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Joy Development Organization

## Joy Development Organization (JDO)

# Grant-Making Policy and Procedure Document

Adopted form CSSP-2



August 2022  
Hawassa, Ethiopia

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## 1. Introduction

### Purpose

The purpose of this document is to outline the policies and procedures governing grant-making activities at Joy Development Organization (JDO). This ensures transparency, accountability, and effectiveness in supporting projects aligned with our mission.

### Scope

This policy applies to all grant-making activities undertaken by JDO and is relevant to all stakeholders involved in the grant application, review, and implementation processes.

### Definitions

- **Grant:** Financial assistance provided to support a project or initiative.
- **Applicant:** Any individual or organization seeking funds from JDO.
- **Grant Agreement:** A formal contract detailing the terms and conditions of the grant.

## 2. Grant-Making Objectives

### Alignment with Organizational Mission

JDO's grant-making aligns with its mission to promote sustainable development and empower marginalized communities, particularly women and girls.

### Target Beneficiaries

The primary beneficiaries of JDO's grants include local NGOs, community-based organizations, and grassroots movements focused on gender equality, economic empowerment, and social justice.



## **Expected Outcomes**

JDO aims to achieve measurable outcomes such as increased access to resources, enhanced community capacity, improved advocacy efforts, and greater participation of women in decision-making.

## **3. Eligibility Criteria**

### **Eligible Applicants**

- Registered NGOs or community organizations
- Relevant governmental bodies
- Academic institutions conducting gender and development research

### **Ineligible Applicants**

- Individuals (unless specified otherwise)
- Organizations with a history of financial mismanagement or malpractice

### **Types of Projects Funded**

- Programs addressing gender-based violence
- Economic empowerment initiatives for women
- Educational projects aimed at girls in underserved areas

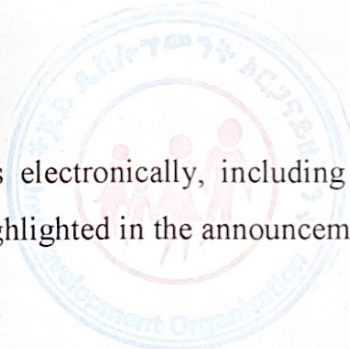
## **4. Application Process**

### **Announcement of Grant Opportunities**

JDO will publish grant announcements on its website, social media channels, and through partnerships with relevant networks to ensure broad visibility.

### **Submission Guidelines**

Applicants must submit their proposals electronically, including all required documentation. Specific submission deadlines will be highlighted in the announcement.



## **Application Form and Required Documentation**

- Completed application form
- Project proposal (including objectives, budget, and timeline)
- Organizational profile
- Letters of support, if applicable

## **5. Review and Selection Process**

### **Review Committee Composition**

The review committee will consist of JDO staff and external experts, ensuring diverse perspectives during the evaluation process.

### **Evaluation Criteria**

Proposals will be evaluated based on:

1. Relevance to JDO's mission
2. Clarity and feasibility of the project
3. Capacity of the applicant organization
4. Sustainability of outcomes

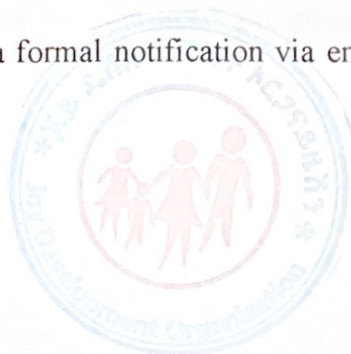
### **Scoring System**

Each criterion will be assigned a specific weight, and proposals will be scored according to a predetermined scale 1-10.

## **6. Grant Award Procedure**

### **Notification of Award**

Successful applicants will receive a formal notification via email, followed by a detailed grant agreement outlining the terms.



## **Grant Agreement**

The grant agreement will stipulate obligations of both parties, including financial reporting requirements and project deliverables.

## **Disbursement of Funds**

Funds will be disbursed in installments, based on the achievement of project milestones as outlined in the grant agreement.

## **7. Monitoring and Reporting**

### **Monitoring Plan**

JDO will develop a monitoring plan, outlining how it will track progress toward project goals, including site visits and regular check-ins.

### **Reporting Obligations**

Grantees must submit quarterly progress reports, final reports at project completion, and any other documentation as required by JDO.

### **Use of Funds**

Grantees must adhere to budget guidelines, with prior approval required for any significant changes to the expenditure.

## **8. Communication and Visibility**

### **Acknowledgment of JDO Support**

All materials produced under the grant must prominently display JDO's logo and acknowledgment of its support.



## **Publicity Guidelines**

Grantees are encouraged to share project updates and successes through social media channels, with guidance provided on branding.

## **Reporting Impact**

Grantees will be required to measure and report on the impact of their projects, contributing to JDO's overall mission and visibility.

## **9. Compliance and Ethics**

### **Code of Conduct**

All staff and applicants must adhere to JDO's Code of Conduct, ensuring respect and compliance throughout the grant process.

### **Conflict of Interest**

Review committee members must disclose any conflicts of interest and recuse themselves from decision-making where applicable.

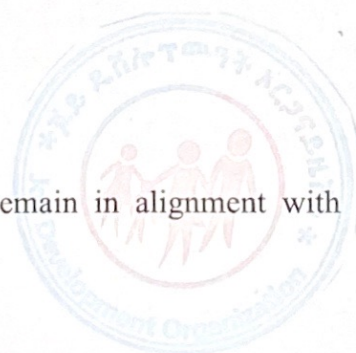
### **Whistleblowing Policy**

JDO encourages reporting of unethical behavior or policy violations and guarantees protection for whistleblowers.

## **10. Amendments and Updates**

### **Policy Review Cycle**

This policy will be reviewed annually to remain in alignment with JDO's mission and the evolving context of development work.



### **Communication of Changes**

Any changes to this policy will be communicated to all stakeholders immediately, ensuring transparency and compliance.

