



### **CanAssist Policy for implementing new projects**

This is the step by step process whereby the CanAssist African Relief Trust identifies, accepts and implements new projects.

- *Project proposals are submitted by the local African community group/school/ clinic to CanAssist. Our projects are tangible, sustainable infrastructure only and pertain to Education, Health, Agriculture, Water and Sanitation. The proposal must include recent estimates of cost from a proposed contractor and also a narrative summary of how many people and how the group/ community will benefit from the project.*
- *The Director of Operations will review new project applications and, for larger projects, discusses the application with the Trustees.*
- *If the project is approved by the trustees or the director as one that CanAssist will support, it will be activated with a project number. CanAssist will then seek specific funding for that project. If there is a donor who wishes to participate in funding of a particular project that has been accepted through the above application process that donor can indicate that they wish their gift to CanAssist be applied to the approved project. In the event that the specific project is already completely funded by other donations, CanAssist reserves the right to use the designated donation for support of another approved similar project.*
- *Once sufficient money is in place to start the project, CanAssist will draw up a Memorandum of Understanding (MOU) with the receiving agency which is to be signed by two persons associated with the African group and a CanAssist trustee.*

- *Money will be forwarded to the community agency, usually in phases, by cheque, Western Union or wire transfer to a bank account and construction may then begin. Subsequent transfers of funding will depend on successful completion and reporting on the previous phase.*
- *During the project implementation phase, the African agency is required according to the MOU, to send a monthly report to CanAssist updating progress. At the end of the project, a full financial statement and final report must be submitted. The completed project must bear permanent labeling that identifies funding as coming from the CanAssist African Relief Trust.*
- *CanAssist will engage with an African associate group for one project at a time. New projects will not be entertained or approved until the previous project has been completed and reported to the satisfaction of the CanAssist Director of Operations and CanAssist's African Field Representative. Failure to comply with the terms of the MOU will result in no further funding for the agency involved.*

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