

Soroptimist Project Matching

Guidelines – draft



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1. PROJECT MATCHING IN BRIEF

Soroptimist Project Matching is a **network** where **assistance for Soroptimist projects can be offered or requested**. The objective of this collaboration is **to match resources between Unions / Clubs / Single Clubs of the European Federation** – between those that need assistance with a local project and those able to assist. Project Matching enables Soroptimist Unions / Clubs / Single Clubs to **work together to address the needs of women and girls** and it encourages Clubs to **support the amazing and sustainable work of other Soroptimists**.

Through Project Matching, Soroptimists around the SIE Federation can receive support for their projects and offer help. **Although the support is mainly through funds, it is most certainly not the only one**. Exchanges may also be set up in the form of **expertise, know-how, advice/ideas for good practices, visits, etc.** – the list is endless.

Project Matching is a way for Unions / Clubs / Single Clubs to work together to share information about their country, their community and their projects.

2. PARTICIPATION AND PROCESSES

a. Seeking support

Unions / Clubs / Single clubs seeking support will submit project proposals to the Programme Team. The Programme Team will evaluate the project, and request more information from the clubs if needed, before accepting and uploading it onto the SIE website.

b. Offering support

Unions / Clubs / Single clubs interested in supporting a project should review the list of eligible projects on the Soroptimist website. Unions / Clubs / Single clubs that are interested in supporting a project can contact the SIE Programme Team through the website.

c. Eligibility for support

- The project must be a SIE Soroptimist project. It must be planned and executed by Soroptimist members. It cannot be a request for funding for another organization.
- The project must work to transform the lives of women and/or girls.
- The application must be filled out by the SIE Soroptimist Union /Club / Single Club requesting support.

- Proposals and communication must be conducted in English and French. Submissions of projects are translated into English or French by SIEHQ.

3. THE ROLE OF SIE HEADQUARTERS & PROGRAMME TEAM

The SIE Programme team receives and reviews project proposals, and evaluates each project.

Once a project is accepted, the headquarters will put the project online into the SIE website. It will be the responsibility of the Programme Team to summarize the information of the proposed project in order to upload it online. The Programme Team will be **responsible for maintaining and updating information** about projects in the database, upholding the database of projects and their impacts as well as providing the supporting Union / Club / Single club with reports from the supported Union / Club / Single club.

4. FUNDS TRANSFER & PROJECT AGREEMENT

SIE Headquarters will act as a facilitator to connect SIE Unions /Clubs / Single Clubs with matching needs but will not interfere in transferring the funds received to the supported Union /Club / Single Club. The transfer will occur directly from club to club. In order for SIE Headquarters to play the role of facilitator, it is important for Unions / Clubs / Single Clubs to ensure total financial transparency.

To ensure the smooth functioning of the partnership, the supported (aid-receiving) Union /Club / Single Club will **sign an agreement** with SIE Headquarters detailing what is expected from both partners.

5. REPORTING

Unions / Clubs / Single clubs will be asked to submit an initial report on the progress of the project and the use of the funds / contribution to SIE Headquarters. It is the responsibility of the SIE Programme Team to remind Unions / Clubs / Single clubs to submit reports. Initial reporting will be required proportionally for the duration of the project. Additional reporting will be scheduled as necessary in case the project is not completed after six months. **Failure to report will render the Unions / Clubs / Single clubs ineligible for any additional aid.**