Project Design, Funding & Management Policy

Policy & Procedure Owner	CEO Office	
Approved by	ERF Board of Directors	
Date Approved	Date of Last Revision	Next Review
21 October 2015	April 2025	April 2026

Abbreviations

ABCD	Asset-based community development
ACFID	Australian Council for International Development
ACNC	Australian Charities and Not-for-profits Commission
DFAT	Australian Department of Foreign Affairs and Trade
DGR	Deductible Gift Recipient
ERF	Edmund Rice Foundation
M&E	Monitoring & evaluation
MEAL	Monitoring, evaluation, accountability and learning
OAGDS	Overseas Aid Gift Deduction Scheme
PDFM	Program Design, Funding & Management

Definitions

ACFID Member	A not-for-profit organisation that has obtained accreditation with ACFID
Board Members	Voluntary directors of ERF's Board
Donor	Members of the public including individuals or organisations who contribute to ERF in cash or in-kind
Partner	Any organisation which has an MOU or contract with ERF
Primary Stakeholder (beneficiary)	Children and adults who participate in and are directly impacted by ERF partner projects
Program	Programs are overarching development approaches and initiatives that set priorities and guide project outcomes, results and activities. Programs can comprise ministries or entities
Project	Projects are the development activities of a Program
Staff	Employees, contractors, subcontractors, outworkers, apprentices and trainees, work experience students, volunteers and any other person who performs work for ERF
Stakeholder	Anyone who interacts with ERF and its Partners including but not limited to suppliers, contractors, volunteers, donors, etc.

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1.0 Introduction

This Policy outlines the principles and processes guiding project design, funding eligibility criteria, and Edmund Rice Foundation's partnership, funding application, and approval processes. It also reflects ERF's commitment to learning, continual improvement, and upholding development practices that are transparent, accountable, and impactful.

ERF recognises and affirms that all people possess equal human rights that are inalienable, indivisible, and universal. ERF is committed to respecting, protecting, and promoting these rights, while avoiding involvement in any harmful practices or forms of abuse. This Policy is grounded in the fundamental human rights principles of participation, accountability, non-discrimination, and empowerment, and is underpinned by the [Universal Declaration of Human Rights](#).

We are committed to ensuring that our policies and practices are relevant to our operations and inclusive of all stakeholders. This includes aligning our approach with both internal and external laws, policies, codes, and guidelines that support and safeguard these rights.

ERF believes that development is most effective and just when those most directly affected are active participants in shaping it. In line with our values and the principles of locally-led development, ERF is committed to ensuring that the voice of local communities and primary stakeholders informs all stages of our programming. Their leadership, ownership, and participation are central to ensuring that development initiatives are relevant, respectful, and sustainable.

ERF recognises that:

- well-designed, effective, and well-managed projects, grounded in the knowledge and experience of local actors, are critical to achieving its mission and realising its vision;
- clear and transparent guidelines on funding criteria, appraisal, and process empower stakeholders and enhance trust, equity, and accountability;
- these programs reflect ERF's own effectiveness, professionalism, and commitment to justice and partnership; and
- monitoring, evaluation, accountability, and learning are essential to continuously improving impact, strengthening local capacities, and respecting the contributions of all stakeholders.

2.0 Purpose

The purpose of this Project Design, Funding & Management (PDFM) Policy is to outline ERF's approach to the design, funding, monitoring, evaluation, accountability and learning (MEAL) of the programs it supports. The policy also outlines reporting and accountability requirements with a view to ensuring the highest possible reporting and governance standards.

3.0 Edmund Rice Foundation

3.1 Identity

ERF is an international development organisation with a global footprint. Projects delivered through ERF's support have a clear and deliberate focus on the education of people and their communities, enabling them to develop the skills to change their own world and be a force for positive change around them. In partnership with others across the globe ERF is seeking to support the UN Sustainable Development Goal Number 4: *Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.*

3.2 Vision

ERF's vision is for access to quality education and lifelong learning opportunities for all, supporting empowered communities that determine their own futures.

3.3 Purpose

ERF's purpose is to support locally-led education initiatives for those who are living in under-resourced communities. For ERF, the best education represents lifelong learning where skills are imparted and applied, lessons learned and life skills mastered. The link between education and empowered, self-sustaining and healthy individuals and communities is clear. The right education transforms and liberates lives, every day.

3.4 Core functions of ERF

The core functions of ERF are to:
- Support communities in developing countries in projects with a focus on lifelong learning, which are inclusive and empowering and which are locally-led, resulting in local management and autonomy.
- Support programs in Australia for the development of marginalised groups through the advancement of education and training.
- Increase our profile and deepen our engagement with Australian supporters for impact.
- Grow and continue to diversify funding including from donors, grants, the Australian government and corporate Australia.
- Enhance our Edmund Rice network collaboration.
- Strengthen our program quality and governance.
- Nurture our organisational health.

3.5 Status

Edmund Rice Foundation (Australia) is a company limited by guarantee under the Corporations Act 2001 (Commonwealth) with registration number ABN: 28 153 110 055. The objects of the Company are set out in Clause 4 of ERF's Constitution.

ERF is registered as a Public Benevolent Institution (PBI) with the Australian Charities and Not-For Profits Commission and is endorsed as a Deductible Gift Recipient (DGR) by the Australian Taxation Office (ATO) which enables the Company to receive donations that are tax deductible from the donor's income tax.

As a member of the Australian Council for International Development (ACFID), ERF adheres to the ACFID Code of Conduct https://acfid.asn.au/code-of-conduct/.

4.0 Project cycle

The project cycle for ERF partnership is (up to) 3 years. Partners are required to design their projects and include budget projections over this 3-year period. The due diligence process will only be required for new partners and at the start of a new project cycle, resulting in simpler application procedures in the continuing years 2 and 3.

While the 3-year timeframe is typical, it is not mandatory and shorter project durations are acceptable where applicable on an individual case-by-case basis. However, regardless of the proposed length, applications for project funding are on an annual basis and approved ERF partnership and funding is for one (1) calendar year only, unless otherwise specified in the signed agreement. ERF's partnership support and funding for a project is no guarantee of future funding.

ERF's partnership and funding application period is open for 4 weeks in June of the year prior to partnership.

5.0 Project focus

ERF gives priority to partnering in and funding discrete education projects with a specific start and end date.

ERF partners with, and provides funding for, education projects in the developing world and in Australia.

ERF partnership and funding is for education projects in three (3) core areas:
1) **Formal Education:** improving access and participation to schooling and vocational training through initiatives such as infrastructure, equipment, sustainable income generation and capacity building.
2) **Community Education:** skills building to support sustainable livelihoods and economic empowerment.
3) **Development Education:** grassroots advocacy in areas including gender equality, disability equity, human rights and environmental sustainability.

6.0 Eligibility for partnership and funding

For a partnership and funding application to be considered by ERF it must:
- fall under one of the three (3) core funding areas listed in clause 5 above;
- align with ERF's vision and purpose as detailed in clauses 2 and 3 of this Policy; and
- fully comply with all aspects of this Policy.

7.0 Eligible education projects

Eligible projects include those which provide:
- capacity building for project staff and volunteers to enable delivery of services to communities, for example training of medical staff, community health volunteers, teachers, etc.;
- access and participation to formal education, such as infrastructure, equipment, sustainable income generation;
- training initiatives to build capacity of primary stakeholders in communities such as micro-finance/business skills, agriculture skills, literacy or computing skills;
- advocacy and human rights training that raises awareness and empowers communities to advocate for themselves on issues such as child rights and protection, peace building, environmental issues; and
- educational resources and learning aids as part of a wider education initiative.

8.0 Ineligible projects

Projects which **do not meet** ERF's funding eligibility criteria include:
- scholarships, tuition fees, books, clothing or other items for individuals;
- placement or tuition fees to third party institutions and/or providers;
- political activity or evangelism;
- welfare payments such as medical or emergency assistance for staff, volunteers or beneficiaries unless part of an approved emergency appeal;
- amounts of greater than 15% of ERF's total project funding in overheads, administrative costs, operational costs and indirect wages (this will be assessed on a case-by-case basis);
- feeding projects not justified as an essential component of an ERF-partnered development project; and
- non-education based projects or activities such as medical services or medication.

9.0 Project design, processes and procedures

ERF views effective project design as a collaborative process led by community members to identify

and understand local social issues. This includes examining the root causes and impacts of these issues, and planning educational initiatives, that address them while building on the community's existing strengths.

ERF's development approach is grounded in locally-led principles and includes:
- a community development approach, where community members lead every stage of an initiative, from planning and development to delivery and evaluation, ensuring solutions are shaped by local knowledge, priorities and leadership; and
- community-based projects, where local partner organisations deliver skill-building initiatives in key areas such as literacy, vocational training, microfinance, human rights, and advocacy supporting communities to strengthen their own capacity and drive change.

For ERF, project design is a collaborative process with communities to define development activities that:
- are grounded in asset-based community development (ABCD), encouraging people to harness existing their existing strengths and capacities to create sustainable, community-owned solutions;
- address the root causes of poverty rather than just its symptoms;
- empower rights-holders to claim their rights and ensure that duty-bearers uphold their responsibilities; and
- support systems and structures that enable individuals and communities to move out of poverty in a lasting way.

Generally, the process of project design is undertaken by ERF's in-country partners and their communities. To be eligible for ERF partnership and funding, project proposals must be submitted to ERF for appraisal adhering to due process. Both project design and appraisal must align with a set of agreed principles.

In its partnerships, ERF expects the following principles to guide project design. Projects should:
- be designed in genuine partnership with communities, building on existing strengths and ensuring full participation, particularly of individuals and groups in vulnerable positions, throughout all stages of the project cycle;
- respond to identified and documented community needs, with a strong educational focus tailored to the local context;
- address the root causes of social issues through comprehensive consultation and analysis, including identifying discrepancies between perceived and actual needs to establish a shared understanding;
- be time-bound with a clearly defined exit strategy that supports long-term resilience;
- adopt a holistic approach that considers economic, social, cultural and environmental sustainability;
- empower rights-holders and hold duty-bearers accountable, in alignment with human rights-based development principles;
- incorporate a sustainability strategy to ensure continuation of the benefits beyond the project's lifespan, promoting community ownership and use of locally available resources;
- strengthen local capacity during implementation to enhance sustainability and resilience;
- foster collaboration with key stakeholders such as civic authorities, community leaders and other organisations to maximise impact and coordination; and
- incorporate clear performance indicators to monitor progress and measure effectiveness over time.

10.0 Applying for partnership and funding
ERF accepts applications from eligible development projects throughout the world during its annual

application period.

Priority is given to education projects which are community focused, time-bound interventions resulting in local management and autonomy.

10.1 First-time applications

First time applicants should contact ERF and may then be invited to submit a Concept Note utilising an online template. Concept note submissions are due at the end of October every year.

Should a Concept Note be approved, first time applicants will undergo a due diligence process though submission of an online form. If approved, they will then be invited to complete a partnership and funding application for project delivery in the following calendar year. An example to illustrate this timeline is below:

Concept Note Submission	Full partnership and funding application (including due diligence)	Project funding and delivery (year 1)
31 October 2025	30 June 2026	Calendar year 2027

10.2 Partnership/funding application templates

All requests for partnership and funding must be submitted via ERF's application platform, SmartyGrants, during the annual application period in June. Potential partners will receive their invitation to apply with the SmartyGrants link via email.

The application process requires programs to provide detailed information in order for ERF to assess proposals across three (3) key areas:
1. organisational structure and operations, including governance, strategy, risk, compliance and overall management;
2. project design; and
3. capacity to deliver.

The application will address these areas at both program and project level. ERF's due diligence process is only required for new partners or at the beginning of a new project cycle. In subsequent years (years 2 and 3), the application process is streamlined to reduce administrative effort. The program/project distinction and 3-year cycle are designed to minimise the administrative burden for both implementing partners and ERF assessors.

10.3 Project Logframe and Budget

A completed current version of ERF's Logframe and Budget template must be submitted with applications and is available via the online portal. Budget details required for the project include:
- total project budget amount for the 3-year cycle;
- the amount of funding being sought from ERF;
- details on the intended use of ERF funding including clear separation of any non-development expenditure; and
- details of all other sources of co-funding for the project.

10.4 Partnership/funding application process

The following points should be noted in regard to ERF's application process:
- ERF currently has no minimum or maximum amount for funding. However, as a guideline, first time project applications usually receive a maximum of A$40,000 project funding. New applicants should therefore consult with ERF prior to submission. Existing partners should consult beforehand if the funding request is greater than 10% of a previous years' funding.

- Only applications which fulfil all criteria for eligibility will be accepted (see Clause 7). Those not eligible will be returned to the applicant with a statement of how they do not meet the eligibility criteria.
- All completed and governing body approved funding applications should be submitted to ERF by the due date.
- ERF's assessment team reviews applications to ensure they meet eligibility criteria.
- ERF may respond to applicants with particular queries prior to the ERF Board's final decision on partnership and funding.
- Any queries raised by ERF assessors must be 100% satisfactorily addressed in the partner's formal response in order for the application to proceed to the next stage. Failure to satisfactorily address issues in one feedback round will result in the application being declined.
- Upon satisfactory completion of the application, assessment and any associated queries, ERF's management make recommendations to the ERF Board on all applications.
- Each organisation and project will be assessed on its merits taking into account a range of criteria and ERF's ability to attract funding for the Project.

11.0 Partnership and funding assessment criteria

Applications for partnership and project funding will be assessed under the following essential criteria:
- relevance and alignment with ERF's vision;
- evidence of need;
- project strategy;
- project design;
- strategic approach;
- gender equality;
- disability equity;
- policy assessment;
- evidence of locally-led initiatives;
- budget and financial management;
- quantum of funding requested;
- diversification of funding;
- cross-cutting policies;
- risk management framework;
- sustainability including climate impact; and
- capacity to deliver.

12.0 Funding timelines

- The partnership and funding application period is open in June each year. Applications made to ERF outside of these times are generally not accepted and will only be considered if permission is granted by the ERF Board.
- All applications are reviewed by an assessment team, ERF management, and then referred to the ERF board with recommendations in quarter four (4) of the calendar year.
- Should there be a request for further information and/or clarification, governing authorities and program leaders will be contacted following the board meeting.
- Final funding decisions are made at the final board meeting of the year and applicants are notified as soon as possible thereafter.

13.0 Transfer of funds

Providing fully compliant reports and/or acquittals have been received, transfer of funds takes place in the **third week** of February, May, August and November. Instalments are made in equal quarterly amounts unless detailed otherwise in the funding contract.

When funds transfers are due, the ERF Finance Office will receive instruction in electronic communication from ERF management requesting the transfer. The instruction outlines the purpose of funding and confirms the account to which funds will be transferred.

ERF will advise the relevant Program Leader of the transfer, and the Program Leader is required to email acknowledgement of the amount of funding received.

14.0 Funding variations

Should there be a requirement to redirect funds to a different activity/project, a written request must be submitted utilising the variation request form within ERF's SmartyGrants platform. A verification process will be conducted by ERF and a decision will be made at the discretion of ERF's Board and/or CEO in accordance with ERF's delegations of authority. A project must have received written approval for variation from ERF prior to funds being expended.

Under the following circumstances, where <u>an amount of equal to or greater than A$1,000 of ERF funding</u> is involved, PRIOR written approval from ERF is required:
- a delay in fully implementing an approved activity/program within the calendar year;
- a material underspend on the activity/project;
- a wish to utilise funds for an alternate purpose;
- an underspend/overspend of a specific budget line
- a material foreign currency gain (=/>A$1,000)

Any unexpended funds at the end of the calendar year must be reported in the annual acquittal and may only be carried forward with written approval from ERF.

15.0 Funding complaints

Appeals or complaints relating to funding decisions or transfers may be made to the Chair of the ERF Board of Directors and can be lodged via ERF's website at www.erf.org.au. All appeals or complaints lodged will be acknowledged within five (5) working days. A response to the appeal will be provided within four (4) working weeks. Where the matter has to be referred to the full Board for consideration, the applicant will be advised of the date of the next Board meeting and a final response will be issued within five (5) days of that scheduled meeting.

16.0 Emergency funding and special appeals

ERF's funding commitment is to annual funding of community-based education projects. Whilst not encouraged, ERF recognises that from time-to-time funded projects may wish to seek emergency funding or launch special funding appeals. If projects wish to facilitate this activity through ERF, a formal written request must be submitted detailing the purpose of the request, why it is necessary, the amount being sought and the required timeframes. These requests will be submitted to the ERF Board within two (2) business days for consideration. A decision on the request will be provided as soon as practicable recognising that funding of this type is not within the objects of ERF's Constitution.

17.0 ERF policy compliance

It is a requirement that ERF partner programs comply with ERF policies which may be updated from time to time. It is the Program Leader's responsibility to ensure that program/project policies align with ERF policies and that staff are trained accordingly. Program Leaders must familiarise themselves and ensure compliance with all ERF policies prior to submitting a funding application. Program Leaders must report on compliance and training relating to policies throughout the Program/Project cycle.

17.1 Child Protection

All Projects, Programs and activities supported by ERF must have an approved Child Protection Policy in place if they have contact with children and on-site identified safeguarding officer. This is a red line criterion for ERF partnership. Applications to ERF must include a copy of the Program/Project's up-to-

date, site-specific and governing authority-approved Child Protection Policy. Failure to provide this Policy will result in an application being declined.

17.2 Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH)

All Projects, Programs and activities supported by ERF must have an approved PSEAH Policy in place and on-site identified safeguarding officer. This is a red line criterion for ERF partnership. Applications to ERF must include a copy of the Program/Project's up-to-date, site-specific and governing authority-approved PSEAH Policy. Failure to provide this Policy will result in an application being declined.

17.3 Complaints Handling Policy

All Projects, Programs and activities supported by ERF must have an approved Complaints Handling Policy in place that provides a permanent system for processing feedback from Project stakeholders and stipulates clear processes on how to lodge, register, triage, investigate and finalise complaints feedback. An on-site Complaints Handling Notice and accessible Complaints Form must be in place and all projects must have a designated and trained Complaints Handling Officer onsite. This is a red line criterion for ERF partnership. Applications to ERF must include a copy of the Program/Project's up-to-date, site-specific and governing authority-approved Complaints Handling Policy. Failure to provide this Policy will result in an application being declined.

17.4 Safety & Security Policy

ERF believes that in-country personnel are a precious resource for the communities that ERF supports.

Therefore, it is a condition of receipt of ERF funding that programs are managed by partners in accordance with ERF travel and immersion policy. It is also a requirement that partners acknowledge and accept, with respect to program staff safety and security, ERF's responsibilities and obligations under relevant Australian law and any governance or funding body requirements (e.g., DFAT/ANCP and ACFID).

17.5 Counter-Terrorism Policy

ERF is committed to avoiding involvement in terrorist activities, avoiding supporting terrorism and avoiding supporting individuals and organisations that support terrorism. All of ERF's program Partners are required to be aware of ERF's obligations under Australian law and are required to adopt similar measures in respect of funds from ERF. Funding recipients are required to provide detailed accounting reports, at least annually, showing how funds have been disbursed. The identity, credentials and good standing of all key program/project personnel and office bearers, and the organisations ERF supports, will be checked to ensure people or organisations are not on the Australian government sanctions or proscribed terrorist organisation lists.

17.6 Anti-Corruption & Anti-Fraud Policy

ERF is committed to maintaining a culture of honesty and zero-tolerance of all forms of corruption and fraud. All projects, programs and activities supported by ERF must comply with ERF's Anti-Corruption and Anti- Fraud Policy.

17.7 Development & Non-Development Activity Policy

ERF is committed to ensuring that funds and other resources designated for the purpose of aid and development will be used only for those purposes. This policy outlines the requirement for a clear separation between aid and development and non-aid and development objectives and activities. ERF funds may not be used to promote a particular religious adherence or to support a political party, or to promote a candidate or organisation affiliated to a political party.

17.8 Cross-Cutting Issues

Cross-cutting issues include: gender equality; disability equity; human rights; and environmental sustainability. ERF is committed to mainstreaming cross-cutting issues, and recognises that these are

integral to and have strong impacts on development. ERF recognises that development effectiveness will be compromised if relevant cross-cutting issues are not integrated into project design and planning. ERF therefore requires partner programs to have policies in place that address cross-cutting issues relevant to the nature of their work.

18.0 Project monitoring, evaluation and reporting

18.1 Assessing Project performance: monitoring and evaluation

ERF recognises two main objectives in assessing project performance:

- **Accountability:** monitoring and evaluation build greater transparency and accountability in the use of project resources.
- **Learning:** future project planning and development are improved when guided by lessons learned from project experience.

18.2 Monitoring and evaluation: understanding the difference

While the terms monitoring and evaluation are often interchanged or grouped together, they are fundamentally quite distinct management tools, though closely related and mutually supportive. A key difference is that they are carried out at different stages of the project cycle.

ERF acknowledges that the following principles should guide all monitoring and evaluation (M&E):

- M&E should be planned at project design stage;
- M&E processes should be conducted in cooperation with project stakeholders using participatory methods;
- M&E enables assessments to be made as to whether projects are achieving set targets;
- M&E processes should seek to strengthen systems and staff capacities;
- M&E should provide opportunities for to learn and develop good practice and improve future project design;
- Information generated through M&E should provide project stakeholders with a clearer basis for decision-making; and
- M&E should be designed to meet the information requirements all stakeholders including accountability to donors.

18.3 Monitoring

Monitoring involves systematic tracking of project progress throughout the project cycle to ensure that the project is on track. The functions of monitoring are to:

- ensure that projects are being effectively implemented and disbursed funds accounted for;
- provide opportunities for two-way exchange of learning and verification of project progress against agreed objectives;
- provide opportunities to assess the organisational health and capacity of partners; and
- provide opportunities to assess future project needs and follow-up on known issues such as project risk, stakeholder concerns and cross-cutting policy issues.

18.4 ERF Project monitoring reports

Reports are prepared by in-country project leadership or their delegated officer and enable ERF to monitor partner projects and to ensure accountability for funding received. All ERF partner projects are required to:

- submit quarterly financial management reports including the approved budget template updated with actual income and expenditure via SmartyGrants
- submit a half-yearly comprehensive project report via SmartyGrants
- participate in ERF facilitated online partner meetings in quarter 1 and quarter 3 to discuss progress on project delivery.

There is an expectation that project leaders will provide ERF with material (e.g., photos, internet links,

printed materials) that will assist in the dissemination of information on the projects to the wider community via various mediums including ERF's website, communications, social media and printed materials. Provision of these materials should comply with ERF's policies on Privacy, Informed Consent and Child Protection.

Reporting timelines are outlined in the table below.

Date	Acquittal reports due
30 April	Quarter 1 financial report due (January-March) Quarter 1 online meeting with ERF
30 July	Quarter 2 project and financial report due (April-June)
30 October	Quarter 3 financial report due (July-September) Quarter 3 online meeting with ERF
30 January	Annual Acquittal Report due

ERF expects a high standard of reporting, addressing all the questions raised in the reporting form and also responding to, taking into account and implementing any feedback received from ERF assessors. One round of feedback should suffice to close out each reporting round and incomplete reporting or responses are likely to result in suspension of funding.

18.5 Evaluation
Evaluation is time specific and is undertaken to establish whether a project has reached its objectives and delivered what was expected according to its original plan. Hence, evaluation is usually undertaken at the end of a project or at a specific point in time to assess a project's achievements. The objectives of evaluation are to assess:
- **Relevance:** has the project engaged proactively with real problems in the local community.
- **Efficiency:** are available resources being used wisely and is the project developing strategies for continuous improvement.
- **Effectiveness:** are desired outputs being achieved.
- **Impact:** is the project having a positive, long-term impact on improving the quality of the lives of the community.
- **Sustainability:** will the benefits of the project last.
- **New knowledge:** what new knowledge has emerged about effective development practice.

18.6 ERF Project evaluation reports
The annual acquittal covers the year completed for partner projects. It is intended to evaluate the project's management and performance and establish whether a program has reached its objectives and its impact has been measured. It also requires consideration of how project delivery may be improved into the future. This report is to be completed via the annual acquittal form in Smarty Grants.

The approved budget must also be submitted with income and expenditure actuals for the final (fourth) quarter completed. Annual audited financial statement for the year together with a management letter must be submitted to ERF within 5 months of financial year end.

18.7 Field monitoring and evaluation
All ERF partner projects are subject to field monitoring and evaluation visits by ERF staff and/or representatives. Field monitoring may focus specifically on an issue particular to the project, a set of standard compliance issues or may be an in-depth evaluation of the project.

18.8 External evaluation
For projects receiving ANCP funding or ERF funding over A$100,000 per year that are being implemented over a duration of 3 years or longer, ERF works with its partners to support mid-term and end-of-term external evaluations. This process utilises the OECD DAC evaluation criteria and

gathers quantitative and qualitative data to measure the progress and impact of projects informing future project delivery.

19.0 Learning

ERF is committed to continuous improvement across all aspects of its operations including the delivery and support of partner programs, stakeholder engagement and organisational sustainability.
Through ongoing monitoring and evaluation of partner projects, ERF continues to refine and improve its own processes and policies relating to project cycle management.

ERF's scheduled reporting processes and templates ensure consistency and rigour in monitoring and evaluation of partner programs/projects. This reporting, addressing expected outputs and outcomes together with measurement indicators, ensures program staff and ERF are able to monitor and assess and improve program and project effectiveness. Scheduled field visits also enable ERF to identify learnings that arise for partners. ERF is committed to building our implementing partner' capacity three key areas of:

- compliance, with standards of best practice development, safeguarding and risk management;
- development practice, growing capability in project design, delivery, monitoring & evaluation and long-term sustainability and effectiveness; and
- organisational development, strengthening organisational governance, financial management and risk management alongside donor growth and diversification of income.

ERF co-develops capacity building plans with each partner, facilitates training opportunities and delivers customised on-the-job mentoring. A scheduled program of training activities is delivered throughout the year. ERF facilitates opportunities for partners to share learnings to support effectiveness and improve impact. ERF invites and seeks feedback from program partners and other stakeholders in scheduled reporting and at any other time in order to improve organisational processes and practices.

20.0 Related ERF Policies and Documents

Related policies

- Anti-Corruption & Anti-Fraud Policy
- Child Protection Policy
- Counter-Terrorism Policy
- Disability & Inclusion Policy
- ERF Risk Management Framework
- Safety & Security Policy
- Gender Equality & Female Empowerment Policy
- Development and Non-Developmental Activity Policy
- Prevention of Sexual Exploitation, Abuse & Harassment Policy
- Privacy Policy
- Sustainable Development Policy
- Whistleblowing Policy

Related Documents
The following forms are related to the policy and are available online at:
https://erf.org.au/policies
- ERF form for collection of stories/images
- Image Use Consent Form
- ERF Partnership Principles