



CHILDREN SPECIAL FUND

Policy and Guideline

CHILDREN SPECIAL FUND

CONTENTS

1. Introduction
2. Appointment of the Board
3. Functions of the Board
4. Secretariat of the Board
5. Funds
6. Guiding principles for assistance
7. Category of assistance
8. Criteria for assistance
9. Procedure for assistance
10. Proceedings
11. Disbursement of funds
12. Monitoring and Evaluation
13. Reporting
14. Auditing

1.0 Introduction

The Children Special Fund (CSF), a fund created under the Public Finance Management Act (PFMA) receives funds from the consolidated fund and private donors.

The objective of the Children Special Fund is to assist children who require additional support to improve their health and general well-being. The Fund is also to support programmes and projects that promote the well-being of children in Seychelles.

2.0 Appointment of the Board

The Board is appointed by the Minister responsible for Finance Trade and Economic Planning by notice under the Public Finance Management Act.

Members of the Board are professionals with vast working experience in social related and financial field.

The Board is committed to exercise due diligence and impartiality in processing application and stands guided by the principles of good governance, accountability and transparency in all its actions.

2.1 Tenure of the Board

The tenure of the Board shall be for a period of three years.

2.2 Meetings and quorum

The Board shall decide on the frequency of the meeting.

The Chairperson shall preside over meetings and the Vice-chairperson shall stand in, in the absence of the Chairperson. The full Board shall form a quorum but should there be member absenteeism for valid reasons and the meeting has to take place, three (3) shall consist of a quorum and have the authority to approve requests for assistance.

2.3 Minutes of meeting

CHILDREN SPECIAL FUND

Minutes of meeting shall be endorsed by the Board at the subsequent meeting as a true and correct account of what was discussed and decided on.

2.4 Secretary

There shall be a secretary to the Board. The secretary shall take minutes at meeting, keep records of all proceedings and perform other administrative duties as directed by the Chairperson.

1.0 Functions of the Board

The Board shall;

- (1) Develop guidelines for its proceedings
- (2) Deliberate on matters/applications made to the Children Special Fund and treat each case/application received on its own merit with impartiality.
- (3) Determine and approve level of assistance as per set criteria
- (4) Direct the Secretariat to execute the administrative and financial decision of the Board in line with approved policy and the Financial Regulation of government
- (5) Propose policy to address issues that requires action by government
- (6) Review guidelines/criteria as and when it is justifiable to do so.

3.0 Secretariat of the Board

The Secretariat of the Board shall sit in the Department of Social Affairs, in the Ministry of Family Affairs.

4.0 Functions of the Secretariat

The Secretariat shall provide the Board with all administrative and logistic support for the proper management of its affairs.

The Secretariat shall be the repository of all official records of proceedings of meetings, records of applicants and other administrative and financial documentation of the Fund.

CHILDREN SPECIAL FUND

5.0 Funds

Monies allocated to the Children Special Fund will be from the Consolidated Fund and administered under the Treasury Single Account. For the purpose of managing and administering the Fund, provisions have to be made for the following:

(i) Administrative matters

Administrative expenses in relation to the proper management of the Fund,

(ii) Board Members allowances:

This will be in line with the Remuneration Policy and Framework on Fees for Executive Boards under category Group 7.

(iii) Process Assistance for individual needs and projects

- (a) Individual requests for assistance to enhance learning, development and well-being of children
- (b) Projects/programmes submitted by individuals, NGOs, Associations supporting the participation of children in activities at Community or national level.

NOTE: Applicants shall credit unused funds to the Children Special Funds account and indicate such in their activity/financial report.

5.1 Suspense Account

This account will hold funds received from private donors. The funds will be used to supplement the budget received from government.

NOTE: The Board may seek sponsorship from private donors and/or facilitate networks aligned with its mandate..

6.0 Guiding Principles for assistance

The Children Special Fund will support requests for assistance based on three broad categories that will have direct impact on children.

- (1) Health, social and personal well-being and special recognition for educational, cultural, innovation achievement and achievement in sports and art.

CHILDREN SPECIAL FUND

- (2) Educational programs/projects submitted at school or community level aimed to enhance social skills and protection to benefit children
- (3) Projects at school, community and national level aim to support learning and acquisition of new skills, national talent shows, national and international sport events, upgrading of infrastructures, medical equipment and recognition of high level of achievement.

7.0 Category of Assistance

The Board will ensure that the Fund supports as many children based on the principles of fairness and equity. The types of request to be assisted by the Fund are as follows:

- (i) Individual genuine needs.
- (ii) Individual programmes and projects that will enhance social and personal development and general wellbeing of children in the home and community.
- (iii) School related, Community Based and NGO projects
- (iv) National programmes or projects

8.0 Criteria for assistance

8.1 Individual Cases

8.1.1 Personal items for overseas treatment

To provide assistance to a child to cover spending on clothing, passport fees or other personal items prior to travel subject that there is proof that the parent/guardian has not been assisted by any other agency in its entirety.

The ceiling should not exceed R5000/-

8.1.2 Accompanying parent/guardian

Assistance to a parent/guardian who fails to meet the criteria for assistance under the means testing mechanism of the Agency for Social Protection (ASP) and other children in the family may suffer deprivation because of the loss of funds being used by the parent/guardian for the travel.

CHILDREN SPECIAL FUND

The ceiling should be a minimum of R3000 and maximum R5000/- (As per ASP's assistance level).

8.1.3 Child patient

To provide assistance for a child with rare conditions after receiving medical reports from the Ministry of Health and the Board being satisfied that there is a justified need to assist the child patient for further assessment of the child's condition and intervention that maybe necessary.

The ceiling should not exceed R25 000

8.1.4 Assistive devices/aids

To assist with devices that are not provided by the Ministry of Health and the parent does not have enough means to buy the device/aid that would assist the child with its activities of daily living (children with disability or other special needs).

The ceiling should not exceed R10 000

NOTE: The Board will consult the Ministry of Health on request for assistive devices and aids prior to making a final decision on the request.

8.1.5 Assistance to upgrade physical structure of house

To support a family to convert an existing room, provide for adaptive amenities or ramps as may be necessary to be used by a disabled child.

The ceiling should not exceed R50 000

8.1.6 Assistance with household items

To provide for furniture or other items that will enhance living condition of children in impoverished families.

NOTE: The Board will consult other agencies and bodies to verify authenticity of request for assistance. Assistance from the Fund will be approved subject to any other funds previously provided not being enough to meet the cost of the required items in its entirety.

The ceiling should not exceed R30 000

8.1.7 Natural disaster/fire

Assistance to an individual/family faced with a humanitarian crisis arising from flooding, fire or other natural disaster.

CHILDREN SPECIAL FUND

ADVISORY NOTE:

The Board is aware that there are existing schemes administered by other agencies and bodies to support families faced with natural disasters or fire and they should make use of those schemes.

The Children Special Fund will provide support only under special circumstances. The Board will work in close collaboration with other partners to ascertain assistance already provided. The Fund will consider request for assistance under this clause only on the basis that funds already provided is insufficient to cover personal items for children.

The ceiling should not exceed R20 000

8.2 Individual project

Individual projects could be in the form of a program of structured activities aimed at imparting new knowledge, social and life skills to children that will impact on their overall development.

Types of programs:

- (a) Health related
- (b) Cultural/Music
- (c) Sports
- (d) Environment
- (e) Socio-economic
- (f) Skills-development
- (g) Innovation

Projects in this category should not exceed a ceiling of R150 000/-

8.3 Community projects/Schools and NGOs

Non-Governmental Organisations and individual schools may seek for support from the Children Special Fund with projects/programmes initiated at school level or in the community for the benefit of children of the respective school or the community.

8.3.1 School related projects

- (a) Equipment such as computer sets, laboratory equipment, musical instruments, home economics, gardening kits to enhance learning of a large group of students and other furniture to improve the school environment.

CHILDREN SPECIAL FUND

- (b) Information, Education and Communication (IEC) materials to support awareness campaigns at school level.
- (c) Projects being undertaken by students
- (d) Holiday related activities to provide protection and social life skills to children.

Projects in this category should not exceed a ceiling of R200, 000

8.3.2 Non- Governmental Organisations

Non-governmental organisations seeking for assistance for the activities listed below must provide proof of registration and some form of contribution either monetary or in kind and the capacity to deliver on the programme or project.

- (a) Environment
- (b) Skills development
- (c) Holiday related programmes
- (d) Sports, arts and cultural projects
- (e) Capacity building of NGOs to deliver children related programs

Projects in this category should not exceed a ceiling of R200 000

8.4 National Projects

The Board may fund partly or the whole amount of the project under this category based on its national importance and impact and benefit to children.

8.4.1 Talent shows

- (a) National talent shows which may include musical, dance, artistic shows for participation of children under 18 years of age.
- (b) National Christmas Carol and Nativity event involving children

NOTE: All projects need to indicate an implementation plan

8.4.2 National or international Educational, Environmental, Innovation, Cultural and Sporting Events for children

CHILDREN SPECIAL FUND

Assistance shall be provided to children representing their schools, accredited clubs, associations and national sports youth teams participating in national or international competitions.

8.4.3 Medical Aid to the Hospital/Health Centers

Essential medical equipment that may not be within the budget of the Ministry of Health. The identified equipment is crucial to assist with tests for early detection of rare medical conditions or other tests that may be necessary in treating young children.

8.4.4 Upgrading of infrastructures for use by children

(a) Schools/creches/day care centers

(b) Children Homes

The Ceiling should not exceed R700 000

NOTE: The ceilings have been set as a guide for management and control of the fund to ensure that as many applicants as possible are assisted during one financial year.

9.0 Procedure to apply for assistance

Request for assistance will be through an application form.

(1) Individual/personal request to assist a child/children

(2) Individual, NGOs or entities submitting projects for assistance that will benefit children.

The forms will be available at the Secretariat, Children Special Fund, Ministry of Family Affairs Second Floor, Block C, Unity House.

NOTE: The forms will be available for download from the Ministry of Family Affairs website.

CHILDREN SPECIAL FUND

10.0 Proceedings in request for assistance

- (i) The Secretariat shall keep a file with all relevant documents, notably the application form and relevant supporting documents for each individual applicant, NGO or entity.
- (ii) The Board will vet each request, and exercise due diligence in all cases in line with points 7.0 and 8.0 above.
- (iii) All members present at the meeting shall endorse the Board's decision in respect of each application. All records shall be kept in each individual file in the Secretariat.
- (iv) Applicants applying for funding towards project will be required to sign an agreement detailing the conditions on use of the funds.

10.1 Exemption of signing agreement

Applicants seeking assistance to enhance social wellbeing of children within the home, educational and developmental activities for children that falls below the threshold of SR50, 000 shall not be required to sign the agreement. They will be required to provide a report of the activities and receipts of spending.

10.2 Reservations

- (i) The Board reserves the right not to consider application from the same applicant within a window period of 2 years from the date of approval of the previous application.
- (ii) The Board reserves the right not to consider applications from applicants who have not complied with the conditions of the institutional agreement.

CHILDREN SPECIAL FUND

11.0 Disbursement of funds

Funds shall be disbursed in line with the requirements of the financial regulation through Treasury.

Payment in respect of certain projects shall be made to the applicants or NGOs through their respective bank accounts or to suppliers and service providers for other goods and services.

12.0 Monitoring

The Board shall put in place a monitoring mechanism to monitor spending of the funds by individuals and NGOs.

The monitoring mechanism is as follows:

- Visit to individual homes/schools as may be necessary
- Visit during implementation phase of a programme
- Periodic reports from individuals and NGOs during different implementation stage of their projects
- Final report upon completion of project as per signed agreement (inclusive of both financial and the narrative)

13.0 Reporting

The Board shall submit quarterly reports and annual report on the activities undertaken and on the finances to the Minister for Finance, Trade and Economic Planning.

14.0 Auditing of Accounts

The Board shall submit all records of financial transactions for audit purposes to the Auditor General by the 31st March of the preceding financial year.

The Board shall submit the audited report to the Minister for Finance, Economic Planning and Trade .