



Center for Faith-Based & Community Initiatives Newsletter

AUGUST 15, 2008

Letter from the Director

Dear Newsletter Recipients,

We are proud to produce another newsletter full of up-to-date USAID news, useful tools and inspiring stories. Today's letter includes information and registration for the 2008 Global Corporate Citizenship Conference, an important event that will seek to address global issues in a collaborative effort among the nonprofit, government, and private sectors. We also have another installment of the HHS Sustainability Program, "Effective Marketing Strategies," just to name a few of the content in this week's installment!

We are constantly updating our Grant Opportunities section but be sure to check out grants.gov for the most up-to-date information, as grants can be edited on a daily basis.

Wishing everyone a happy weekend!

Warmest regards,

Terri

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USAID Press.....*U.S. Provides Humanitarian Assistance to the People of Georgia*

Helpful Tools.....HHS Sustainability Program: Effective Marketing Strategies Part II

Success Stories.....Faith Community Gains Respect in AIDS Policy Making

Articles of Interest.....*Faith in Justice Brings Us to Human Rights, 2008 Global Corporate Citizenship Conference, Ethiopian Church Seeks Support to Fight HIV/AIDS*

Grant Opportunities..... USAID and U.S. Department of State

If you would like to sign up to receive regular updates from the USAID Center for Faith-Based and Community Initiatives, or if you would like to discontinue receiving the newsletter, please [click here](#).

U.S. Provides Humanitarian Assistance to the People of Georgia

For more information about USAID's emergency humanitarian assistance programs, please visit: [click here.](#)

WASHINGTON, DC - The American people, through the U.S. Agency for International Development (USAID), have provided an initial \$250,000 in emergency assistance for the people of Georgia in response to the crisis situation. This funding will be used for emergency relief supplies that can assist up to 10,000 people. In addition, the U.S. Embassy has released pre-positioned disaster packages in the capital of Tbilisi with emergency shelter items and medical supplies which include tents, blankets, bedding, hygiene items, clothing, beds, cots, and medical supplies.

The U.S. Embassy issued a Disaster Declaration on Sunday, August 10, in response to the crisis. The Government of Georgia has requested humanitarian assistance, specifically medicines, medical supplies, emergency shelter items and food. In addition, the Georgian Minister of Refugee and Accommodations is expecting approximately 3,000 internally displaced persons to be brought to Tbilisi and the surrounding area. They are in need of emergency shelter items to include tents, blankets, beds and bedding.

"We are closely monitoring the situation," said USAID Administrator Henrietta Fore, "and stand ready to provide additional humanitarian assistance to help the people of Georgia."

In response to the situation, USAID's Office for Foreign Disaster Assistance has augmented its Washington regional team to coordinate U.S. humanitarian response activities, maintaining close contact with the U.S. Embassy and partners on the ground. USAID is coordinating response efforts with the European Commission Humanitarian Affairs Organization and UN OCHA, as well as NGO partners and the Government of Georgia.

Sustaining Grassroots Community-Based Programs: A Toolkit for Community- and Faith-Based Service Providers

Provided by U.S. Department of Health and Human Services



Upcoming Topics

- ✓ Financial Management
- ✓ Sustainability Strategies: Funds Development and Fund Raising
- ✓ Results- Oriented Evaluations

Financial Management

Donors and funders of organizations expect money to be managed well and for the organization to hold itself accountable to produce reliable financial information. Basic financial management begins with case management and bookkeeping, and an organization needs to know how to generate and analyze financial statements in order to understand its financial health. “Nonprofit organizations should effectively and efficiently use their financial resources to accomplish their missions and should establish clear policies and practices to monitor regularly how funds are used.”

Usually the treasurer or another person on the board with at least a basic knowledge and skill in financial management is best suited for handling and managing finances. The treasurer develops systems and practices to manage the finances of the organization and its programs in coordination with board members to:

- Ensure accurate recoding, reliable reporting, and the capacity to analyze and interpret historical and current financial data
- Prepare financial plans and reports
- Generate financial statements
- Track spending

A high degree of accuracy, reliability of information, and integrity generate public trust in the organization, and ensures its long-term sustainability. A fiscal officer or program manager is usually responsible for preparing the budget, and he/she may decide to either keep a chart of accounts or buy software to manage the funds. Additionally, an outside consultant or certified public accountant can also be hired for this role. Generally board members lend support to the budget process.

For recordkeeping and financial transaction, community and faith-based organizations typically use either the cash basis or accrual basis. Cash basis: relies mainly on a checkbook to track transactions. The amounts for and purposes of the transactions are recorded on the checks.

Accrual basis: Used more for growing organizations. This system uses receipts and a disbursement journal or ledger to track transactions (i.e. A receipt journal to track cash receipts and disbursement journal or ledger to track checks). These items are helpful when developing a “chart of accounts” that some funders review when making funding decisions.

The chart of accounts is a listing of all accounts, and each financial transaction is posted to a chart of accounts according to a particular category. The chart usually has five categories: assets, liabilities, net assets (or fund balances), revenues, and expenses. Numbers are assigned to each transaction and you will have to determine which category the expenditure fits and then assign an account number to the expenditure.

The budget directs fiscal management and operations. To manage the budget properly, organizations must understand revenue, support, expenses, and net operating income.

- Revenue: Income that the organization has earned or received through investments.
- Support: Income that the organization has received through grants and donations.
- Expenses: Usually separated into personnel and non personnel. Depending on the structure of the organization, salaries may be included as part of your expenses for specific programs and administrative costs and fees. Expenses for each program stem from direct costs of delivering services to the client (i.e. supplies, travel and consultant fees). Some indirect costs, such as rent, may also be allocated to these programs. Many indirect costs are included in the administrative cost line.
- Net operating income: Amount of income expected to realize after payments of mortgages, taxes, insurance, operating fees, and other such expenditures.

Most funders set reporting requirements for the budget, many requiring independent audits or 2-year financial reports. Audits should be performed every year by a CPA, and the auditor should be changed every 3 years to ensure accuracy and thoroughness.

Budgets can be used as a diagnostic tool, giving you the predictive intelligence to detect problems before they have major financial consequences and helping you move from reactive to proactive, profitable financial management. The creation and execution of a budget that supports your organization's strategic goals and drives decision-making is an important part of your organization's success in delivering on its mission.

Core elements contained in the budget include:

- Personnel (i.e. full-time staff, part-time staff with fringe benefits, volunteers)
- Supplies
- Equipment (if more than \$1,000 per item)
- Equipment leases
- Occupancy cost for space
- Travel (local and out of town)
- Training (i.e. conferences, workshops, trainers)
- Other expenses that relate to the program (i.e. telephone service and postage)
- Samples of other budgets are available online from the Nonprofit Financial Center: <http://www.nfconline.org>.

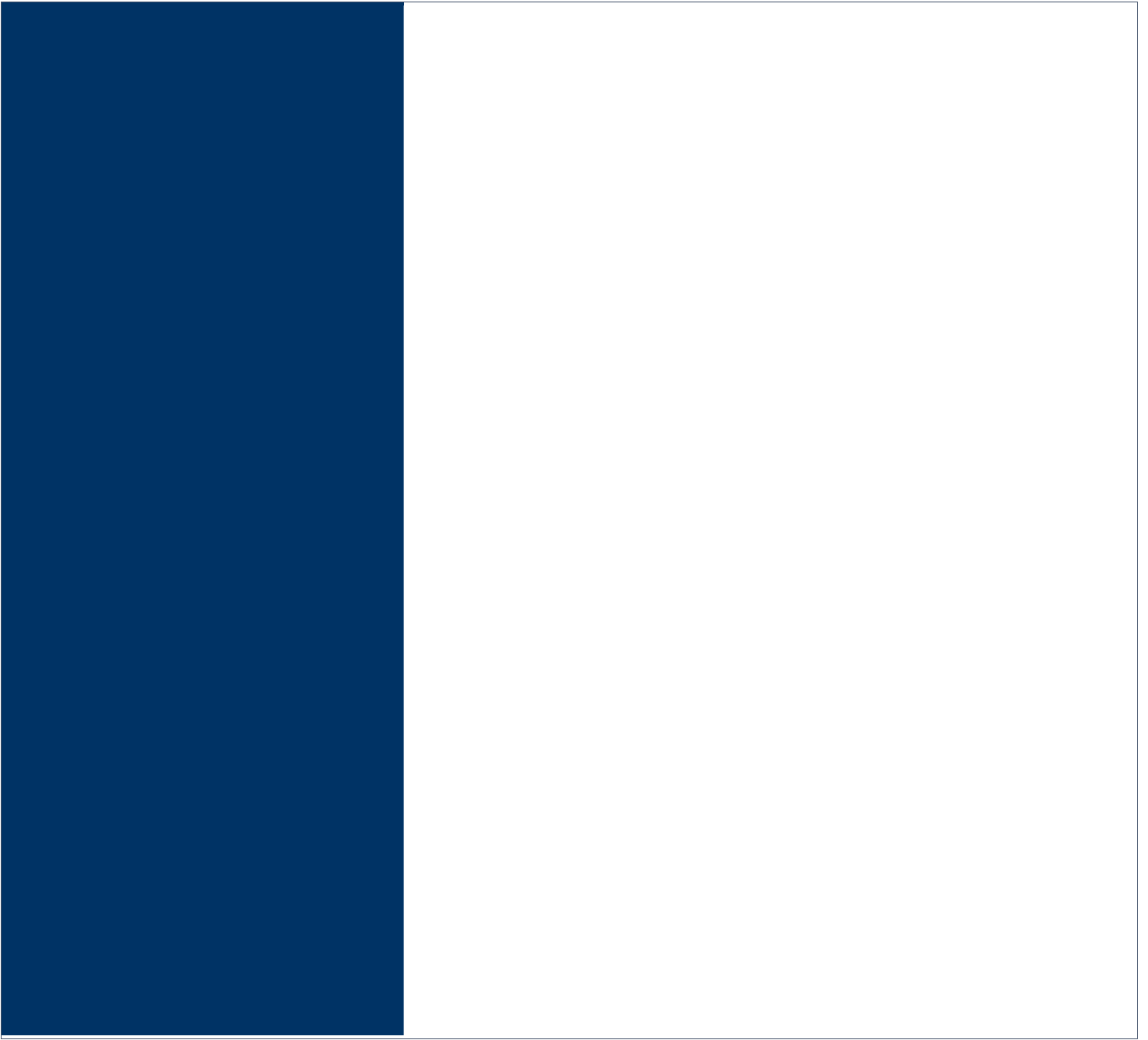
Best Practices

- Keep good records, including copies of all receipts and expenditures. Make sure that all financial data is kept up to date and use generally accepted accounting principles.
- Meet reporting requirements of funding. Create a monthly

report of all financial activities. The report should be made available during each board meeting. Specific reports can also be sent to funders if requested.

- Always use funds as they are budgeted.
- Don't hesitate to ask the funding source for help when preparing your budget.
- Learn to leverage and diversify funds.
- Don't use a signature stamp to endorse checks. Doing so puts an organization at risk of potential criminal activity from board members and staff.
- Speak with the funder about money that can't be spent because of how it was budgeted. The funder may want it back or grant a no-cost extension.
- Involve all key stakeholders in the budgeting process.
- Track the status of the budget against actual performance.
- Monitor direct and indirect costs, including allocation of staff time to the program, administration, evaluation, and fund-raising activities.
- Ensure that the budget is driven by the mission and objectives and supports operations and evaluation.
- Ensure that the annual budget is tied to outcomes; aligns with available resources; includes staff input; and supports programs, administration, evaluation, and fund-raising.





2008 Global Corporate Citizenship Conference September 18-19, 2008



For more information on the GCLC and the Global Corporate Citizenship Conference, [click here](#).

Don't miss this opportunity. To register, [click here](#).

Public-Private Partnerships for Emerging-Market Development

The accelerated pace of world trade has expanded the influence of business abroad and has brought significant social and economic challenges that require multi-stakeholder approaches and solutions.

BCLC's Global Corporate Citizenship Conference: Public Private Partnerships for Emerging Market Development will bring over 250 business, government and nonprofit leaders together to address these issues and to showcase the many ways that businesses are having a constructive impact on the communities in which they operate.

Participants will:

- Develop important contacts in the international aid community including within government agencies, NGOs, multilateral institutions, and other businesses;
- Learn about the trends and new strategies driving global corporate citizenship;
- Share best practices about the positive contributions businesses are making to society.

A Pre-Conference welcome reception will be held on September 17 at the Royal Netherlands Embassy, Washington, DC.

On September 18, conference sessions will focus on facilitating public-private partnerships, humanitarian issues, sustainability, micro-finance, global food crisis, post-earthquake recovery in China, farmer development, supply chain management, water shortage and much more.

On September 19 NGO and advocacy organizations representing a variety of viewpoints about globalization will make their arguments in a moderated debate to be held in the Chamber's Hall of Flags. The debate will be followed by a panel of corporate commentators who will respond to the questions raised in the debate.



USAID FUNDING

Hungary USAID-Budapest seeks innovative proposals for the Kosovo Partnership for Sustainable Resettlement of Roma, Ashkali, and Egyptian (PSR-RAE) Communities Program. As of August 15, 2008, the closing date of this announcement is September 3, 2008. For more information, [click here](#).

Hungary USAID-Budapest Kosovo Partnership for Sustainable Resettlement of Roma, Ashkali, and Egyptian (PSR-RAE) Communities Program. As of August 15, 2008, the closing date of this announcement is September 3, 2008. For more information, [click here](#).

El Salvador USAID-San Salvador is seeking applications for the implementation of a Program Aimed at strengthening the capacity of the National Response for the prevention and provision of HIV/AIDS program in El Salvador. As of August 15, 2008, the closing date on this announcement is September 5, 2008. For more information, [click here](#).

East Africa USAID-Kenya is seeking applications for the implementation of a program focused on sexual and gender- based violence. As of August 15, 2008 the closing date on this announcement is September 8, 2008. For more information [click here](#).

Kosovo USAID would like to make a special call for concept papers that relate to the health sector in Kosovo. Specifically, USAID is seeking to partner with qualified institutions willing to devote resources that will help improve the health of women and children in Kosovo. As of August 15, 2008, the closing date of this announcement is September 30, 2008. For more information, [click here](#).

Iraq USAID-Baghdad is seeking applications from qualified organizations to implement the next phase of the Iraq Community Action Program (CAP III). CAP will promote diverse and representative citizen participation throughout Iraq, will engage and assist local government in articulating and acting on needs identified by communities and will assist innocent victims of military operations. As of August 15, 2008, the closing date for this announcement is Sep 30, 2008. For more information, [click here](#).

USAID has posted a grant notice for Public Private Partnerships in Ethiopia. The USAID/Nigeria Economic Growth, Partnership and Private Sector (PPS) Team is strongly committed to building public-private partnerships that mobilize resources, expertise, creative approaches, and technologies that address development issues in Nigeria under the Global Development Alliance (GDA) Annual Program Statement (APS). [Click here](#) to view the entire announcement. As of August 15, 2008, the closing date for this announcement is September 30, 2008. For more information as well as contact information for the acquisition specialist, [click here](#).

Thailand USAID-Bangkok is issuing this Request for Applications to

implement an Alternative Development Program to increase licit and commercially viable agricultural-based alternatives for rural Afghans with the goal of significantly reducing and ultimately eradicating poppy production throughout Afghanistan. Subject to the availability of funds, this competitively awarded five year Cooperative Agreement shall focus across those provinces within the north, east and west of Afghanistan where poppy eradication has been showing success, security issues are comparatively reduced and opportunities are most abundant. Examples of current priority provinces are Nangarhar, Nuristan, Kunar and Laghman, Badakhshan, and Takhar. The Agreement shall be outcomes based focused on results. Applicants shall compete with proposed solutions that meet the requirements of the RFA and are tailored to an optimal technical / business approach. The goal is to contribute to the creation of full and part-time and year-round and seasonal jobs, increased sales, strengthened associations, increased exports and improved access to services to promote licit economic growth and positive alternatives to the illicit economy for farmers and non-farmers alike. As of August 14, 2008 , the Question Submittal Date is August 27, 2008 and the closing date for applications is October 27, 2008. For more information, [click here](#).

Thailand USAID-Bangkok is currently seeking concept papers from qualified non-governmental organizations capable of designing and implementing model projects that will provide support to people with disabilities in Danang and surrounding areas. Programs and activities could include, but are not limited to enhancing earlier intervention for those who are disabled, providing support to existing rehabilitation clinics and services, expanding access of people with disabilities to essential health and education services, initiating or strengthening community based rehabilitation services and support, improving income generation and employment opportunities, strengthening the capacity of local organizations to provide services, improved community-based information around reducing risk exposure, and surveillance and prevention of disability. As of August 15, 2008, the closing date for this announcement is Dec 04, 2008. For more information, [click here](#).

Bangladesh USAID-Dhaka is requesting applications to restore livelihoods and provide increased and sustained livelihood opportunities for the cyclone-affected population in southern Bangladesh. As of August 15, 2008, the closing date of this announcement is January 15, 2009. For more information, [click here](#).

Nigeria USAID-Abuja has posted a cooperative agreement for registered Nigerian indigenous organizations, U.S. and non-U.S. non-governmental organizations (NGO), faith-based organizations (FBO), community-based organizations (CBO), foundations, private organizations affiliated with public academic institutions, parastatals, professional organizations, non-profit organizations, and for-profit organizations willing to forego profit. They are looking for proposals to strengthen civil society to combat HIV/AIDS in Nigeria. As of

August 15, 2008, the closing date for this announcement is January 31, 2009. For more information as well as contact information for the acquisition specialist, [click here](#).

Sudan USAID seeks observation applications covering the entirety of the electoral process, from establishment of the National Election Commission through resolution of post-polling disputes. As of August 15, 2008, the closing date on this announcement is February 16, 2009. For more information, [click here](#).

Kazakhstan USAID-Almaty This USAID/Central Asian Republics (CAR) Annual Program Statement (APS) solicits applications from prospective partners to implement maternal and child health activities in Tajikistan. USAID expects that the total level of funding available under this APS for activities in Tajikistan would be up to \$3.5 million. Based on these figures, funding requests are expected to range from a minimum of \$200,000 up to a maximum of \$3.5 million (if activities are proposed to cover all program objectives), for expenditure over a period of up to five years. Funding will not exceed \$700,000 per year; awards for projects of more than one year will be funded incrementally. All awards are subject to the availability of funding. As of August 15, 2008, the closing date of this announcement is June 24, 2009. For more information, [click here](#).

USAID is seeking applications from eligible institution as described in Section A.1.e., that promote democracy, human rights, and the rule of law in Iran. Applications should advance one or more of the following objectives: strengthening civil society organization and advocacy; increasing awareness of and strengthening the rule of law; and expanding freedom of information. USAID intends to make several awards under this APS for a total of up to \$20 million. Applicants can request \$100,000 to \$3,000,000 for expenditure for a maximum of two years. Applications will be reviewed on a rolling basis and all applications must be submitted by June 30, 2009. For more information, [click here](#).

USAID is seeking applications from eligible institution as described in Section A.1.e., that promote democracy, human rights, and the rule of law in Iran. Applications should advance one or more of the following objectives: strengthening civil society organization and advocacy; increasing awareness of and strengthening the rule of law; and expanding freedom of information. USAID intends to make several awards under this APS for a total of up to \$20 million. Applicants can request \$100,000 to \$3,000,000 for expenditure for a maximum of two years. Applications will be reviewed on a rolling basis and all applications must be submitted by June 30, 2009. USAID reserves the right to fund any or none of the applications submitted. As of August 15, 2008, the closing date for this announcement is June 30, 2009. For more information, [click here](#).

U.S. STATE DEPARTMENT FUNDING

International Religious Freedom Programs- The Bureau of Democracy, Human Rights, and Labor (DRL) announces a Request for Proposals from organizations interested in submitting proposals for projects that promote international religious freedom as part of overall good governance in the countries in: Near East, with a particular interest in Bahrain, Egypt, Israel and the Occupied Territories, Jordan, Lebanon, Saudi Arabia, Syria, Tunisia, and Yemen; South/Central Asia, with a particular interest in Afghanistan, Bangladesh, India, Kazakhstan, Kyrgyzstan, Maldives, Pakistan, Tajikistan, Turkmenistan, and Uzbekistan; East Asia and the Pacific, with a particular interest in Burma, Indonesia, Laos, Malaysia, North Korea, and Vietnam; Africa, with a particular interest in Eritrea, Ethiopia, Nigeria, and Sudan; and Europe, with a particular interest in Azerbaijan, Kosovo, the Russian Federation, and Turkey. As of August 15, 2008, the closing date for this announcement is September 2, 2008. For more information about this grant opportunity, as well as contact information for the acquisition specialist, [click here](#).

Bureau of Democracy, Human Rights and Labor- The Bureau of Democracy, Human Rights, and Labor (DRL) announces a Request for Proposals from organizations interested in submitting proposals for projects that promote human rights, the rule of law, civil society, media freedom and freedom of information in North Korea. As of August 15, 2008, the closing date for this announcement is September 15, 2008. For more information about this grant opportunity, as well as contact information for the acquisition specialist, [click here](#).