteristics of an appropriate partnership include:

1. Partner organizations that receive funding through/from SRSS must be legally recognized entities.
2. SRSS will coordinate with other NGOs, resources and initiatives in the community if these exist in the community to reduce duplication and to enhance outcomes.
3. Projects funded by SRSS will be managed locally by southern partners.
4. SRSS will facilitate knowledge/information/skills transfer from the North to the south and vice-versa to increase ability of all participants to develop and manage projects.

Characteristics of an appropriate project include:

1. Priorities, needs, and strategies come from the communities themselves.
2. Special consideration will be given to environmental concerns and the needs of the most vulnerable sectors of the population.
3. Projects will be based in broad community participation and ownership.
4. Projects will include a gender perspective to facilitate the development of fair and equitable relationships at home and in the community.
5. Projects will be designed for sustainability to protect and enhance natural and human resources for future generations.
6. Projects will promote and strengthen principles and processes that enhance human rights and create egalitarian conditions for human kind.
7. Projects will be part of or lead to a larger, long-term development plan/strategy within the community or organization to strengthen capacity and build local independence.

8. Projects include elements to strengthen SRSS-South interactions and understanding, and to contribute to the formation of long-term relationships.

2. Process of Project Development and Approval

1. Project proposals may come from a variety of sources, such as existing partner organizations, SRSS members, and southern communities.
2. Project proposals will be submitted to the SRSS Projects Coordinator for a preliminary assessment regarding consistency with SRSS mission and goals, and potential feasibility.
3. The original project proposal and the initial feasibility assessment done by the Projects Coordinator will be presented to the Projects Committee. The Committee will review the documents and will prepare a recommendation for the SRSS Board of Directors.
4. The SRSS Board of Directors will approve or reject the project.
5. If a project idea is approved, the Projects Coordinator will develop the project proposal together with the southern partner, and establish the funding mechanisms.
6. The SRSS Board of Directors provides final approval of all projects before funding and implementation contracts are signed with the parties involved.
7. Contracts are signed by an Officer of the SRSS Board of Directors and a representative of the Southern Partner organization.

3. Joint Projects with other Canadian NGOS

1. SRSS may undertake joint projects together with other Canadian NGOs if the organizations have compatible goals, and projects fall within the area of focus and expertise of SRSS.
2. When SRSS is undertaking a joint project with another local Canadian partner, the partner organization will have a representative on the Projects Committee to participate in project development and monitoring.
3. A contract will be signed between SRSS and the local Canadian partner NGO to define mutual expectations and responsibilities, and the terms of reference, particularly regarding finances and accounting.
4. The terms of the contract will be negotiated by the local Canadian partner and SRSS.
5. In cases where SRSS has sole legal responsibility for the effective implementation of projects, SRSS retains the responsibility for overall project management, monitoring, and evaluation.
6. In cases where both SRSS and the Canadian partner share legal responsibility, the overall project management, monitoring, and evaluation mechanisms and processes will be clearly defined in the contract.

4. On-going Project Support and Monitoring

The Project Coordinator will bring to the committee significant issues regarding project implementation, significant project changes, and monitoring concerns for discussion, input and decision.