PROJECT FLOW CHART

USA Project manager updates the projects spreadsheet about all reports and activity of the project for posting on the anmf.org projects map

Applicant submits proposal on the anmf.org website

↓

ANMF/Nepal evaluates and prioritizes projects

↓

- ANMF/USA Projects Committee (PC) reviews projects and appoints managers
- PC sends project recommendations to the ANMF/USA Board

↓

ANMF/USA Board gives final approval based on available funds

↓

ANMF/USA Project managers notify applicants of approvals or denials

↓

ANMF/USA Finance Committee prepares fund assurance letters and sends to the approved projects (grantees)

↓

- PC Project Manager prepares Memorandum of Understanding (MOU) contingent on SWC approval
- ANMF/USA President signs MOU
- Grantee signs MOU
- ANMF/Nepal signs MOU and sends an official copy to ANMF/USA finance team and project manager, and the grantee

Grantee submits fund assurance letter and proposal to the Social Welfare Council (SWC)

↓

SWC approves the project and provides verification letter

↓

Grantee requests ANMF/USA (treasurer, project manager, president, and PC chair) to wire funds

↓

- ANMF/USA treasurer wires funds to the grantee
- ANMF/USA Finance Committee sends notice of wire transfer to the grantee

↓

Grantee sends fund receipt letter to ANMF/USA treasurer and project manager

↓

- ANMF/Nepal oversees the project according to the MOU
- Grantee sends reports to ANMF/Nepal, ANMF/USA project manager, and PC chair