CORPORATE GIVING PACKAGE

IMPLEMENTATION FRAMEWORK

	WHEN?	WHAT?	HOW?
PRE-GRANT STAGE	**Plan**	1. Conduct an assessment	• Understand the values, vision, aim and objective of your company's giving strategy
		2. Develop a bespoke package	• Identify accountable and credible organisations which fit your criteria • Start a dialogue with the respective charity(s) to understand and identify their needs in relation to the potential grant • Conduct 'due diligence' and validation of the charity to ensure that they fit all legal requirements for a potential grant • Produce a comprehensive document containing a proposal for your company to approve • Rework the proposal to fit into your company's guidelines • Ensure all systems for reporting and feedback on the grant are in place in the respective organisations
GRANT STAGE	**Do**	3. Support and Monitoring	*Programmes* • Collate and transmit all documents required from partner organisations to the company's organisation • Visit the project at least twice during the grant period to monitor, evaluate and ensure that activities are proceeding as per schedule • Needs assessment conducted to direct capacity building intervention • Identify project risks, review plans and address risks with the term of the grant • Record and share impact stories, risks addressed and lessons learnt *Financial Systems* • Provide a detailed understanding on past and current financial and organisational management structures and processes • Review of the partner accounts to verify the utilization of funds and assess related accounting, control and reporting systems *Strategic Direction* • Support the team in assessing natural areas of growth and expansion based on the experiences of the project; linking it to the future direction of the organisation • Leverage more funding from additional sources • Identify and develop sustainability criteria for the project
POST GRANT STAGE	**Check**	5. Progress Report	• Conduct a programme and financial evaluation at the end of the year • Assess and document impact of project on actual beneficiaries, organisation and community on a yearly basis • Ensure that financial reports are validated and audited by an external independent agency - a complete set of externally validated and audited financial account presented to the Company.
	Improve	6. Evaluate and Improve	• Draw upon lessons learnt from the project to plan for the future • Integrate sustainability mechanisms to future plans of the organisation
	Cross-check		Return to plan and start the next cycle