Emergency Relief Fund Protocol for Grants

The object of the Emergency Relief Fund (ERF) is to help those people in immediate need of relief due to natural and man-made disasters throughout the world (as per the ERF Constitution).

The Fund is managed by a Board of five Trustees (the Board). The President Elect of SIGBI Limited acts as the Chairman of the Board.

Funding for the ERF is raised through a levy paid by members in the UK, Channel Islands, Isle of Man and Republic of Ireland, investment income, legacies and donations.

A request for emergency aid can be made by a member, Club, Region, NA, Network or Country. This shall be considered by the Trustees, whose decision is final.

A request for aid should include the reason why aid is required, how the money will be used and the charitable organisation to which the donation is to be sent.

The process for determining aid:

1. A request for aid is received.
2. The EO and Programme Director review the application to ensure it is compliant with the charity list and is within the Federation.
3. All Trustees are informed of the request.
4. The Trustees must call an online meeting for the purposes of:
   a.) Ensuring any request meets the objects of the ERF.
   b.) Reaching an agreed decision regarding any possible donation.
5. The Trustees will agree the amount of the donation to be given, usually no more than £1,000.
6. If the application is approved by the Trustees, the Executive Officer will organise payment of the donation to the receiving charity/organisation.
7. The Executive Officer will notify the requester of the Trustees’ decision.
8. The Chairman of the Trustees will produce an annual report (for the SIGBI Annual Report) outlining the use of the Fund throughout the Federation year.
9. Donations will only be given to countries within the Federation.
10. Donations will only be given to charities as listed on the DEC website https://www.dec.org.uk
11. In exceptional circumstances, or in the event of no authorised charity operating in the affected area, funds may be distributed directly to a Soroptimist club. A report of the use of the funds will be provided by that club, no later than 6 months after transfer of the funds.
Approved Charities – May 2021

Together We’re Stronger
Action Against Hunger
ActionAid
Age International
British Red Cross
Cafod
Care
Christian Aid
Concern Worldwide
International Red Cross
Islamic Relief
Oxfam
Plan International
Save the Children
Tearfund
The National Emergency Fund
UN Entities
World Vision