

AFI GRANT GUIDELINES (for Joint Learning Program)

1. Eligibility Requirements and Additional Commitments

Organizations are eligible to apply for AFI grant funding if:

- 1.1. The applicant organization is an AFI principal or associate member;
- 1.2. The proposed JLP contributes to the capacity development on financial inclusion related initiatives within the applicant organization's own country or region; and
- 1.3. The application is endorsed by the applicant organization's Governor, Deputy Governor or similar high-ranking official.

In addition, AFI encourages all applicant organizations to make early commitments to the following:

- Continued engagement in AFI's various services such as participation in working groups or active engagement in AFI's Member Zone;
- Sharing learning from grant activities with fellow network members; and
- Participating in grant monitoring and measurement activities.

2. Procedure Pre-Event

- 2.1 After you submit the **Request for Application** (RFA) to capacity.building@afi-global.org, AFI will review the content received and propose the maximum allowable amount of financial support for the delegations. Once you agree with the amount, AFI and the GIZ will then prepare and send a grant agreement to your institution. This is essentially a contract between your institution and the GIZ that stipulates the maximum agreed amount (in Euro) that AFI is willing to provide to facilitate participation of delegates from a member institution to a Joint Learning Program (JLP) hosted by another AFI member.
- 2.2 GIZ will dispatch the agreement (hardcopy) and send it to the head of institution for signature. You are required to follow up with the office of the head of institution to ensure that the agreement is signed. Kindly scan a copy of the signed agreement and email to AFI for our record. Following which, the signed hard copy is to be courier back to the GIZ headquarter, for counter signature.
- 2.3 If you would like to receive an advance payment, please fill out the 'First Call for Disbursement' Form. The form can be signed by any one of the delegates or his/her supervisors. Send the hard copy of the **First Call for Disbursement** Form back to the GIZ headquarter, along with the signed grant agreement. The scanned version of the **First Call for Disbursement** should also be emailed to AFI for record.

Following receipt of both hard copies of the signed agreement and the **First Call for Disbursement** Form, GIZ will then be able to process an advance payment. No advance payment will be made if one of the two documents mentioned is missing, or not received by GIZ.

3. Procedure Post-Event

3.1 On return to your home country, participants are requested to submit both the Final Narrative Report and the Final Financial Report.

3.1.1 The **Final Narrative Report** should detail out the overall learning experience, lessons learned that could potentially be implemented, and general feedback on the JLP.

3.1.2 As for the **Final Financial Report**, an actual expenses by the whole delegation should be accounted. You are requested to fill up all the Tabs in the Final Financial Report template (i.e Financial Report, Certificate of Expenditures, and Call for disbursement).

3.2 Submit the soft copies of the both the Final Narrative and Final Financial Reports to AFI via capacity.building@afi-global.org Once they have been reviewed by AFI, upon confirmation on the accuracy of the reports, you will be informed to send the hard copy of both the reports to AFI headquarter in Kuala Lumpur, Malaysia.

The hardcopy should include the following:

3.2.1 **Final Narrative Report** - this should ideally be signed and stamped by the institution receiving the grant

3.2.2 **Final Financial Report** - this is one of the sheet in the Final Financial Report file.

3.2.3 **Certificate of Expenditure (CoE)** -this is one of the sheet in the Final Financial Report template. The CoE should be certified (stamped and signed) by your internal audit or accounting department.

3.2.4 **Call for Disbursement** -this is also one of the sheet in the Final Financial Report template. This form should be submitted only if the delegates' actual expense exceeds the advance payment (see further explanation below).

3.3 If the delegates' actual expense (based on the financial report) exceeds the advance payment received, AFI will transfer the extra amount provided that the total amount paid out by AFI does not exceed the maximum amount of financial support agreed on earlier. To request this transfer, print out the **Call for Disbursement** form, fill out the extra amount needed, sign the form, and send the hard copy to AFI headquarter.

If the delegates' actual expense is lower than the advance payment, AFI will ask your institution to return the difference. We will provide you with AFI bank account details for you to proceed.