



Grant-Making Policy

The Policy

I. Purpose

The purpose of this policy is to provide a clear and transparent framework for awarding, managing, and monitoring grants. For AoP, this document ensures fairness, accountability, and compliance with donor and organizational requirements.

2. Scope

In an effort to institutionalize the concept of grant-making, this policy applies to all strategic units within AoP. It thus ensures that:

- All departments are involved in grant design, selection, approval, and monitoring;
- All partners, sub-grantees, and beneficiaries are receiving financial or material support;
- All staff are strategically responsible for program, finance, and compliance functions.

3. Policy Statement

AoP is committed to a transparent, fair, and accountable grant-making process that promotes effective resource utilization, minimizes risks, and upholds ethical standards in the selection and management of grantees.

4. Key Principles

AoP in its strategic partnerships agenda and guided by this policy, will at all times mainstream the following protocols in grant-making. These are;

1. **Transparency:** AoP will establish clear communication of eligibility, selection criteria, and decisions.
2. **Accountability:** AoP will establish clear documentation and justification of all grant decisions.
3. **Equity and Fairness:** AoP will at all times ensure equal opportunity for all qualified applicants.
4. **Compliance:** AoP will ensure that adherence to donor rules, laws, and internal controls will take precedence.
5. **Capacity Building:** AoP in working with community groups will strategically strengthen grantee institutions for sustainability.
6. **Monitoring and Learning:** AoP will continuously review and learning from grant implementation to ensure that its grant-making is responsive to realities on the ground and granting priorities.

7. Grant Planning and Design

In responding to CfPs, AoP structures its grant-making endeavors by the following measures;

- Define objectives, priorities, and funding criteria.
- Develop grant guidelines and templates (application form, budget, reporting format).
- Secure approval of grant budget and funding envelope.

8. Mapping Grant Opportunities

AoP scouts for granting opportunities through the following approach;

- Mapping of funding organizations, themes, schedules and countries of focus through websites, media, or direct invitations.
- Mapping of AoP's alignment and eligibility criteria, deadlines, and submission procedures to guide action.

9. Application Review and Selection

Once AoP has made its formal application and communication made back on its candidature, the following process is internally activated;

- AoP establishes a Grant Review Committee to synthesize its candidature
- AoP drafts a standardized scoring criterion [relevance, capacity, cost-effectiveness, impact] to ensure that AoP's value is cut across all thematic scoring areas.
- AoP will maintain records of all deliberations and decisions.