

## Partnership Policy

<b>Document Type</b>	Policy
<b>Title</b>	Partnership Policy
<b>Category</b> (i.e. organisation, financial)	Organisational
<b>Version</b>	2.2
<b>Author</b>	Gillian Challinor
<b>Approval by</b>	Jersey Overseas Aid Commission (“JOA”)
<b>Document owner</b>	Edward Lewis
<b>Date approved</b>	20 <sup>th</sup> May 2025
<b>Review date</b>	May 2026
<b>Linked policies or documents</b>	New Partner Application Form (Humanitarian) New Partner Application Form (Development)

### Contents

1. Background and Purpose .....	2
2. Scope of the policy .....	2
3. Admission to the Partner List .....	2
4. Criteria for JOA Partners .....	3
5. Application review process .....	3
6. Exemptions .....	3
7. Due Diligence .....	3
8. Communications .....	4
9. Dissolution Basis .....	5
10. Process and Appeals .....	6
Annex: Dissolution Process .....	6

## 1. Background and Purpose

Jersey Overseas Aid (JOA) provides grants to organisations engaged in international development work and humanitarian relief in order to contribute to the alleviation of poverty. Grantees are subject to due diligence and oversight to ensure that they have the capacity to fulfil the terms of any grant agreement and that any funds granted are being expended appropriately.

JOA currently operates a pre-approved list of organisations eligible to apply for international development grants and humanitarian relief grants (the “Partner List”). This ensures JOA, staffed by a small professional team, is not overwhelmed by applications and can conduct due diligence on prospective grantees to a high standard.

This policy sets out the procedure by which new organisations may from time to time be admitted to the Partner List. This is to ensure that JOA supports the most effective and targeted initiatives by ensuring funding opportunities are accessible to organisations that:

- Undertake work which aligns with JOA’s principles and objectives.
- Have demonstrated expertise in JOA’s core thematic areas.
- Can be subject to necessary diligence checks and oversight measures.

In addition, this policy outlines the criteria and administrative process for the dissolution of a partnership between Jersey Overseas Aid (JOA) and partners.

## 2. Scope of the policy

This policy applies to all personnel engaged in the process of reviewing requests by organisations to be admitted to the Partner List. It also applies only to potential partners applying for funds under the International Development Grant or Humanitarian funding streams. Jersey-registered charities may apply at any time, and a wider choice of possible partners may be considered by JOA when planning Community Work Projects.

## 3. Admission to the Partner List

Organisations may be considered for admission to the Partner List by either:

- Contacting JOA directly and requesting the opportunity to apply; OR
- Responding to an invitation from JOA to apply, whether the invitation is made directly to the organisation, to a specific network, or publicly.

### 3.1 Periodic Reapproval Requirement

All organisations on the Partner List are subject to a reapproval process every five years to ensure ongoing eligibility and alignment with JOA’s principles and priorities. Partners will be contacted by JOA prior to the end of their fifth year on the list and asked to submit a brief updated application. Failure to provide updated information or meet the eligibility criteria may result in removal from the Partner List, in line with Section 9 of this policy.

## 4. Criteria for JOA Partners

Organisations applying to be admitted to the Partner List must demonstrate the following:

- Registration in an OECD country.
- Receipt of funds directly from an OECD/DAC donor within the previous two years.
- Annual expenditure exceeding £1.5m.
- Alignment with and knowledge of JOA's principles and objectives.
- Demonstrable expertise in JOA's core thematic development areas, or in the provision of humanitarian relief.
- Sufficient reserves and formal reserves policy that ensures sustainability, risk mitigation and effective programme delivery.

JOA staff must also consider whether the prospective partner is likely to be an effective implementing partner and a responsible recipient of public money, and to present a low risk of failure or reputational damage.

## 5. Application review process

Organisations which meet these criteria in the judgment of the Director or Head of Programme will be required to complete a brief application form, setting out the details of their organisation and outlining relevant experience.

Organisations invited to apply may be considered for inclusion at any time.

Organisations which have applied speculatively will normally be considered once a year, usually in July in advance of JOA's yearly calls for proposals.

A review of the Application Forms will be conducted by JOA staff. Organisations which meet the criteria for application as set out in this document will be recommended to JOA's Commission.

The Commission will be responsible for making a final decision on whether or not such new organisations will be admitted to the Partner List.

## 6. Exemptions

In rare circumstances a policy exemption may be requested. This requires a submission to the Commission, setting out the justification for the proposed exemption. The Commission must approve any requested exemption, which must subsequently be documented.

## 7. Due Diligence

Successful applicants will be required to upload copies of accounts, annual reports, key policies and articles of association to JOA's Grant Management System.

Fuller Due Diligence will be conducted on new development partners when a proposal is likely to be funded. Specific information is requested as follows:

- Telephone number and physical address
- Bank account details and address
- Charity registration and articles of association
- 3 years expenditure
- Audited financial statements for the past two years
- Financial Health Check (or MANGO Health Check)
- Safeguarding policy
- AML/TF/PF policies and details of internal controls
- Fraud, Bribery and Corruption policy
- Reserves Policy
- Donor references x 2

## 8. Communications

### 8.1 Transparency and Acknowledgment

JOA partners are expected to communicate openly and transparently about their work while ensuring appropriate recognition of JOA's role in funded projects. All external communications referring to JOA's support must align with the **JOA Visibility Guidelines** and include appropriate branding where relevant.

### 8.2 Approval for Public Statements

Partners must seek **prior written approval** from JOA before publishing or making public any material that refers to:

- The financial value of JOA's grant(s).
- The specific terms of a funding agreement.

### 8.3 Branding and Use of JOA's Logo

Partners must adhere to JOA's branding guidelines when acknowledging JOA's support in:

- Project reports.
- Press releases and media engagements.
- Social media and digital platforms.
- Printed materials, including brochures and case studies.

### 8.4 Provision of Case Studies and Media Content

Each project year, partners agree to provide JOA with **publishable case studies and/or images** showcasing the impact of JOA-funded projects. It is the responsibility of partners to:

- Ensure compliance with UK data protection laws regarding consent for media publication.
- Obtain necessary permissions before submitting images or stories featuring identifiable individuals.

### 8.5 Participation in JOA Promotional Activities

Upon reasonable notice, partners may be asked to participate in promotional activities initiated by JOA, such as:

- Media interviews and press coverage.
- Conferences, webinars, and stakeholder events.
- JOA-led storytelling and advocacy campaigns.

## 8.6 Social Media Engagement

Partners are encouraged to engage with JOA's social media presence by:

- Tagging and mentioning JOA in relevant posts.
- Sharing impact stories related to JOA-funded projects.
- Ensuring alignment with JOA's values and ethical standards in all communications.

## 8.7 Crisis Communications and Reputational Risks

In the event of a crisis, incident, or reputational risk involving a JOA-funded project, partners must:

- Notify JOA **immediately** of any media inquiries or public concerns.
- Coordinate responses with JOA before making public statements.
- Follow agreed messaging to ensure consistency and mitigate risks.

# 9. Dissolution Basis

An approved partner may be removed from the partner list when:

- There has been a change in circumstances of a partner whereby they no longer meet the eligibility criteria stated in section 3 of this Policy; OR
- There is sufficient evidence that casts doubt on the partner's ability to be an effective implementing partner and a responsible recipient of public money; OR
- When an active grant has been terminated due to a breach of the Terms and Conditions of the Grant Agreement; OR
- When a partner voluntarily chooses to remove themselves from JOA's Partner List; OR
- At the end of a five-year period without reapproval, in accordance with Section 3.1.

In addition, a partner may be removed from the Partner List based on the following considerations:

- **Development partners:**
  - When the Development Partner has not been invited to submit a full application (i.e. been unsuccessful at the EOI stage) for four consecutive years. Note: when the Development Partner has an active grant with JOA, this only applies after the active grant has closed.
- **Humanitarian partners:**
  - When the Humanitarian Partner has not had a successful grant allocation for four consecutive years. Note: where the Humanitarian partner has an active grant with JOA, this only applies after the active grant has closed.

## 10. Process and Appeals

The dissolution process will begin once a partner has been identified as meeting any of the above criteria. The process is not automatic and JOA will meet with the partner to discuss the situation and make an informed decision. The process will be handled with clear communication and transparency.

If a case can be made for continuation of the partnership despite any of the above criteria, this will be considered.

If the decision is made to remove the partner, the status of the organisation will be moved to “Declined” on JOA’s Grant Management System (GMS) and they will no longer receive any correspondence or notification of funding opportunities at JOA.

In the case of Development Partners, removal from JOA’s Partner List does not restrict the declined organisation from acting as an implementing partner under another JOA Development Partners’ EOI/Full Proposal application.

A partner that has been removed from JOA’s Partner List may reapply through the annual partner application process if evidence is provided that demonstrates alignment with JOA’s Criteria for Partners.

### Annex: Dissolution Process

#### **Step 1: Assessment & Decision**

- JOA conduct an internal review to determine if partnership dissolution is necessary – dissolution basis criteria assessed.

#### **Step 2: Communication & Notification**

- JOA Head of Programme/Executive Director to meet with partner to discuss the situation. If a case can be made for the continuation of the partnership despite any of the dissolution basis criteria, this will be considered.
- If the decision is made to dissolve the partnership, JOA Head of Programme/Executive Director to notify the partner formally, outlining reasons for the exit.
- JOA and Partner to agree a transition timeline and key milestones.

#### **Step 3: Transition & Handover**

- Establish exit plan, ensuring minimal operational disruption.
- Arrange for data and knowledge transfer as required.

#### **Step 4: Closure & Finalisation**

- Move status of the organisation to “Declined” on JOA’s Grant Management System (GMS).
- Remove primary contact and additional contact’s access to ensure partner will no longer receive any correspondence or notification of funding opportunities at JOA.
- Capture lessons learned to refine future exit strategies.