**RRF (start-up funds) – Modus Operandi**

1. **Purpose**

The RRF (“start-up funds”) is an advance on a forthcoming Appeal for immediate life-saving activities, to replenish used pre-positioned emergency stocks or for conducting a humanitarian needs assessment in a highly mediatised category 2 (large-scale/global) emergency. The main purpose of the start-up funds is to make immediate funding available to ACT Alliance forums and members in the early stages of an emergency, so they can begin their relief operations as soon as possible following the onset of the crisis.

Please note that the start-up funds is a tools destined to highly mediatized category 2 (Large-scale/global) emergencies because it can only be requested if there exists firm pledges (secure funding) for the response to the crisis.

***Please note: The RRF start-up funds template must be annexed to the RRF template to constitute a full document.***

1. **Need to know**

***Eligibility?***

The start-up funds is open to national members of the ACT Alliance who have signed the Membership Cooperation Agreement and are in good standing (positive compliance with reporting requirements from previous ACT emergency response and not suspended).

The start-up funds is an advance on a forthcoming Appeal, thus the Forum/requesting member must subsequently submit a concept note and Appeal.

***Who can submit?***

Only one start-up funds can be issued per emergency. Accordingly, when there is more than one ACT alliance member in the country, there must be coordination the forum/among members prior to sending the start-up funds request to the ACT Alliance Secretariat; i.e. the start-up funds should be sent by the Forum or endorsed by all ACT Alliance members in a country where no Forum exists.

***Funds and timeframe?***

The start-up funds is limited to **0 – 2 months** implementation timeframe and members can request up to a maximum of **150,000.00 USD**. As the start-up funds acts as an advance on a forthcoming Appeal, the amount will be reimbursed in the Appeal so that the RRF pot is replenished once the Appeal contributions are received.

***Compliance?***

* start-up funds request must be made in accordance with other ACT Alliance policies and guidelines. Furthermore, the proposed response must adhere to humanitarian principles, the ACT Alliance Code of Conduct, and the Core Humanitarian Standards.
* The start-up funds request must be submitted to the ACT secretariat in English.

1. **How to complete the Start-up funds format**

Please follow the instruction in *Italic* written directly on the start-up funds template.

1. **Responsibilities**

The Forum/requesting member(s)

* Responsible for coordinating with other members in the country and submitting the start-up funds on behalf of all members, to the ACT Regional Secretariat.
* The Forum/requesting member(s) is also responsible for ensuring that all requirements are provided with the template when submitting the start-up funds to the ACT Regional Secretariat.
* Once approved and funds disbursed, the Forum/requesting member(s) will keep all financial records necessary in compliance with ACT Alliance policies and audit requirements.

The ACT Regional Secretariat

* Responsible for reviewing the start-up funds request and providing quick and pertinent feedback if anything is missing so that a revised version can be within the designated timeframe.

The ACT Global Secretariat

* Responsible to approve the start-up funds request (Global Humanitarian Coordinator)
* Responsible for signing off the Start-up funds request (Head of Strategy and Partnerships)
* Responsible for disbursement of the funds (ACT Global Secretariat finance department)
* Reports to funding members and donors