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| Smile Together Partnership  General Guidelines  International Cooperation Funds  of the Work Together Foundation |

June 30th 2015



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| **[Contents]** |

1. Outline of the Smile Together Partnership

2. STP Procedures

3. Project Implementation

4. Making Changes to Plan

5. Project Evaluation

6. Project Promotion

7. Preparation and Preservation of the Documents

8. Help Desk for the STP

1**. Outline of the Smile Together Partnership**

* 1. **Smile Together Partnership**

Since 2011, the Work Together Foundation has been promoting its Smile Together Partnership (STP), a project that supports the establishment of social enterprises and operational assistance in developing countries. Through the project, it has been working to alleviate poverty faced by children in various developing countries. In addition, STP attempts to support the creation of employment opportunities that respect the local culture while maintaining its sustainability. Through social enterprises, STP strives to provide employment for parents so that their children can receive better care at home. It also supports social enterprises that provide employment and educational opportunities for youths who have to work, allowing them to take their first step in society.

* 1. **Principles**

(1) A project physically based in a local community and working with residents:   
The foundation believes most problems come from the urban centralization of the population and little wealth redistribution in the local community. The ST Project supports community-based social enterprises, which revitalize the community economy and make people feel proud of their community.

(2) A project nurturing leadership in local people:   
If international or national NGOs are engaged in a project, they should have clear picture of when they will step out of the project, even if it’s a long-term involvement. To attain this, the organization should develop the capability of the local staff during its project.

(3) A project which created a sustainable business model without harming the local community:   
Most of the businesses in underdeveloped and developing countries take advantage of low labor costs and harm the environment. In addition, lots of the free training programs run by NGOs are in the service industry, since these skills can be taught in the short-term and results are easily seen. This causes the centralization of the population and environmental problems. The ST Project would like to support the building of competitive working skills and business models that don't harm the environment.

(4) A project supporting impoverished children in developing countries.

* 1. **Evaluation Criteria for the Document Screening and Interview Process**

**(Same criteria applied to both stages; each stage starts on a zero base, not on an accumulative base)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Detailed Evaluation Item** | **Points** | | |
| 1. Capability to generate social values  (i.e., capability to make contributions to culture, society, and environment) | Possibility of creating jobs for the parents of children in need in developing countries  (Please indicate in the Cooperation Proposal the number of jobs created) |  | | |
| Ability to directly support children in need in developing countries  (How will the children in need be supported?) | 35% | | | |
| Ability to foster the local youth leadership in running the business  (How does the business include the youth in developing countries for establishing and running the business?) |
| Contribution of the business model to social, cultural, and natural environments  (How intimate are the business and the local society? Employment of locals, etc.) |
| 2. Capability to generate economic values  (i.e., capability to sustain operations) | Feasibility of business proposal  (Budget validity, manpower, governance structure) |  |
| Market conditions and prospects | 40% | |
| Feasibility and sustainability of the business model  (Financial stability, profit status) |
| Sustainability after the end of STP |
| 3. Ability to utilize local resource | Understanding of local community | 20% | | |
| Ability to make use of available local resources. |
| 4. Smile Together Partnership | Ability and experience as a partner | 15% | | |
| Effectiveness and transparency of the budget |

* 1. **The details of the implementation**

(1) Financial support: on average USD30,000 for a fiscal year

(2) Non-financial support:

* Pro bono professional consultancy services from the business industry
* Connecting business field related resources and networks for facilitating further support

**2. STP Procedures**

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| --- | --- | --- | --- | --- | --- |
| **Procedures** |  | **Details** | |  | **Date/Duration** |
|  |  |  |  |  |  |
| Open Call for Smile Together Partnership and Receiving Applications |  | Notice through WT website  eng.hamkke.org, application via E-mail | |  | 2015. 07/01 ~ 08/09 |
|  |  |  |  |  |  |
| Document Screening Process |  | Selection of partner organizations through the documentation screening | |  | August 2015 |
|  |  |  |  |  |  |
| Due Diligence |  | Due diligence to study the feasibility | |  | September 2015 |
|  |  |  |  |  |  |
| Final evaluation/  Announcement |  | Final evaluation and selection based on representative interviews and due diligence | |  | October 2015 |
|  |  |  |  |  |  |
| Signing of a Contract |  | Signing a contract with partner organization after final adjustment of project plan and budget plan | |  | October 2015 |
|  |  |  |  |  |  |
| First Disbursement of the Funds  Project Launched |  | First disbursement of the funds  (70% of the total funds) | |  | October 2015 |
|  |  |  |  |  |  |
| Reporting Progress |  | Submitting Interim Statements by the date agreed upon the contract | |  | April 2016 |
|  |  |  |  |  |  |
| Second Disbursement of the Funds |  | Remaining 30% of the total funds after reviewing and evaluating Interim Statements | |  | May 2016 |
|  |  |  |  |  |  |
| Evaluation and/or Extension of Funding Period |  | Evaluation and/or Extension of Funding Period | |  | September 2016 |

3. Project Implementation

**3.1 Principle**

For details on the official procedures for Accounting, refer to the STP Accounting Guidelines provided by the Foundation.

**3.2 The documentations for submission**

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| --- | --- | --- |
| **Reports** | **Deadline** | **Details / Supplements** |
| * STP Proposal | Before signing the funding a contract | * Finalized Cooperation Proposal and related documents * Funding Contract * Bank account details for international transfer of the funds |
| * Interim Report | In accordance with the contract | * Interim Statement |
| * Results Sharing Paper | Within 30 days after a fiscal year | * Results Sharing Paper |

**3.3 Details**

(1) When submitting proposals and reports, please use specific forms provided by the Work Together Foundation (hereafter “the Foundation”). The results/outputs are to be stated in numeric values – e.g. (1) Occupational training: 30 sessions, (2) Jobs created: 20 positions, (3) Beneficiaries: 120 persons.

(2) While the proposals and reports can be submitted through e-mail or by post, it is the applicant institution’s responsibility to contact the Foundation to check its arrival and registration. Late submissions may result in disadvantages during the selection and/or evaluation process.

(3) Submissions must be neatly typed out, using 11 point font size. There are no restrictions for the typeface. For electronic files, please use Microsoft Word format.

(4) All reports must be signed by the local representative of the institution participating in the Smile Together Partnership funding program (hereafter “the institution”) or include the official seal or stamp of the institution, which means the person giving approval for the submission of the documents will be taking full responsibilities of the contents.

4. Making Changes to the Plan

**4.1. Changes to the Project Plan**

(1) Reason & Purpose: Ensure that changes are made only when the proposed project goal cannot otherwise be achieved, or when such changes will help accomplish the goal more efficiently.

(2) Restriction: Changes can be made to specific objectives, participants/beneficiaries selection process or project schedules. However, core elements of the project – e.g. project title, goal and budget – shall not to be changed.

(3) Time Frame: Any alterations must be made at least 6 months before the end of the STP support and it should be written on Interim statement or Results Sharing Paper in accordance to such changes.

(4) Remark

* + - The institution must make a request for adjustment at least 15 days before the intended date of applying for such changes.
    - If changes are made and/or applied without the Foundation’s agreement, the concerned institution may experience disadvantages and restrictions in post-contract support and future program participation. In some cases, it may even result in immediate discontinuation of funds.

**4.2. Procedures of Request for Adjustment:**

(1) Send an official letter to the Foundation requesting adjustment.

(2) The Foundation shall examine the request

(3) If the Foundation agrees to the need for change, it will send an official letter of approval.

(4) Adjustments come into effect.

\* If the request is rejected by the Foundation, adjustments cannot be made.

\* For adjustments to the Budget, please refer to STP Accounting Guidelines provided by the Foundation

**4.3. Other Changes**

(1) For changes regarding the name of the institution, registered representative or bank account, complete the *Alteration Report [Form4]*.

(2) For changes in the institution’s address, phone number, fax number, personnel in charge, notify the Work Together Foundation’s International Affairs Team by phone or e-mail.

(3) Note: The institution must notify the Foundation about these changes within 10 days since they take place.

5. Project Evaluation

**5.1 Purpose of the Evaluation**

(1) To examine the social effect of the enterprise’s activities and its efficiency

(2) To provide consulting services and other required resources for better project performance

(3) To collect suggestions and requests from the institution

**5.2. Evaluation Methods**

(1) Field Visit: Visit to the actual location of the project by the Work Together Foundation’s International Cooperation Team or a team of other evaluation experts. (The date will be discussed prior to the visit.)

(2) Evaluation of the *Interim Statement and Results Sharing Paper*

(3) Satisfaction level of the participants/beneficiaries of the institution’s program and self-evaluation of the institution

**5.3. Criteria for Evaluation**

(1) Project administration and execution suitable for the goal and consistency with the plans

(2) Feasibility of establishing or managing a social enterprise which aims to provide fundamental solutions for child poverty.

(3) Possibility of providing direct support for impoverished children

(4) The sustainability of the project and its potential for improvement after the contract period. (Potential for growth as a social enterprise)

(5) The institution’s competence in execution of project and demonstration of sense of responsibility.

(6) Accessibility to the local networks for resource.

(7) Efficiency & transparency in execution of budget plan.

(8) Efforts in promoting the Work Together Foundation’s international funding program ‘Smile Together Project’ as a partner.

**5.4. Result of the Evaluation**

(1) If the progress report and field assessment receives negative evaluation, the funding may be discontinued, cancelled or collected back even if the contract period has not been completed.

(2) The institution that receives outstanding evaluation will be introduced in the Work Together Foundation’s publication and will have advantages in the selection processes for other support programs offered by the Foundation.

\* All evaluation results may be used as reference data for any projects and programs of the Foundation not limiting to Smile Together Partnership.

6. Promotion of the ‘Smile Together Partnership’

6.1 When the institution carries out construction of new building or renovation or when it takes a lease for its work site through the Work Together Foundation’s funding program, the institution is required to put in place a banner, signpost or some other form of sign that mentions it was *funded by the Work Together Foundation’s international funding program ‘Smile Together Partnership’* – sometimes co-sponsored by the Community Chest of Korea –, visibly at its entrance.

6.2 All publications – brochures, posters, stickers, booklets, etc. – and official communications must clearly state that it is a project *funded by the Work Together Foundation’s international funding program ‘Smile Together Partnership’* – sometimes co-sponsored by the Community Chest of Korea.

6.3 When holding a public event, the Work Together Foundation must be listed as the *organizer* / a *co-organizer*, and the Foundation’s official logo must appear along with the phrase *“Smile Together Partnership”* on all relevant advertisements and publications.

6.4 Please use below when you need to publicize the Work Together Foundation’s logo.





7. Preparation & Preservation of Document

**7.1 Accounting Documents**

(1) The institution may continue using its own templates for the revenue report, expense report, payment confirmation, etc.

(2) The format of Cooperation Proposal, Interim Statement, Results Sharing Paper will be offered by the Foundation.

**7.2 General Documents**

(1) All documents submitted to the Foundation must carry the institution’s official seal, stamp or signature along with the date and name of the person in charge.

(2) The retention period for general documents regarding the Smile Together Partnership is three years from the completion of the project.

(3) In order to ensure transparent execution of budget, the Work Together Foundation may request financial auditing to a local accounting firm. In such case, the institution is obliged to provide all necessary documents requested by the accounting firm.

8. Help Desk for the ‘Smile Together Partnership’

**8.1 Who is it for?**

* The Help Desk is operated for the institutions that are carrying out projects through the Work Together Foundation’s Smile Together Partnership funds.

**8.2 What does it do?**

* The Help Desk provides information and support for the operation and administration of the funded projects.

**8.3 Who do I need to look for?**

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* E-mail: jjkim@hamkke.org