

## GUERRAND-HERMÈS FOUNDATION FOR PEACE

### PROJECT FUNDING PROCEDURE

Revised\_2010

This outlines briefly Guerrrand-Hermès Foundation for Peace's procedure for funding applications:

1. Funding applications are normally discussed during the GHFP board meetings.
2. The GHFP's Trustees meet twice each year. The deadline for receiving project proposal is 1<sup>st</sup> December.
3. Applicants are advised to contact the GHFP office about the suitability of their proposals before sending them.
4. If an application is accepted for the Trustees' consideration, the applicant will be informed of the outcome within 2-4 weeks after the board meeting. The GHFP's office will contact the applicant in writing (by email or letter) to notify the project team of the GHFP board's decision.
5. If the funding application is successful, the GHFP office will draw up a funding agreement for the project team to sign.
6. Once the funding agreement is signed, the project team can expect to receive the funds within ten working days.
7. As stipulated in the Funding Agreement, the GHFP requires the project team to acknowledge receipt of funds, by email or letter, as soon as the bank account has been credited. Copies of relevant bank documentation must be sent by mail to the GHFP office in Brighton.
8. The GHFP requires periodical progress reports from the project team if the project takes more than one year to complete, or if it is ongoing.
9. Once the activity funded by the GHFP is completed, the GHFP will expect a final report from the project team.