POLICY MANUAL

Approved by the BWA Executive Committee in Falls Church, Virginia, U.S.A, March 2015

To be reviewed once each quinquennium by the BWAid Committee.
REVIEW BY: July 2019
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POLICY SUBJECT:

Policy on process for sourcing and receiving, assessing, approving, monitoring and evaluating
BWAid’s development and relief projects.

Introduction
The BWAid Committee of the Baptist World Alliance is to “assist the Executive Committee in
overseeing matters relating to the Baptist World Aid programs of the BWA which promote relief and
sustainable development”. This responsibility includes providing oversight of the BWAid program
plan (i.e. the program budget) and ensuring that the BWAid Division operates within a reasonable,
sustainable financial framework.

Purpose
This policy sets forth how the financial parameters of the BWAid program will be monitored,
including the extent of review of the BWAid annual program plan (or program budget), the
adjustments to the plan (or budget), the accounting for restricted contributions, and the
authorization of BWAid expenditures.

Policy
1. BWAid Administrative Budget

The BWAid Committee is not involved in developing the administrative budget of the BWAid
Division. The salaries of the BWAid Division staff and administrative expenses of the Division,
including promotional expenses and certain travel costs of BWAid staff, are included in the
BWA General Budget. These expenses are paid from the Unrestricted General Fund of the
BWA and form part of the operating budget of BWA.

2. BWAid Program Budget

a) The BWAid Division program (the relief and sustainable development projects) are funded
only from “Temporarily Restricted Net Assets” (restricted funds). The BWA Divisions on
BWAid and Finance will follow the policies and procedures established in the BWA Fiscal
Policy Manual with respect to soliciting and accepting restricted gifts, charging an
administrative fee, recording contributions according to the purposes for which they were
given, allocation of income earned by investment of temporarily restricted funds, and
expending funds in accordance with the agreed-upon restrictions.

b) The BWAid annual program plan, including a program budget is prepared as follows:
   • The BWAid Director prepares an annual program budget, which is brought to the
     attention of the BWAid Committee members by email and for comment.
   • The BWAid Director reviews and revises the budget in light of the comments from
     the BWAid Committee and submits it to the General Secretary.
• The General Secretary reviews, revises, or approves the budget which is submitted to the Budget and Finance Committee for review, revision or approval, and recommendation to the Executive Committee.
• Upon acceptance by the Executive Committee, this program plan becomes operative.

3. **Responding to Emergencies**

Disasters and other emergencies cannot normally be foreseen and the contributions which will be received in response to both approved BWAid projects and unexpected disasters and other emergencies are not susceptible to exact prediction. Accordingly, the BWAid Division operates under a program plan that must be flexible and subject to regular reviews and possible modification within the year. The BWAid Division must have the ability to meet emergencies that arise, always being mindful of methods acceptable to BWA constituent bodies. This includes the ability to give publicity to emergency needs and to make emergency fund disbursements beyond the limits of the approved budget.

In the immediate aftermath of each disaster or other emergency, the BWAid Director can request authorization for grants up to $20,000. Amounts exceeding $20,000 may be considered, provided there are sufficient funds in the BWAid Unassigned Account to cover such grants after donations designated for the particular disaster or emergency are exhausted. This applies to situations in which a comprehensive review of the needs and response of the emergency is undertaken prior to fund disbursement. Such emergency grants exceeding $20,000 must be reported to the BWAid Committee.

4. **Funding Authorization**

The BWAid Director will submit all project payment proposals to the General Secretary for authorization prior to disbursement.
INTRODUCTION
The BWAid Committee of the Baptist World Alliance is to “assist the Executive Committee in overseeing matters relating to the Baptist World Aid programs of the BWA which promote relief and sustainable development”. In line with this responsibility, the BWAid Committee monitors compliance with the annual program budget provisions. It ensures that quality and criteria controls instituted meet approved standards for sustainable development and relief projects. It also reviews the processes employed to ensure that appropriate monitoring and evaluation procedures are being followed by BWAid.

PURPOSE
This policy is designed to set out the parameters that will be monitored as a process of policy compliance for sourcing and receiving, assessing, approving, monitoring and evaluating BWAid’s development and relief projects, thereby ensuring budget expectations and quality control measures are adhered to.

POLICY

1. As part of the annual BWAid program budget process, requests for project funding are considered from a BWA member body or regional body, where such requests have been approved by these bodies. Normally, no more than three projects are to be approved per member body at any one time.

2. After assessing proposals received, the BWAid Director will submit projects for approval by the General Secretary. Normally, funding for total development projects approved will be within the approved annual program budget allocation.

3. The BWAid Director will normally recommend grants of up to $20,000 in each disaster or other emergency situation, assuming there are funds available in the program budget for undesignated emergencies. Where an emergency occurs within a year and designated funding is received, or where there are carried forward designated funds from previous years, normally the Director may recommend amounts up to the limit of the funding received. At the twice yearly meetings (March and July), the BWAid Committee will receive a report on the projects approved.

4. The BWAid Division shall establish an agreed list of criteria to screen projects considered for funding.
5. The BWAid Director will ensure that grant funds are transferred to a responsible official of every agency receiving grants from BWAid and will insist that these funds are used for the purpose for which they were authorized.

6. All projects funded by BWAid will be monitored. The BWAid Director will ensure that beneficiaries provide an account of the progress of these projects in six-monthly narrative and financial reporting. Beneficiaries should also be required to submit completion reports and financial statements that are audited where this is possible.

   Monitoring visits will be conducted for projects with accumulated funding of more than $30,000. On completion, projects with accumulated funding of more than $50,000 will be subjected to evaluation. Costs for monitoring and evaluation will be included in the approved funding amount for the project. This includes travel by BWAid staff or external agents appointed to monitor and evaluate a funded project.

7. When a project is completed, any balance of grant funds and all capital items funded by the project must be reported to the BWAid Director. Project partners will be required to cooperate with the BWAid-determined procedures that are applicable in cases where, at the completion of a project, they hold grant funds or capital items. The disposal or reassignment of such items shall be in accord with due process established by BWAid.
BAPTIST WORLD Aid Committee Policy No. 3: Communications

POLICY SUBJECT:

Policy on process for sourcing and receiving, assessing, approving, monitoring and evaluating BWAid’s development and relief projects.

Introduction

The BWAid Committee of the Baptist World Alliance is to “assist the Executive Committee in overseeing matters relating to the Baptist World Aid programs of the BWA which promote relief and sustainable development”. While BWA has a separate Division on Promotion and Development and on Communications, BWA is aware of the need for collaboration among the Divisions in cross-cutting areas of responsibility.

As the work and ministry of BWAid require effective and penetrating promotion and communication to ensure funds are raised for the ministry and supporters receive encouraging feedback, the BWAid Committee has a responsibility to review the extent to which the BWAid Division provides what these two other BWA Divisions need to ensure the timely, educative and ethical delivery of the BWAid’s work.

Purpose

This policy addresses the means and standards by which the work of the BWAid Division is communicated and promoted to the member bodies of the BWA and the wider public.

Policy

1. The BWAid Division will ensure that appropriate and adequate materials are supplied in a timely manner to the Promotion and Development and Communications Divisions to enable them to promote and communicate the work of BWAid through available and appropriate communication channels. The materials used will be of current needs and projects, and will abide by strict ethical standards, including the photographic depiction of vulnerable and hurting people, particularly children.

2. All communication to do with fund raising will give the donor the opportunity to provide funds for the need depicted in the specific promotion material as well as to a general category called Unassigned BWAid Gifts. In addition, the following statement will be included in the fund raising capture document: “If a disaster appeal or a project is over-funded, our policy is to apply the unused portion to a similar need.”

3. Appropriate means of communication will be established with major donors and funders. BWA media sources and other channels will provide information on the use of BWAid funds and on the impact on the lives of those whom the funds were intended to help.
4. In collaboration with the Division on Freedom and Justice, BWAid will provide innovative educational materials to challenge the Baptist constituency to live justly and promote change to structures that perpetuate global poverty. Such materials will encourage Baptists to be known as those who “live justly, love tenderly and walk humbly with their God” (Micah 6:8); to be committed to Gospel values of simplicity and compassion, and to advocate for change in unjust structures.

5. The BWA General Secretary and Communications Officer are the lead spokesperson of matters to do with BWA and its ministries. The BWAid Director shall cooperate with these persons in the preparation for public communication. The Director shall also stand ready for the delegation of responsibility to answer the public on BWAid issues, work, and ministries.
BAPTIST WORLD Aid Committee Policy No. 4: Sustainable Development

POLICY SUBJECT:

Policy on process for sourcing and receiving, assessing, approving, monitoring and evaluating BWAid’s development and relief projects.

Introduction

The BWAid Committee of the Baptist World Alliance is to “assist the Executive Committee in overseeing matters relating to the Baptist World Aid programs of the BWA which promote relief and sustainable development”. This responsibility includes oversight of BWAid’s commitment to promoting and supporting sustainable community development practices. BWA recognizes that much of the funding of many welfare activities does little to empower the poor to lift themselves out of poverty. Poor and vulnerable communities need a hand up, not a handout.

Purpose

This policy acknowledges that some welfare support is appropriate during the early stages of responding to humanitarian disasters. It emphasizes, however, that the clear focus of the work of the BWAid Division is on quality sustainable development.

Policy

1. BWAid puts a high value on the dignity of each human being and the ability of communities, families and individuals to sustain themselves from their own resources. Good development activities are a process by which members of a community of people work together to break the cycle of poverty and dependence in order to meet their fundamental needs and to enhance the quality of their lives. BWAid’s development activities seek to address the root causes of the need identified and, in doing so, contribute to reducing that need in the long term.

2. The following principles are key to sustainable development activities that BWAid supports:

   - **Participation**: The local community, and not the assisting organization, should decide what to do, and how to do it, and do as much of the work as possible.

   - **Just distribution**: Development activities seek to improve the well-being of those in need without favouritism or discrimination on the basis of ethnicity, religion, age, gender, differently abled people, culture (indigenous or otherwise) or political persuasion. Projects seek to bring about positive changes for the benefit of all the members of the community.

   - **Ongoing Benefits**: Benefits will continue after development assistance has ceased. The benefits are appropriate and are owned by the stakeholders, and supported on an ongoing basis with locally available resources.

3. BWAid seeks to empower the poor and oppressed to lift themselves out of poverty and to deal with emergencies to the point where they can sustain themselves without outside
assistance. Development projects funded by BWAid will seek to improve the conditions of communities in a sustainable way based on working with communities, rather than for, or on behalf of, communities. Projects will be funded on the basis of their potential to deliver substantial and sustainable benefits for an extended period of time after financial, managerial and technical assistance finishes.

4. Implicit in such sustainable development projects are:

- the ability of the environment to sustain the activity in keeping with Christian principles of creation care;
- support for the activities by the local church, local and national governments;
- the involvement and commitment of all key stakeholders (including women and children);
- the ability of the local community to maintain any infrastructure or equipment (e.g. pumps, wells); and
- realistic assessment of risks outside the control of the partner, such as civil disturbances or natural disasters.

5. Welfare activities are regarded as those which provide direct assistance to individuals because of a need. These activities generally seek to address immediate needs rather than the root causes of those needs. Common examples of welfare are the provision of food and clothing to poor communities. Other examples of welfare include institutionalised care programs. Welfare programs normally include no strategy for integration into broader, community development programs and are implemented on either a one-off ‘gift’ basis or on a long-term basis with no clear exit strategy. Normally, BWAid will not fund welfare activities outside the humanitarian disaster context, that is, the context of direct assistance in the form of clothing, food, seeds, tools, and temporary housing as part of a short term relief response.
BAPTIST WORLD Aid Committee Policy No. 5: Capacity Enhancement

POLICY SUBJECT:

Policy on process for sourcing and receiving, assessing, approving, monitoring and evaluating BWAid’s development and relief projects.

Introduction
The BWAid Committee of the Baptist World Alliance is to “assist the Executive Committee in overseeing matters relating to the Baptist World Aid programs of the BWA which promote relief and sustainable development”. One of the stated purposes of the Division of BWAid is to help the BWA member bodies develop adequate standards in their relief and sustainable development work. To that end, the BWAid Committee has the responsibility to monitor the progress of the Division in its effort to contribute to the enhancement of the capacity of its member bodies to undertake quality programming in development and relief activities that lead to improvement in the lives of the poor and vulnerable.

By enhancing the capacity of BWA’s member bodies through training and support, BWA fosters and encourages transparency in the monitoring and evaluation of projects, thereby meeting appropriate nationally and internationally affirmed standards. This, in turn, aids BWAid’s ability to monitor and evaluate the projects it funds. BWAid shares the lessons it learns through its operation and conveys good news to its donors.

Purpose
This policy addresses how the BWAid Division fulfills its stated purpose to contribute to the enhancement of the capacity of its member bodies in delivering quality sustainable development and relief projects.

Policy

1. BWAid will provide support for the training of BWA member organizations to enhance their capacity to deliver increasingly better quality development and relief projects. This includes workshops on what constitutes good practice in relief and sustainable development and on how to promote responsible development awareness in the churches.

2. BWAid will provide opportunities for shared learning among its Baptist relief and development partners especially through the case study methodology. It will also encourage quality programming through the use of BWAid Guidelines and appropriate international standards and protocols. Particular attention will be given to achieving sustainable development through projects and enhancing capacity in disaster risk management, including the training of local churches and BWA member bodies in rapid response procedures during disasters.
3. BWAid will support educational efforts by the BWA Division on Freedom and Justice dealing with biblical perspectives on justice and the poor and on how to empower the poor to address their situation and uplift themselves from poverty.
BAPTIST WORLD Aid Committee Policy No. 6: Relief and Gifts in Kind Policy

POLICY SUBJECT:

Policy on process for sourcing and receiving, assessing, approving, monitoring and evaluating BWAid’s development and relief projects.

Introduction
The BWAid Committee of the Baptist World Alliance is to “assist the Executive Committee in overseeing matters relating to the Baptist World Aid programs of the BWA which promote relief and sustainable development”. This includes oversight and review of matters related to disasters and emergencies.

BWA has always recognized the need to provide prompt assistance to people who are victims of natural disasters or calamities caused by people. The BWAid Division has a unique role to play in facilitating a coordinated Baptist response in emergency situations. It seeks to have processes in place to enable an immediate response to such disasters and calamities. While acknowledging the biblical mandate to respect human dignity and to uphold justice, such assistance seeks to meet the immediate needs of victims of disasters and calamities and may extend to the rehabilitation phase.

Humanitarian disasters often provide the opportunity for financial support to the communities affected by disasters and the provision of much needed goods to replace those lost. BWAid plays a role in brokering such gifts in kind between donor and recipient communities.

Purpose
This policy seeks to address one of the stated purposes of BWAid to facilitate a coordinated emergency response within the BWA membership to disaster situations through appropriate first response in areas hit by disasters, with assistance also given to follow-up and long-term rehabilitation, and the promoting of disaster-preparedness.

Policy on Relief
1. BWAid supports relief assistance where it is the provision of basic support to people in emergency situations such as earthquakes, or chronic disasters such as famine or conflict. In these emergency situations, direct assistance, such as distribution of clothing, food, seeds and tools, temporary housing, forms part of a short term relief response. These normally temporary BWAid-supported relief measures are directed at providing life-sustaining assistance or short-term recovery assistance aimed at putting people “back on their feet.”

2. Relief is to be provided to groups of people, such as communities directly affected by a disaster, and are offered to all people, irrespective of tribe, caste, color, gender, age, ableness or religion. BWAid strives to abide by the Sphere Humanitarian Charter and Minimum Standards in assessing and funding relief projects in disaster situation and encourages and
monitors its partners to follow the same or similar international standards for delivering humanitarian aid.

3. In fulfilling its role as a global networking body for Baptists when disasters occur, BWAid will collect and collate information from and through the Baptist worldwide network on any particular disaster to share with the BWA family and others. BWAid will coordinate a response by linking groups, raising funds and supporting projects. When appropriate, BWAid will work in partnership with the growing Baptist network of rapid response teams to emergency situations, working closely with the rapid response disaster and medical teams of such groups.

4. BWAid is committed to a program of training in disaster-preparedness and risk management in the most frequently affected areas, thereby enhancing the capacity of local Baptists and other groups, where necessary, to respond effectively in times of disasters.

5. BWAid will develop a readily available, comprehensive data base of organizational capacity and resources across the BWA membership that can be activated and accessed during times of humanitarian disasters at any location within the membership.

Policy on Gifts in Kind

1. BWAid may act as a facilitator for Gifts-in-Kind where such donations of gifts:
   - have been specifically requested by the partner organization;
   - will not undermine the mission, vision and values of the partners, or the development approach used in the community;
   - have been compared for costs and benefits;
   - will be used responsibly in the local areas; and
   - will not damage the local economy.

2. BWAid will follow the BWA Fiscal Policy Manual and the Finance Division’s procedures with regard to all donations and gifts-in-kind (tangible and intangible) to ensure that fair and consistent standards are being applied throughout the organization.

3. BWAid will consult with the Budget and Finance Committee and follow the procedures of the BWA Fiscal Policy Manual for accepting Gifts-in-Kind and tangible property over $1,000 donated to the BWAid to ensure that it conforms to the IRS Code as outlined in Publication 526(p.17Q and 71, Appendix 110 of the BWA Fiscal Policy Manual).
Introduction

The BWAid Committee of the Baptist World Alliance is to “assist the Executive Committee in overseeing matters relating to the Baptist World Aid programs of the BWA which promote relief and sustainable development”. Helping people in need has always been a feature of the ministry of the Baptist World Alliance. To realize the intent of its commitment to respond to people in need, BWA established Baptist World Aid in order to network and partner with BWA member bodies, churches, and other organizations.

Purpose
This policy addresses who the BWAid Division provides assistance to and through what partnerships this assistance is provided.

Policy

1. Baptist World Aid supports relief and sustainable development projects that extend aid and relief to communities irrespective of tribe, caste, gender, age, color, ableness or religion. Specifically, funding support is not only for helping Baptists or Baptist churches who are victims of poverty and disasters, but for helping the hurting communities of which Baptists are one part. Such support is normally provided by BWAid through projects proposed by BWA member bodies, their churches and regional bodies.

2. In seeking to enhance the capacity of Baptist partnerships, the relationship between BWAid and the partner organization will nurture participation, empowerment and cooperation.

3. Baptist World Aid may identify non-Baptist support channels for Baptist participation in areas of need, such as disaster or refugee ministries, where there is little or no Baptists involvement (e.g. Pakistan floods in 2010). Often, these channels will already be trusted non-Baptist partners of a BWA member body.

4. Baptist World Aid may work with groups that accept government and public agency grants for relief and development programs, always ensuring that such programs are consistent with the BWA Constitution and the witness of the Alliance.

5. BWAid will develop and increase its role as a global networking body in the Alliance, where it will help identify, nurture and establish working partnerships among the BWA member bodies and regions.
6. As a Division of BWA, BWAid will work in close cooperation with all other BWA Divisions and Departments. Some of the concerns of BWAid will intersect with those of the Women’s and Youth Department. Because women and children make up the majority of those in poverty, it is vital that they should be included, and have a voice, in discussions of poverty and in the implementation and management of projects. Some of the concerns of BWAid will intersect with the Freedom & Justice Division’s ongoing theological reflection on poverty, hunger, environmental degradation, and socio-economic injustice, etc. It is assumed that BWAid will effectively partner with BWA’s Divisions and Departments.