

## ACT Alliance

# Application form for membership or observer status

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### Application process

Applications for membership or observer status of the ACT Alliance can be submitted to the ACT secretariat at any time. Applications are reviewed by ACT staff to ensure that the organisation meets all the criteria and is eligible to apply for membership or observer status and that all application materials are complete, prior to submission to the ACT Membership and Nominations Committee. The Committee consists of ACT representatives from different regions. It screens all applications and makes recommendations to the ACT Governing Board as to whether the application is accepted, deferred or declined. The Governing Board meets annually and makes final decision on the applications. The Governing Board has the right to reject any application.

A completed membership application form must include (one copy of each):

1. A completed application form – see Section II below
2. Most recent annual report
3. Three years audited statements of accounts (most recent)
4. A strategic plan, if available
5. A description (in less than 4 pages) of two programmes you have undertaken in the last two years (or financially supported), as outlined in part ‘D’ of the application below
6. The appropriate extract from the minutes of the governance meeting which decided to make this application, properly signed and giving date, place and name of officers
7. A written ACT forum endorsement from the national or regional forum where the applicant’s offices/headquarter is situated (not applicable for members where there is no forum and for observers)

The completed application package should be sent by post, where possible, to:

Membership Applications  
ACT Alliance Secretariat  
150 Route de Ferney  
1211 Geneva 2  
Switzerland

**And electronically** by email to Ms Alexandra Segura at [ase@actalliance.org](mailto:ase@actalliance.org) with pages containing signatures scanned.

**The application form below comprises two sections:**

**I) an introduction to ACT Alliance and**

**II) the organisation details**

**Prior to completing this form, applicants should read the following ACT documents:**

- Founding Document of the ACT Alliance
- ACT Quality and Accountability Framework
- ACT Membership agreement, including in its annex the Code of Good Practice/Observers agreement
- Code of Conduct for the prevention of sexual exploitation and abuse, fraud and corruption and abuse of power
- Procedure for funding the ACT Alliance
- Co-branding policy
- Communications policy
- Public information disclosure policy
- Anti-fraud and corruption
- Complaints policy
- Membership disciplinary policy
- Child Safeguarding policy
- ACT Alliance response to an emergency: policy, guidelines and tools
- Our understanding of development
- Advocacy policy and procedures
- National, Sub-regional and Regional Forums Policy
- External Relations Policy
- Rapid Response Fund Policy

The documents can be found on <http://actalliance.org/about/standards-and-policies/>



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## **SECTION I: Introduction to ACT Alliance**

ACT Alliance - is a global alliance of World Council of Churches (WCC) and Lutheran World Federation (LWF) member churches and related organizations committed to working ecumenically. ACT members work together for positive and sustainable change in the lives of people affected by poverty and injustice through coordinated and effective humanitarian, development and advocacy work. Further information on the ACT Alliance can be found in the ACT Founding Document.

### **Membership criteria**

There are two categories of participation in ACT Alliance: “Member” and “Observer”.

#### **Members**

Churches and church-related organisations that meet ALL of the following four (1-4) criteria are eligible to apply for membership in the ACT Alliance.

1. Churches and church-related organisations seeking membership in the ACT Alliance shall be either:
  - a. a member church of the World Council of Churches (WCC) or The Lutheran World Federation (LWF), or
  - b. a specialised ministry for humanitarian assistance, advocacy and/or development of a member church if it is constituted as a separate legal entity, or
  - c. an organisation affiliated with at least one member church of the WCC through governance; meaning as having one or more WCC member churches on their governance body; i.e. a person delegated by that member church as their representative and not an individual member of a church who is serving in a personal capacity.

An exception may be made for:

- d. an organisation which was previously part of a member organisation but has become independent (such applications must come with the endorsement of the member organisation)
  - e. a church or an ecumenical organization that has had a long historical programmatic working relationship with the WCC and/or a regional ecumenical organisation, referring to the All Africa Conference of Churches, the Christian Conference of Asia, Consejo Latinoamericano de Iglesias (CLAI), the Conference of European Churches, the Conference of Caribbean Churches, the Middle East Council of Churches, the Pacific Conference of Churches
  - f. an ecumenical organisations from a country where there are no member churches of either the WCC or LWF
2. The primary mandate of church-related organisations must be to work in the area of humanitarian assistance, advocacy and/or development.



3. The church or church-related organisation must have a commitment to high quality<sup>1</sup> development, advocacy and/or humanitarian assistance activities.
4. The church or church-related organisation should be either a national, regional or international organisation.

## **Observers**

The following types of organisations may also apply for observer status within the ACT Alliance:

1. Regional ecumenical organisations and national councils of churches which do not have their own development, advocacy or humanitarian assistance programmes (and who therefore do not qualify to be members), but who wish to work closely with the alliance
2. Mission organisations belonging to member churches of the WCC and LWF who are engaged in development, advocacy and/ or humanitarian assistance and who commit to adhering to the Code of Good Practice for the ACT Alliance.
3. Global ecumenical bodies who wish to work closely with the ACT alliance.

Observers will be regularly updated on ACT's work and will be able to participate in the appropriate ACT Alliance national and regional forums. They will pay an annual observer fee. Observers may not participate in the governance of the ACT Alliance and cannot co-brand their organisations with the ACT Alliance's name or use the logo.

## **Note for Guidance**

1. Where a church has its own department or specialised ministry for humanitarian assistance and/or development and/or advocacy, it is preferred that the department or ministry will represent the Church in the ACT Alliance.
2. If an organisation meets the membership criteria, they must apply for membership status and cannot apply for observer status. The observer status is restricted to those organisations outlined above.

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<sup>1</sup> High quality is one of the pillars for the ACT Alliance to achieve its vision, mission, aims and goals. Key elements of high quality include how the member organizations deal with issues related to management, work approaches, program, reporting, and relationships in an accountable and transparent manner. ACT understands high quality as a learning and peer process, which allows its members to learn from each other and to make them accountable to each other and to affected populations. High quality means ACT members effectively implementing ACT Code of Good Practice, ACT policies, guidelines, and procedures, and key related principles (e.g. Code of Conduct, Principles of Partnership), and the minimum standards required of such policies. More details can be found in the annex of the ACT Founding Document. <http://actalliance.org/wp-content/uploads/2015/09/ACT-Founding-document-ENG.pdf>



## Obligations of Membership

The ACT By-Laws stipulate that members of the ACT Alliance must commit themselves to:

1. adhere to the vision, mission and commitments of the ACT Alliance, as summarised in the Founding Document
2. adhere to the policies of the ACT Alliance
3. adhere to the Code of Good Practice for the ACT Alliance (including the Code of Conduct for the Prevention of Sexual Exploitation and Abuse and other codes which may be adopted by the Governing Board in the future). For organisations involved in humanitarian assistance, this includes adherence to The Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief, and the Humanitarian Charter and Minimum Standards in Disaster Response (Sphere Standards)
4. co-brand with the name ACT Alliance according to the co-branding policy
5. actively participate in national and regional forums where they exist and work with and strengthen other ACT Alliance members
6. pay the annual membership fee and any other financial obligation as set by the governing board
7. agree to submit annual audited financial and narrative reports on request
8. meet the ACT Alliance criteria as set by the Governing Board for accessing appeal funds for humanitarian assistance and related activities

### Fees

All members of the ACT Alliance support the alliance financially and adhere to the approved procedures for funding the ACT Alliance. See **Annex 1** attached for details of fees.

### Accessing Humanitarian Funds

Members wishing to access ACT humanitarian funds for humanitarian assistance are required to:

1. Demonstrate operational commitment, capacity, and competence in all aspects of humanitarian emergency work and the ACT Appeal system. This includes:
  - a. thorough understanding of the humanitarian emergency response cycle;
  - b. prior involvement and capacity in conducting humanitarian emergency activities;
  - c. capacity in formulation of ACT appeal proposals, and implementation of appeal activities based on the approved ACT appeal, according to ACT guidelines;
  - d. being up-to-date on all components of reporting against previous and current ACT appeals (i.e., financial and narrative reports, and audit reports).
  - e. be an active member of the National Forum (if one exists in the affected country).



## 2. Maintain effective administrative and finance systems

Responsible internal management and control systems must be in place to allow proper emergency appeal implementation. This includes commitment to zero tolerance to fraud and corruption by ACT members accessing appeal funds. The ACT member must also demonstrate that there is an annual practice for the organisation's books of account to be subjected to an audit. The audit firm must be certified and follow the Internationally Accepted Standards of Accounting. If the audit firm follows the national standards of accounting, this must be declared upfront.

Members of the ACT Alliance wishing to access ACT humanitarian funds for humanitarian assistance are required to adhere to the ACT Alliance Response to an Emergency: Policy, Guidelines and Tools.

**NB:** The ACT humanitarian funding mechanism applies to emergency response only. ACT does not have a funding mechanism for long term development programmes.



## SECTION II: Organisation details

### A. We hereby request to be considered as a: (please tick)

- Member
- Observer

### B. Contact information of church, church-related organisation, specialised ministry

**Name of the church / agency / ministry** \_\_\_\_\_  
 Year of Incorporation \_\_\_\_\_  
 Incorporated under which legal entity \_\_\_\_\_  
 Incorporated under which jurisdiction (country) \_\_\_\_\_

Postal Address \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Email address \_\_\_\_\_  
 Website address \_\_\_\_\_

**Name of Director** \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Email \_\_\_\_\_  
 Skype \_\_\_\_\_

**Name of primary contact person for ACT Alliance** \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Email \_\_\_\_\_  
 Skype \_\_\_\_\_

**Name of primary Finance contact person for ACT Alliance** \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Email \_\_\_\_\_  
 Skype \_\_\_\_\_



## **C. Description of our church, church-related organisation, specialised ministry**

### **Member**

We are (please tick as relevant):

- a member church of the WCC  or LWF  (**please specify**)
- a department or specialised development ministry of a member church of WCC  or LWF
- an organisation affiliated with at least one member church of the WCC through governance (please name the member churches and explain affiliation, listing the name, title and email contact of the current governing board representative)
- an exception – meaning one of the three exceptions cited under point 1 of the member criteria listed above (**please describe**)
  - an organisation which was previously part of a member organisation but has become independent (such applications must come with the endorsement of the member organisation)
  - a church or an ecumenical organization that has had a long historical programmatic working relationship with the WCC and/or a regional ecumenical organisation, referring to the All Africa Conference of Churches, the Christian Conference of Asia, Consejo Latinoamericano de Iglesias (CLAI), the Conference of European Churches, the Conference of Caribbean Churches, the Middle East Council of Churches, the Pacific Conference of Churches
  - an ecumenical organisations from a country where there are no member churches of either the WCC or LWF

### **Observer**

We are (please tick as relevant):

- Regional ecumenical organisations and national councils of churches which do not have their own development or humanitarian assistance programmes (and who therefore do not qualify to be members), but who wish to work closely with the alliance
- Mission organisations belonging to member churches of the WCC and LWF who are engaged in development and/ or humanitarian assistance work and who commit to adhering to the Code of Good Practice for the ACT Alliance.
- Global ecumenical bodies who wish to work closely with the ACT alliance.



## **D. What we do**

**1. Our church/organisation/ministry's mission is:** (please quote or describe)

**2. If a Church, please also state the mission of the department or specialised development ministry of your Church:** (please quote or describe)

**3. Our organisation's work:** (please describe for the following areas of work)

**a. Humanitarian assistance in response to an emergency**

*Please name any emergency situations that you have responded to in the past 3 years and describe your organisation's response? Completing this section is essential if your organisation wishes to apply for ACT Appeal Funds.*

**b. Development Programmes**

*Please describe the type of work being undertaken or supported. If your work is focused in one country, please include the number of development programmes you are undertaking. If you either work in, or support development programmes in a number of countries, please list the countries you are engaged in and the approximate number of partners or programmes you support in each country.*

**c. Advocacy**

*Please describe any advocacy work that your organisation has been engaged in during the past two years.*



**4. Please attach a three to four page description of two programmes you have undertaken in the last two years (or financially supported),** including the objectives of the programme, activities, outcomes, what lessons your organisation learned from this programme, and how these lessons have influenced your ongoing work. If your organisation is engaged in humanitarian assistance in response to emergencies and you wish to apply for ACT Emergency Response funds, one case study must describe one such response.

**5. Staffing**

a) The number of staff employed by our church/organisation/ministry in the following areas are:

Development: \_\_\_\_\_

Humanitarian assistance: \_\_\_\_\_

Advocacy: \_\_\_\_\_

**6. Gender equality**

ACT Alliance promotes gender equality at organisational and programme level among its membership.

a) The number of senior staff positions held by women in our church/organisation/ministry:

\_\_\_\_\_

b) Job titles (no names required) of senior staff positions held by women:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c) Number of governing board (or relevant leadership authority) positions held by women:

\_\_\_\_\_



## E. Governance Structure

1. Our governance structure is as follows: (please describe or provide a diagram)
2. The names of those on our governing body are:

## F. Finances

### 1. (to be completed by churches only)

The total income of the department/ ministry within our church that deals with development, humanitarian assistance and advocacy work and related income for staffing/ administration etc. for the past three years.

### 2. (to be completed by church-related organisations/ agencies only)

The total income of our organisation for the past three years (this includes all sources of income, constituency, backdonor funding, investment income, etc.)

### 3. Please attach your most recent audited accounts

## G. Membership of and affiliations to humanitarian, development and advocacy organisations or networks

We are a member of the following ecumenical collaborative initiatives (e.g., Ecumenical Advocacy Alliance, WCC roundtables, Regional Ecumenical Organisations etc.) – please list

### Other non-ecumenical alliances or networks we are part of:

National:

Regional:

Global:



## H. Membership of ACT Alliance

1. Our reasons for wanting to become a member and/or observer of ACT Alliance are (please outline):

2. We are able to offer and contribute to ACT Alliance through:

(Note: this is not about financial contributions, but rather relates to the particular skills, expertise and experience that your organisation brings for the benefit of ACT Alliance)

3. We expect to benefit from being part of the ACT Alliance in the following ways:

## I. Commitment to ACT Alliance

**The following sections must be signed by your church/organisation/ministry management and governance**

a) We have read, understand and are committed to adhering to the ACT vision, mission and policy commitments outlined in the documents below:

- Founding Document of the ACT Alliance
- ACT Quality and Accountability Framework
- ACT Membership agreement, including in its annex the Code of Good Practice/Observers agreement
- Code of Conduct for the prevention of sexual exploitation and abuse, fraud and corruption and abuse of power
- Procedure for funding the ACT Alliance
- Co-branding policy
- Communications policy
- Public information disclosure policy
- Anti-fraud and corruption
- Complaints policy
- Membership disciplinary policy
- Child Safeguarding policy
- ACT Alliance response to an emergency: policy, guidelines and tools
- Our understanding of development
- Advocacy policy and procedures
- National, Sub-regional and Regional Forums Policy
- External Relations Policy
- Rapid Response Fund Policy

### On behalf of church/organisation/ministry

Name \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_



**On behalf of governance**

Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Position \_\_\_\_\_  
Date \_\_\_\_\_

b) We have read and understand the ACT Code of Good Practice and are committed to adhering to the common values and overarching, organisational, programmatic and relational principles and commitment outlined in the document.

**On behalf of church/organisation/ministry**

Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Position \_\_\_\_\_  
Date \_\_\_\_\_

**On behalf of governance**

Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Position \_\_\_\_\_  
Date \_\_\_\_\_

c) We have read and understand the ACT Code of Conduct for the prevention of sexual exploitation and abuse, fraud and corruption and abuse of power and are committed to ensure that all governance, management and staff of our church/organisation/ministry sign this code and understand the obligations placed upon their conduct, so as to prevent sexual exploitation and abuse, all forms of harassment, fraud and corruption, security breaches, and unethical business practices.

**On behalf of church/organisation/ministry**

Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Position \_\_\_\_\_  
Date \_\_\_\_\_

**On behalf of governance**

Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Position \_\_\_\_\_  
Date \_\_\_\_\_



d) We have read, understand and are committed to adhering to the following international standards that have been formally adopted, endorsed or committed to by ACT governance, namely:

- The Code of Conduct for International Red Cross and Red Crescent Movement and Non-Governmental Organisations (NGOs) in Disaster Relief
- The Sphere Standards – Humanitarian Charter and Minimum Standards in Disaster Response
- Principles of Partnership
- Core Humanitarian Standard (CHS)
- Code of Good Practice for NGOs responding to HIV/AIDS
- Istanbul Principles for Development Effectiveness

**On behalf of church/organisation/ministry**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

**On behalf of governance**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

The varying roles and responsibilities of ACT members in relation to all standards noted above are outlined in the ACT Quality and Accountability Framework and the Membership/Observer Agreement.

**J. References**

Please provide contact details of two ACT members, or sister ecumenical organisations that can be contacted for a reference for your **church/organisation/ministry**:

a) **Contact person:** .....

Position: .....

Organisation: .....

Direct phone number: .....

Skype: .....

E-mail: .....



How does this referee know your organisation?

.....  
.....

**b) Contact person:** .....

Position: .....  
Organisation: .....  
Direct phone number: .....  
Skype: .....  
E-mail:.....

How does this referee know your organisation?

.....  
.....

### K. Declaration

a) After consideration of the ACT membership application process and being in agreement with the obligations and commitments incurred by membership, I hereby apply for membership of ACT Alliance on behalf of the organisation whose particulars and description appears in this application form.

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Position: \_\_\_\_\_  
Date: \_\_\_\_\_

Telephone No \_\_\_\_\_  
Email address: \_\_\_\_\_

Please note that a **signed copy of the minutes/resolution** where the decision was made by the applicant's governance body is required for inclusion in applications for either member or observer status in ACT Alliance.



- b) We have read and understand **Annex 1: Procedure for Funding the ACT Alliance Secretariat** (see below) and **hereby commit to paying all membership dues** as applicable to our organisation and as outlined in Annex 1. We further understand that failure to pay the membership fees will entail the suspension of our organisation's membership, until payment is effectuated.

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Position: \_\_\_\_\_  
Date: \_\_\_\_\_

**Please note that, following ACT policies, once an ACT member has been suspended it cannot:**

- Participate in ACT forums, have or continue have staff as forum convenors/chairs/coordinators, and its voting rights in the forum are suspended;
- Access humanitarian funds channelled through ACT's Secretariat, nor RRFs, nor appeals;
- Participate in ACT structures, including governance, advisory groups and communities of practice, and will have to step down from any groups it is participating in for the duration of the suspension;
- Benefit from travel, accommodation or any other expense subsidies paid from ACT's budget;
- Be nominated by the Secretariat or ACT members to represent ACT in external meetings, programmes, consultations, etc.



## **Annex 1: Procedure for Funding the ACT Alliance Secretariat 2016**

The ACT Alliance brings together 140 churches and church related organizations, which have a combined income of over US\$1.7 billion. For the alliance, to reach its potential of working together in development, humanitarian assistance and advocacy, it is important that the Secretariat is well resourced and has an adequate and stable income.

As per the membership agreement, members agree to pay annual fees to the ACT Alliance as determined by the ACT Governing Board:

ACT governance has agreed that the following elements will comprise the funding base for the ACT secretariat:

- A **Membership Fee** that is paid by all members and observers.
- An **Income Based Fee (IBF)** that is paid by all organizations whose income is over US\$1 million. The income-related fee would be based on a percentage of the total income of the organization (see definition below) as set by the Governing Board.
- An **International Coordination Fee (ICF)** which is levied on appeals issued by the ACT secretariat.
- **Voluntary contributions** over and above the fees will be sought for specific programmes in order to ensure the adequate funding of the core budget.

All contributions are equally important, although the total amount generated from each will be different. Payment of contributions will be a condition of membership.

### **1. Setting the Fees**

The Governing Board will set the level of the membership fee, income-based fee and international coordination fee.

The fees are set for the current strategic period in order to provide stability and assist both members and the Secretariat with their planning.

### **2. Fees for 2016**

#### **Membership fee for 2016:**

Members: US\$ 1,000

Observers: US\$ 500



**Income-based fee**

All organisations with a total income of over US\$1 million will also pay an income-based fee. This fee is additional to the membership fee.

The fee uses the member's total income as a base (averaged over the past two years), and is levied as follows:

- a. Members with an income between US\$1 million and US\$ 20 million will pay 0.10% of their total income
- b. Members with an income between US\$20 million and US\$ 125 million will pay 0.15% of their total income
- c. Members with an income of more than US\$5 million will be banded as follows:

<b>Total Income (US\$ million)</b>	<b>Income Based Fee (US\$)</b>
Over 125 million	200,000
100 million - 125 million	168,750
75 million - 100 million	131,250
50 million - 75 million	93,750
25 million - 50 million	56,250
20 million - 25 million	33,750
15 million - 20 million	17,500
10 million - 15 million	12,500
5 million - 10 million	7,500

This banding system has been introduced to allow for minor fluctuations in a members income from year to year and to assist with administering the fee.

**International Coordination Fee**

An international coordination fee will continue to be levied at 3% of income on appeals issued by the Secretariat.

**Voluntary contributions**

Voluntary contributions over and above the Income Based Fee to help fund the approved 2015 – 2018 strategy of the Alliance are welcome and necessary. These will be solicited through the annual budget process, as well as during the course of the year for particular projects or programmes.

**3. Procedures for paying the fees****a) Membership Fee**

Members will be notified of their fees each year, according to their membership status. The due date for payments will be within **the second quarter of the year**. Membership fees must be paid in full in order for



the member to be able to attend the General Assembly even if the General Assembly is before the due date for payment of the membership fee.

Membership fees of new applicants would be due once ACT governance has approved the membership.

### **Non-payment of Membership Fee**

If a member fails to pay its membership fee, it will be notified that, unless payment is forthcoming, the member risks suspension of its membership from the Alliance (See section 4).

### **b) Income-based Fee**

The income based fee will be based on a percentage of the total income of the organization, averaged over the previous two years, as set by the Governing Board. The income based fee is payable annually for all organizations with a total income over US\$1 million.

The due date for payment of the income based fee will be **the second quarter of the year**. Organisations who have difficulty paying annually may agree with the Secretariat to pay by instalments over the course of the year. Members must have settled their income based fee in full or agreed how payment will be made in order to be able to attend the General Assembly even if the General Assembly is before the due date for contributions to be made.

### **Non-payment of Income Based Fee**

If a member fails to pay its annual income based fee, it will be notified that, unless payment is forthcoming, that the member risks suspension of its membership from the Alliance. (See section 4).

### **Definition of Total Income**

All organizations are different, undertake different activities and have different ways of presenting their income. For all ecumenical organizations and specialized ministries/agencies, the income based fee is based on the **'total income'** of the organization according to their audited accounts. This includes income from 'back donors' (i.e. government and other restricted funding) but not the gifts in kind.

Churches would calculate the total income of the department(s) which deal with humanitarian assistance and development and therefore would exclude income for other matters such as the salary of clergy. In order to mitigate against fluctuations in income, an average of the previous two years will be used as a basis for calculating the income based fees.

### **c) International Coordination Fee**

The international coordination fee will be set as a percentage of income received for each appeal.

The international coordination fee will apply to all appeals issued by the ACT secretariat with the following exceptions:

- ACT evaluation components in an appeal
- ACT special initiatives including the current Rapid Response Fund and Revolving Fund

The international coordination fee will apply to the following:

- All cash contributions to the appeal sent through the ACT secretariat
- All cash contributions to the appeal sent directly to the requesting member
- All back donor contributions to the appeal
- All cash contributions to the appeal sent by non-ACT members, including locally raised funds

The international coordination fee will not be applied to:

- In kind contributions (material aid and personnel seconded to assist a member in implementing the planned programmes in an appeal)

### **Payment of the international coordination fee**

The international coordination fee will be an expense line in the appeal proposal. It will be included when the appeal is being prepared for approval. Where several members implement one appeal, each member component will have its own international coordination fee.

As contributions are received, the ACT secretariat will deduct the agreed percentage for the international coordination fee and forward the balance to the requesting member.

Where contributions are sent directly and not via the ACT secretariat, the international coordination fee should be paid in one of two ways:

- a. The contributing member deducts the international coordination fee and sends it to the ACT Secretariat.
- b. The requesting member informs the ACT secretariat that they have received funds and send the international coordination fee to the secretariat or requests the secretariat to deduct the amount from future contributions passing via Geneva for the appeal.

When funds are sent direct, the requesting member should establish upfront who is responsible for paying the ICF and make a financial provision to meet its financial obligation to the secretariat. The requesting member cannot assume that the contributing member will send the percentage to the ACT secretariat, unless the contributing member has specifically stated that it will be responsible for paying the ICF directly to the secretariat.

When the appeal is closed the Secretariat will review contributions made and reconcile international coordination fee contributions to ensure the correct amount has been contributed.



### **Non-payment of International Coordination Fee**

Should a requesting member fail to pay the international coordination fee the ACT secretariat will not issue any future appeal proposals from that member until the outstanding fee is settled.

## **4. Non-Payment of Fees**

If the membership fees or income based fees are not received, members will be sent reminder letters stating that non-payment of fees risks suspension of membership and thus exclusion of participation of life in the Alliance. The Membership and Nominations Committee will make recommendation to the ACT Governing Board on suspension of members failing to comply with financial obligations to the Alliance.

Following ACT policies, once an ACT member has been suspended it cannot:

- Participate in ACT forums, cannot play role of forum convenor/chair/coordinator, its voting rights in the forum are suspended;
- Access humanitarian funds channelled through ACT secretariat, neither RRFs nor appeals;
- Participate in ACT structures, including governance, Advisory Groups and Communities of Practice, it will also have to step down from the groups at time when suspended;
- Benefit from travel, accommodation or other expenses subsidies paid from ACT's budget;
- Be nominated by the secretariat or ACT members to represent ACT in external meetings, programmes, consultations, etc.

Failure to pay the international coordination fee contribution will result in exclusion from appeals.

Members are encouraged to engage with the Secretariat in order to reach an agreement related to the settlement of non-payment of fees. Full membership rights for suspended members will be restored as soon as payment or agreement on payment is made.

### **Exceptions**

It is recognised that there may be very good reasons why members cannot pay their contributions on time. Should any member not be able to pay their membership fee or income based fee they should agree on a payment plan with the ACT secretariat. Their membership will then not be suspended and they would retain full membership rights as long as the payment plan is implemented. In cases where the secretariat needs guidance in processing exceptions it may consult the Membership and Nominations Committee.

