



**IDRC | CRDI**

International Development Research Centre  
Centre de recherches pour le développement international

# **Grants to Institutions**

*General IDRC Funding Guidelines*

**Grant Administration Division**

- Applicant Organizations**
- Financial and Administrative Assessment**
- Eligible Countries**
- Country Procedures**
- Budget Format**
- Allowable Expenses**
- Local Contributions**
- Letter of Official Request**
- Grant Agreement**
- Open Access**

### **Applicant Organizations**

In order for IDRC to enter into an agreement with an applicant organization, IDRC must be satisfied that the organization has independent legal status (or 'legal personality') and is capable of contracting in its own right and name. IDRC does not fund individuals.

To help IDRC make this determination, any applicant selected to receive IDRC funding may be required to complete an [Institutional Profile Questionnaire \(IPQ\)](#) and provide a copy of the legal documentation by which the organization was founded or created in the location in which it is based. The documentation provided to IDRC should clearly indicate the name of the institution and should be provided to IDRC in English, French or Spanish. If the original documentation is not available in one of these languages, a certified translation into one of these languages should be provided along with a copy of the original document.

The selected applicant will be informed by a Grant Administration representative of IDRC whether a duly-completed IPQ and legal documentation is required (such documents may not be required if IDRC has recently funded the applicant).

### **Financial and Administrative Assessment**

Any applicant selected to receive IDRC funding must be financially solvent and will be subject to a financial and administrative assessment and, as a result, would be required to submit the following information:

- Most recent audited financial statements\*;
- The latest financial statements duly authorized by a financial officer if not audited;
- An up-to-date organization chart (or the hyperlink to the organization's website);
- Table of Contents of the policy and procedures manual if any;
- A list of current external donors and their contributions;
- The latest annual report (or the hyperlink to the organization's website); and
- Proof of registration to a Social Security Scheme and/or a summary of Human Resources policies.

\*Includes but not limited to:

1. Balance Sheet;
2. Statement of Income and Expenses, or Profit and Loss;
3. Notes forming part of the financial statements;
4. Auditor's report; and
5. Auditor's Management Letter.

The selected applicant will be informed by a Grant Administration representative of IDRC whether this information is required (such information may not be required if IDRC has recently funded the applicant).

### **Eligible Countries**

The Request for Applications document contains information on eligible countries for funding.

### **Country Procedures**

IDRC has scientific and technical cooperation agreements with a number of governments of recipient countries, establishing cooperation frameworks and defining the rights and obligations of both IDRC and those governments. Any applicant selected to receive funding may be required to obtain country approval in accordance with these agreements prior to receiving funding from IDRC.

A Grant Administration representative of IDRC will advise the selected applicant of any country procedures.

### **Budget Format**

Any applicant selected to receive IDRC funding will be required to submit the budget in IDRC's format and using IDRC's Financial Workbook template. The template and related user guides will be provided to the selected applicant by a Grant Administration representative of IDRC.

### **Allowable Expenses**

IDRC's [Guidelines for Acceptable Project Expenditures](#), as amended from time to time, describes IDRC's budget categories and limitations to what is allowable in each category.

Only the approved budget will govern the grant. It will be communicated in the Grant Agreement, following IDRC's internal approval.

### **Local Contributions**

Any applicant selected to receive IDRC funding will be required to make local contributions to the project. Local contributions represent cash amounts expended by the applicant from its own resources, from private grants, or from grants received from local, provincial or national authorities for the purpose

of the project. In-kind contributions may include salaries of regular staff, equipment, infrastructure and overhead costs. Cash and/or in-kind contributions should be reflected in the project budget.

### **Letter of Official Request**

Any applicant selected to receive IDRC funding is required to submit a Letter of Official Request. The letter is a written request from the applicant to IDRC to obtain funding. It is presented to IDRC on corporate letterhead and signed by the legal signatory for the organization (as stated in the IPQ) or a delegate or representative of the head of the institution. IDRC will accept a fax or PDF version of an official request (an original is not required).

### **Grant Agreement**

Any applicant selected to receive IDRC funding will be required to sign IDRC's standard grant agreement, including the [General Terms and Conditions of the Grant Agreement](#), as amended by IDRC from time to time.

### **Open Access**

IDRC's Open Access Policy is based on the belief that full social and economic benefits of research in support of development should be available to everyone who could use it – and build on it – to improve people's lives. More information on IDRC's Open Access Policy can be found here: <http://www.idrc.ca/en/misc/pages/open-access-policy.aspx>.

IDRC's open access policy is applied as follows:

- Books and journal articles generated from IDRC-funded projects will be made accessible free of charge to the end user;
- Authors are encouraged to publish their books open access and their articles in open access journals. If this is not possible, the published books or articles must be uploaded to an open access repository within 12 months of publication;
- Grey literature must be placed in the IDRC Digital Library;
- All project outputs identified above will be made freely and openly available under the most recent version of the [Creative Commons Attribution \(CC BY\) licence](#); and
- Research proposals submitted to IDRC must include an open access dissemination plan.