

REGULATIONS REGARDING THE PROCESSING OF REQUESTS FOR FINANCING

of 20 March 2007

SECTION I

OBJECTIVE AND PROCEDURE

Article 1

With a view to bridging the digital divide and creating new activities, new jobs and, in the long run, new markets, the Global Digital Solidarity Fund (hereinafter referred to as *the Fund*) participates in the financing of community development projects involving the use of information technology (hereinafter referred to as the *projects*).

Article 2

1. Receipt of requests for financing addressed to the Fund in the form of a comprehensive project proposal is acknowledged to the applicant within 10 days, by the same ways and means as the request.
2. Following mailing of the receipt, the request for financing is processed in three stages as follows:
 - a) **an admissibility phase** (maximum duration 20 days): the project is subjected to a summary examination, resulting, where applicable, in the decision to proceed;
 - b) **an evaluation phase** (maximum duration 60 days following the decision to proceed): the project is subjected to a detailed examination;
 - c) **a selection phase** (maximum duration 10 days following the evaluation phase): on the basis of the results of the detailed examination, a decision is taken on the financing of the project, as appropriate.
3. Once the decision to proceed has been taken, the requests for financing follow a step-by-step process handled through an internal electronic platform.
4. Once a decision has been taken to finance the project, a follow-up procedure – comprising a summary quarterly report and a detailed annual report – is put in place up to the effective execution of the project, at which time a final evaluation report is issued.

SECTION II

SUMMARY EXAMINATION AND DECISION TO PROCEED

Article 3

1. Once the request for financing has been acknowledged, the Executive Secretariat of the Fund undertakes a summary examination of the project and of the organization proposing it. This summary examination covers the project's conformity with the criteria defined by the Fund and the structures, activities and managers of the organization presenting the project.
2. To obtain financing by the Fund, the project must satisfy the following conditions:
 - a) it must be a community development project making use of information technology (telephony, radio broadcasting, television, computer science, Internet, etc.), amounting to less than 500,000 euros, over one or several years, in the framework of a given national policy and addressing the insolvent demand;
 - b) it must be adapted to the real needs of the populations and conditions in the field, respectful of local know-how, developed in partnership with local or decentralised public institutions (schools, hospitals, community centres, etc.), and readily replicable in other communities;
 - c) it must be based on at least one public sector / private sector / civil society partnership, ensure the traceability of its financial backing and benefit from at least one other source of financing;
 - d) preferably, it should come from a women's organization and, if possible, involve South-South cooperation.
3. To obtain financing by the Fund, if the organisation presenting the project has existed for more than two years, it must submit the following documents with its request for financing:
 - a) the statutes of the organisation;
 - b) a list of organs and senior members of the organisation;
 - c) its activity reports, accounts and balance sheets, certified by the local authorities;
4. To obtain financing by the Fund, if the organisation presenting the project has existed for less than two years, it must submit the following documents with its request for financing:
 - a) the statutes of the organisation;
 - b) a list of organs and senior members of the organisation;
 - c) a certificate from the local authorities regarding:

- the competencies and experience of the organisation and its senior members;
 - the activities of the organisation in the twelve months prior to filing the application;
 - the public interest of the project submitted.
5. The Fund reserves the right to obtain any additional documents or information it considers necessary.

Article 4

1. On the basis of the results of the summary examination, the Executive Secretary presents a draft decision to the Executive Committee, which decides without appeal:
- a) to proceed;
 - b) not to proceed.
2. The Executive Secretary communicates the Executive Committee's decision to the organization presenting the project by the same ways and means as the acknowledgement of receipt.

SECTION III

DETAILED EXAMINATION

Article 5

1. On the basis of the decision to proceed on the part of the Executive Committee, the Executive Secretary charges the Scientific Committee with a detailed examination of the project.
2. The detailed examination of the project carried out by the Scientific Committee covers, among other things, the following items:
- a) its appropriateness;
 - b) its feasibility;
 - c) its usefulness;
 - d) its durability;
 - e) its reliability;
 - f) its replicability;
 - g) its cost-efficiency;
 - h) the result indicators;

- i) the traceability of the financial contributions;
 - j) the procedures for implementation, monitoring and evaluation;
 - k) the contribution of information technology and verification of the technical aspects (satellites and networks, links and connections, hardware and software, local content, skills, implementation, etc.).
3. In the case of complex projects or those presenting specific problems, the Scientific Committee, within a period of 10 days following its receipt, may delegate the detailed examination of the project to qualified contractors, in particular to:
- a) the World Agency for Digital Solidarity, Lyons, France;
 - b) the International Agency for Computer Training, Turin, Italy.

In the above cases, the maximum duration of the detailed examination phase of the project is extended to 90 days.

Article 6

1. The Scientific Committee submits the evaluation report – either internal or external – to the Executive Secretary, accompanied by a technical notification.
3. The Executive Secretary transmits the evaluation report and the Scientific Committee’s technical notification to the Executive Committee, accompanied by a financial notification.

SECTION IV

DECISION

Article 7

1. The Executive Committee decides without appeal to grant or to refuse the requested financing. Where applicable, it determines the sum to be financed and the payment schedule.
2. The Executive Secretary communicates the Executive Committee’s decision to the organization presenting the project by the same ways and means as the acknowledgement of receipt. The Scientific Committee is informed.
3. Relations between the organisation presenting the project and the Fund are established through a written contract, signed by the Executive Secretary, namely setting the amount of the financing, the planning of instalments, the monitoring reports and the conditions posed for good project execution.
4. Three times per year, the Foundation Board is informed of the decisions taken by the Executive Committee.

SECTION V

FOLLOW-UP AND FINAL EVALUATION

Article 8

1. Once a decision has been made to fund a project, a monitoring procedure must be put in place, consisting of at least a written summary quarterly report from the beneficiary organisation, and a written detailed annual report. These arrangements are set out in Article 7, paragraph 3 of the aforementioned contract.

Article 9

1. When the project has been completed, the organisation that presented it communicates a final report to the Executive Secretary, who, when applicable, can request an independent review.
2. The final report and, when applicable, the independent review, are transmitted by the Executive Secretary to the Executive Committee, which takes note of the satisfactory execution of the project. The Scientific Committee, the Foundation Board and the organisation that presented the project are informed.

SECTION VI

Article 10

The present Regulations enter into force on 21 March 2007.