District 9216 - Parachute Grants - Draft Policy Guideline.

- Inform international sponsor that host club will review the proposal and may recommend changes for consideration and adoption.
- The international sponsor should accept the above condition in writing (return email) before the host club can proceed with review of the proposal.

- Beneficiary Engagement & Appraisal.
    - Action: Visit and obtain KYC docs.
- Review beneficiary Strengths/ Assets / Needs and collect or confirm baseline data by engaging three key stakeholders.
- Appraise any appointed cooperating organization.
    - Action: Engage and obtain KYC docs.
- Appraise any identified vendor/suppliers
    - Action: Obtain KYC docs, review pre-qualification and contract award procedure.
    - Action: Review any signed contracts and ensure that they comply with District 9212 SOPs
- Review grant implementation steps and host sponsor role to ensure host has substantive implementation and oversight role.
- Audit all budget lines.
- If after this review the host considers changes necessary, the international partner should be notified with a view to effect necessary changes in the grant application.