

Small Initiatives Fund (SIF) Project

Process Document 2015-16

Brooke Hospital for Animals (India)

Application process:

1. SIF project guidelines given at Appendix – A will be placed on the Brooke India's website (www.thebrookeindia.org)
2. Exceptions:
 - a. In case of non-availability of NGO with Foreign Contribution Regulation Act, 2010 (FCRA) registration, eligible NGO from nearby area or in exceptional cases the NGO which has already once received SIF funding can be considered. However such proposals will only be entertained if they have an innovative concept/strategy/approach which will be of great learning value to Brooke India.
 - b. In case of non-receipt of proposals from areas with high equine welfare need, Brooke India may choose to facilitate development of such proposals where initial interest has been expressed by a potential partner.

Screening Committee:

A committee is constituted comprising of Programme Development Manager (PDM) (regional)*, Manager Veterinary Services (MVS), Manager Planning & Coordination(MP&C) and Senior Finance Officer (SFO) to screen and short list SIF project proposals from eligible NGO's. MVS will be the coordinator and contact person for the BI SIF Committee. The committee will meet on a quarterly basis to review the received SIF proposals as per schedule given. The PDM of the respective region from which the proposal is received will present the proposal to the committee. A decision regarding the suitability of a proposal as per the guidelines will be based on consensus or consent of the majority of the committee members.

* PDM of the region or nearby from which the proposal has emerged.

Selection Process:

The screening committee will evaluate proposals based on the criteria given in the guidelines and the feasibility of the project proposals to:

1. Have small-scale interventions in areas where the equine numbers and densities are unlikely to justify a full unit or a long term intervention but where pockets of significant need exist and can be helped.
2. Bring out new innovations.
3. Test new potential partners.
4. Scope new potential area for future long term intervention

Approval Process: All proposals received along with recommendations of the BI screening committee will be put before Brooke India SMT for consideration and approval by SIF committee coordinator (MVS) during next scheduled SMT Meeting.

Monitoring of the Projects:

Monitoring staff of the concerned region will review the progress based on the interim report on prescribed Interim Progress and Finance Report Format) and if found satisfactory, the second installment of the funds will be released. The regional staff (respective SPO & VT under guidance of PDM) will prepare update on ongoing SIF projects along any reports interim or final if any submitted by the SIF partner. The SIF projects update as submitted by the regional team will be reported to IDUK through Quarterly Reporting process by the MEM team.

Final Report and Recommendations:

The NGO/ institution concerned will submit the final report within (on prescribed Final Progress and Finance Report Format) 30 days of completion of the project, along with any recommendations which may include requirement of follow up actions/ training support/ long term intervention for strategic consideration of Brooke India.