



## **“A FRIENDLY HAND” PROGRAM**

REGULATIONS FOR THE SUBMISSION OF PROJECTS

Effective April 1st, 2018



**IDB Family**  
Association

# **“A FRIENDLY HAND” PROGRAM**

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Effective June, 2016

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## 1. Introduction

The purpose of these regulations is to serve as a guide to the Family Associations in the Country Offices when submitting their projects before the “A Friendly Hand” resource fund, which was approved by the Office of the President of the Inter-American Development Bank in October of 2010.

This initiative arose at the VI Meeting of Family Associations that was held in October 2009 in Quito, Ecuador. The different delegations pointed out the insufficient resources available to carry out the mission **of integration** with the members. After analyzing as a group the manner in which the work was being carried out in the different countries, it became clear that it was necessary to develop a proposal to be submitted to the IDB President’s Office requesting the allocation of a specific budget for this purpose. Likewise, at that same meeting, the importance of carrying out social projects in the different communities was discussed as:

1. A means of involving the members of the associations in activities directly related to the social realities of the country in which they reside.
2. An opportunity to inform employee spouses and family members on the IDB’s development objectives and goals, the projects being carried out in each country and to contribute to initiatives on education, climate change, poverty reduction and opportunities for the majority.

For this reason, following the meeting in Quito, the IDB Family Association in Washington, DC submitted a proposal and requested an annual budget of \$60,000 to be distributed among all the Country Offices, for the aforesaid purposes. The President of the Bank agreed to both submissions. A budget of \$60,000 was authorized in 2011 and an additional \$47,000 in 2012.

Until 2014, 26 projects (out of 34 submitted by the Country Office Family Associations) were financed with those resources, with an average of \$2,500 per project. Associations can submit projects not exceeding a maximum contribution of \$3,000 from the Program.

## 2. Objectives

The objective of this fund is that the Family Associations in the Country Offices achieve the integration of their members through a true contribution to the communities in which the country offices are located, aligned at the same time with the development policies the Bank has established in the different countries.



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Achieve the involvement and participation of the members of each Association with the purpose of

- a. contributing to social goals,
- b. strengthening the **integration of families**, and
- c. fully developed the work for which the Family Associations were created: to accompany and support the families of new and current IDB officials in the process of adaptation and integration.

## 3. Concept of integration for the “A Friendly Hand” Program

The “A Friendly Hand” Program intends to make a contribution toward better **integration** among the members of the IDB community in each country. **The idea of greater integration within the IDB community involves bringing those who work or worked for the IDB and their families closer together, and getting them to interact more closely with each other, beyond the traditional scope of purely social events and gatherings, by giving them the opportunity to participate in the execution of joint activities.**

To this end, the Program has been provided funds so that the Family Associations can promote the execution of social projects to benefit the society in which they live, aligned in turn with the priorities of the development policy of the IDB toward the Latin American and Caribbean countries

In such projects, members of the IDB community must cooperate and participate jointly to carry them out, *achieving greater **integration** among themselves through that common effort*, which the Family Association will support.

*When using funds from the A Friendly Hand Program, it is not just a matter of purchasing or donating goods or materials for a common good initiative, but also to carry out a project whose execution directly involves members of the IDB community.*

Now, the IDB community broadly includes:

- The national employees and their family members
- The international employees and their family members
- The retirees residing in the country and their family members
- Consultants, staff under contract and their family members
- Outsourced services and their family members

It should be underlined that the concept of achieving greater **integration** implies that, ideally, **all** those sectors of the IDB community should participate in the projects. Recognizing that the effective opportunities for participation are not identical in all countries, the A Friendly Hand Program Committee has not adopted a rigid standard, but it should be noted that the **integration** objective is hardly achieved if only persons belonging to just one of the sectors of the IDB community participate in the project.



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The A Friendly Hand Program Committee recommends that during the preparation of the projects to be submitted an effort be made to inform and involve all sectors of the IDB community, both individually and through communications to the various organizations that may exist in each country, such as the Staff Association, the Retirees Association, volunteer groups, etc., and of course the Country Office itself.

## **4. Proposal requirements**

- 4.1. Involvement and participation of the members of the Family Association of each Country Office (national and international staff, retirees, consultants, staff under contract with the Bank and/or outsourced services, and their families) in project development and execution.
- 4.2. The proposed projects should be in the fields of education, climate change, poverty reduction and opportunities for the majority.
- 4.3. Each Family Association can apply for funding from the “A Friendly Hand” Program for its projects, up to \$3,000 per project.
- 4.4. Projects can be submitted in the first semester from January 1<sup>st</sup> to June 20<sup>th</sup>, and in the second semester from September 1<sup>st</sup> to November 20<sup>th</sup>. Projects received in between these dates could take extra time because usually the volunteers are on vacation.

## **5. Persons authorized to sign project application and report**

5.1 The project application and reports will be signed by the President of each country’s Family Association. In the case of absence of the president, the Board of Directors will appoint a representative.

5.2 In case there is no Family Association in the country, those persons interested in submitting a project should contact the A Friendly Hand Program committee to agree on the procedures to follow. An effort should be made to take advantage of this opportunity to create the Family Association in that country.



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### **6. Documentation required to present a Project**

6.1 Letter addressed to the Board of Directors of the IDB Family Association in Washington DC, describing the Project to be carried out and the proposed budget for its execution.

6.2 Documents showing the institution’s legal existence (such as a copy of its foundation document or legal registration).

6.3 Photographs of the beneficiary institution.

6.4 Project application form (please see below this form).

NOTE: Items 14 and 15 of the application form must be filled carefully:

The application form must include all the information needed in order for the Program Committee to evaluate whether the project complies with Program purposes, and recommend its approval to the Board of Directors of the Washington DC Family Association. Therefore, it is recommended that the form includes all the information required, as well as any clarifications that the Country Office Association deems relevant.

### **7. Submission of the documentation requesting approval of the Project**

All the documentation required to apply to apply to the A Friendly Hand Program (listed in section 5 above) must be sent via electronic mail to:

- ✓ The Board of Directors of the IDB Family Association. Washington, DC, [familya@iadb.org](mailto:familya@iadb.org)
- Copies to:
  - ✓ Valentin Solis Perez, President, IDB Family Association, Washington, DC: [presidency@iadbfa.org](mailto:presidency@iadbfa.org)



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- ✓ Rita Medeira, Coordinator, A Friendly Hand Program Committee:  
manoamiga.afbid@gmail.com
- ✓ Elizabeth Solórzano, Director of Associations in the Country Offices:  
representaciones.afbid@gmail.com

## **8. Project approval**

The A Friendly Hand Program Committee will issue its recommendation to the Board of Directors to approve or reject a project within one month from the arrival of the documents. In the event that more information is required or if questions should arise, the Board of Directors or the Committee will communicate with the individual responsible for the Project in the corresponding Family Association.

8.1 Once the project has been approved by the Board of Directors, the Family Association in the Country Office will receive an electronic mail letter from the Board of Directors in Washington DC or the A Friendly Hand Program Committee informing that the project has been approved, and asking for confirmation of the account number to deposit the funds. The funds will never be deposited directly in an account belonging to the beneficiary institution.

8.2 As a precondition for the disbursement of the funds, the Country Office Association must submit the list of IDB community members who will participate, indicating their relationship to the Bank.

8.3 Once the above documentation is received, the funds will be disbursed.

## **9. Reports**

Once the project has been executed, each Association will prepare two reports, one evaluating the executed project, and another one on the utilization of the funds.

9.1 Report “Evaluation of the Executed Project”.

9.1.1 Project results must be reported having in mind the specific objective, i.e. the impact that the project has had on project participants from the point of view of the closer **integration** of the families constituting the IDB community.

Among others, the following types of information are required:

- Description of activities carried out
- Impact on the community in which the project took place
- Participation of the IDB Community
- Benefits of the project for the IDB Community



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- Problems faced and how they were addressed
- Views on the project

A form can be found at the end of these Regulations.

9.1.2 Photographs and/or videos showing the work being carried out by the IDB community.

## 9.2 Report on the use of funds for project execution

9.2.1. A financial report will be prepared using the form “Report on the use of funds for project execution”, which can be found at the end of these Regulations. For each project budget item, the amounts originally budgeted and effectively spent must be included. If it became necessary to modify the original budget in order to carry out the activities, changes must be specified and actual expenses must be reported referencing the modified budget.

9.2.2. Receipts for expenses paid, scanned and attached as PDF files. They must correspond to the budget items and should be numbered.

9.2.3 At the completion of the project, should there be a surplus of funds, the following will apply:

- If the surplus is \$50 or less, the Country Office Association may keep the funds for the next project.
- If the surplus is \$51 or more, the funds must be returned to the Program account.

## **10. Submission of reports**

The deadline to submit the reports will be one month following completion of the execution of the project.

Both reports “Evaluation of the Executed Project” and “Report on the use of funds for project execution” should be sent via email to the same persons listed in item 7.





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## PROJECT APPLICATION FORM

### 1. General Information:

Country		
Name of the Project		
Date of submission of application		
Estimated completion date		
<b>1.1 Recipient (Institution)</b>	Legal Name	
	Permanent Address	
	Postal Code	
	Telephone	
	E-mail	
<b>1.2 Legal Representative</b>	Name	
	Position	
	Telephone	
	Email	
Legal Representative (2)	Name	
	Position	
	Telephone	
	E-mail	
<b>1.3 Person in charge of Project</b>	Name	
	Telephone	
	E-mail	
<b>1.4 Type of Institution</b> (ex. school, medical center, nursing home, etc.)		
<b>1.5 Objectives of the Institution and services offered</b>		



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## 2. Project Information:

<b>2.1 Project Overview</b>	Target Population (Group directly benefited)	
	Number of people who will benefit (Group directly and indirectly benefited)	
	Geographical Location (Description of the area where the Project will take place)	
<b>2.2 Brief description of the Project and circumstances that justify it.</b>		
<b>2.3 How will this Project help improve the current condition?</b>		

## 3. Project Budget:

<b>3.1 Total Estimated Budget in US\$:</b>	
<i>Please attach an itemized list of all goods, materials, or other articles that will be purchased. List each individual item in <u>US Dollars</u>.</i>	

## 4. IDB Community Involvement:

<b>4.1 Brief description of the work the IDB Family Association will carry out in the beneficiary institution.</b>	
<b>4.2. Describe how (specific roles or tasks) the IDB Community will take part in the Project.</b>	
<b>4.3. Tentative timeline of activities and dates on which these activities will be carried out.</b>	
<b>4.4. Estimated percentage of IDB Community members expected to actively participate in the project.</b>	

## 5. Photographs of the place where the requested aid will be implemented. (Attach photos and/or Cd)

Name of person completing the application: \_\_\_\_\_  
 Position in the Family Association Board: \_\_\_\_\_  
 Signature: \_\_\_\_\_



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## EVALUATION OF THE EXECUTED PROJECT

COUNTRY:	
DATE:	
NAME OF THE PROJECT:	
DATE IF PROJECT EXECUTION:	
1. Briefly describe the activities carried out. Was everything that had been planned completed? Explain.	
2. In your opinion, what was the impact on the community targeted for the project? Explain	
3. How many members of the IDB Community participated? Specify number of local and international staff, consultants, retirees, contracted, spouses, and children.	
4. Were the expected participation goals achieved?.	
5. In case participation of IDB Community members was lower than expected, what were the reasons?	
6. How did this activity benefit the IDB Community, in terms of strengthening integration among its members?	
7. Problems faced. How were they addressed?	
8. Include comments of 2-3 members of the IDB Community who participated in this activity (what kinds of positive or negative experiences they can report)	
9. Attach photographs and/or videos showing the work being carried out by the IDB community	

***Note: this form should be filled out electronically; the blank spaces can be made to fit the space needed for description.***

Signature of person responsible for the report: \_\_\_\_\_

Full name of person responsible for the report: \_\_\_\_\_

Position in the Board of Directors of the Family Association: \_\_\_\_\_



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**REPORT ON THE USE OF FUNDS FOR PROJECT EXECUTION**

COUNTRY:				
DATE:				
NAME OF THE PROJECT:				
DATE IF PROJECT EXECUTION:				
List of Items	Amount originally budgeted (US\$)*	Amount approved (US\$)	Amount actually spent (US\$)	Receipt number (attach pdf)
<b>TOTAL</b>				

NOTE: The two first columns must coincide exactly with the project budget originally approved.

Signature of person responsible for the report: \_\_\_\_\_

Full name of person responsible for the report: \_\_\_\_\_

Position in the Board of Directors of the Family Association: \_\_\_\_\_