

Steering document for project work within the SOFIA Association

Project initiatives

Initiatives for international projects are taken by the local partner. There must be an ongoing activity, a project plan or a project idea that is anchored locally and then developed jointly by the local partner and SOFIA. The partner can be e.g. an association, an NGO, a school or other non-profit institution. It can also be an informal group aiming for to be formally registered as a CBO or NGO.

The project idea should be inspired by anthroposophical values and practice

A project initiative should correspond with anthroposophical ideas, or work with inspiration from anthroposophical thinking. It can be in e.g. pedagogy, curative education and social therapy, environment and cultivation, artistic activities and rural and economic development.

Application for public grants

Before applying, SOFIA's board approves the collaborating partner, the budget and aim of the project, based on a preliminary project plan with consideration of guidelines approved by the board. The board will consider the following:

- SOFIA's experience of handling similar projects.
- The partner organization's potential to achieve enough capacity and stability in implementation and administration to run the project.
- How established the cooperation between SOFIA and the local organization is.
- Ability to collect project co-funding. A plan for how the co-funding will be collected each year has to be in place.
- See to that project planning and the application process have started in good time for the submission of the application
- Consider if the workload for SOFIA's office related to the project is acceptable.

Thereafter, SOFIA and the cooperating partner develops a project plan and detailed budget and jointly write the application and are jointly responsible for ensuring that all documents for the application are available well before the submission. The application has to be acknowledged by the SOFIA board before submission. Signatories from SOFIA's board must approve and sign the entire application before it is submitted.

Responsibility for publicly funded projects

The program manager within SOFIA's office is responsible for ensuring that the approved budget and plan are followed, and report back to ForumCiv/ Sida or other funders according to the signed contracts between the parties and to the SOFIA board. The program manager certifies all payments, both for costs in Sweden and for grants to the local organizations before payments are made by SOFIA's financial officer. The program manager is responsible to follow up that the partner organization carries out the agreed activities, that funds are used according to the budget, that activities are not double-financed, and that corruption does not occur. Each local partner organization must submit a financial report on its project operations (preferably in the form of annual accounts) to the program manager, as well as specify how SOFIA's funds have been used. An authorized external accountant must have audited the local organization's accounts and certify that the financial reporting is correct

Adopted by the Board on April 17, 2009. Updated 20, April 2021