



**UGANDAN  
NORTH AMERICAN  
ASSOCIATION**

## **Ugandan North American Association (UNAA) Community Development Fund Program (CDFP) Guidelines**

As stipulated in Article 4.13 (a), UNAA shall have a Community Development Fund Program (CDFP) to collect and distribute funds donated to the association for the purposes of promoting and/or supporting social, cultural, and developmental community activities of the Ugandan diaspora community organizations in North America; and these are the guidelines that shall govern the program.

### **Section I: Background**

The purpose of the UNAA Community Development Fund Program (CDFP) is to facilitate, with monetary grants, UNAA affiliated Ugandan community organizations (Chapters and Affiliates) in North America. The program was created by UNAA leaders to provide a mechanism for UNAA sponsors, partners, and/or well-wishers to support Ugandan community organizations that share UNAA's objectives and purposes - of fostering cultural and economic ties, and community development and empowerment.

Currently, the only consistent source of funding/sponsorship for the program has been the Government of the Republic of Uganda – in recognition of the valuable economic and social contributions of the Ugandan diaspora community in North America.

The Ugandan diaspora injects well over \$1.4 billion into the Ugandan economy in remittances per year, of which over 18% comes from North America alone. Even though 80% of this money is sent in small portions - to support families with necessities like school fees, healthcare, and small family investments, this immense contribution is very important to Uganda. And the government values that contribution.

The Uganda government sponsorship of both the UNAA Annual Convention, and the CDFP (currently totaling \$100,000) was a result of direct UNAA leadership's appeal to the President of Uganda to support UNAA's annual flagship event and the Ugandan community organizations in North America – and, to strengthen UNAA as the umbrella organization for Ugandans in North America.

The appeal was made after UNAA leaders observed the following:

- Many Ugandan diaspora local communities in North America felt very disconnected from UNAA and each other.

- The local communities felt that UNAA should do more to financially assist them with things like burial costs, health insurance, immigration issues, and the repatriation of the remains of those community members who pass away without leaving behind a life insurance policy.
- For many years, the local Ugandan communities had also requested UNAA's support in their efforts to hold community events; like community development and empowerment seminars, cultural and food shows and dances, youth summer camps, etc. – as well as assistance to celebrate important North American and Ugandan holidays like Independence Days, Uganda Martyrs Day, etc.

## **Section II: Program Administration**

The CDFP is a community development initiative and is administered by the UNAA Executive – through the Office of the Vice President of UNAA – as per the UNAA governing policies (including these guidelines) and/or adjustments/changes to the guidelines – as proposed by the UNAA Executive and approved by the UNAA Council.

Except for the Uganda government grant (currently \$50,000), which has traditionally been distributed by the Embassy of the Republic of Uganda (Washington DC), directly to the UNAA-vetted and recommended Ugandan community organizations in North America, all other CDFP sponsorships/monies are to deposit into the UNAA Treasury and budgeted for through the regular annual and supplementary budget processes – as stipulated in the UNAA Constitution and Bylaws, and the Leadership Code of Conduct.

## **Section III: Eligibility Requirements**

CDFP monies shall only be appropriated to duly registered membership-based Ugandan diaspora (in North America) not-for-profit community organizations that meet the criteria and qualifications of UNAA Chapters and Affiliates – as stipulated in Article 4 of the UNAA Constitution and Bylaws.

The applying organizations/associations shall:

- (a) Be not-for-profit entities, and legally registered in North America - with pro community objectives, and legitimate programs and activities, that consistent with UNAA objectives and purpose.
- (b) Have at least fifteen (15) UNAA Members in good standing (for members in good standing, ref. Article 3 of the UNAA Constitution) - who are unique to that applying organization and cannot be claimed by another UNAA Chapter or Affiliate. And members claiming UNAA membership must have paid or renewed their membership in the current UNAA fiscal year, but before the grant application deadline.
- (c) Have a members-approved governing document – such as a Constitution and/or By Laws, and the leadership shall be comprised of elected officers – that include at-least three principal officers - a President/Chairperson, Secretary, and Treasurer.
- (d) Support UNAA’s major programs/projects and initiatives – including encouraging their members to attend the annual UNAA Convention and Trade Expo, and promoting the same prominently on their website, mailing lists, social media and on other marketing

paraphernalia.

- (e) SHALL NOT directly compete with UNAA; and at a minimum, shall not schedule any major community activities/events over the US and Canadian Labor Day Holiday weekend – during the annual UNAA Convention and Trade Expo.
- (f) Be based in a region that is currently represented in the UNAA Council. The current list UNAA Council Members is on UNAA’s website - <http://www.unaa.org/unaa-council>
- (g) Fulfill ALL the above ‘Eligibility Requirements’ prior to submitting the grant application – as eligibility will only be evaluated based on the contents of the application package.

### **One-Time Waiver**

In very rare and/or special circumstance, where there is a legitimate Ugandan diaspora community association/organization in North America, which can show a bona fide emergency or need for a CDFP grant, but does not meet all the above eligibility requirements, that organization/association can apply for a ONE-TIME WAIVER – that will be vetted and approved by the UNAA Executive Committee and approved by the UNAA Council.

### **Section IV: Application Process**

In the interest of transparency, the request for applications for CDFP grants, shall be a period of two (2) months – between July 1<sup>st</sup> and September 30<sup>th</sup>. The application period and guidelines shall be widely publicized – including on the official UNAA website and all other online forums of the Association.

The application process shall follow the following guidelines:

- (a) The formal CDFP grant application shall be a written communication that is signed by the chief executive officer or designee of the chief executive officer of the applying organization/association – and, delivered in a manner and deadline as directed by the UNAA Executive Committee – through the UNAA Vice President’s Office.
- (b) The organization/association must submit proof of its legal status (current state or province registration), Constitution and/or By Laws, and leadership structure (principal officers), and names of at least fifteen (15) unique UNAA Members in good standing.
- (c) The organization/association must submit a formal grant application proposal, articulating how the grant funds will be utilized; and commit to providing a detailed accountability report – at the end of the UNAA fiscal year, or after all the funds have been spent – whichever comes first.
- (d) The application must include the financial information of the applying organization/association (including the financial institution information and account details – to facilitate electronic funds transfers).

### **Section V: Apportioning of grant funds between Chapters and Affiliates; and Community Organizations/Associations.**

The appropriation of the CDFP grant monies shall be completed in an open and transparent manner. First and foremost, UNAA shall make a distinction between UNAA Chapters and UNAA Affiliates, as defined in the Article Four (4) of the Constitution and Bylaws. In addition

to (the applying Chapters and Affiliates) fulfilling all the eligibility requirements in Section III, UNAA shall use a weighted system for the number of unique UNAA members in each grant application to appropriate the CDFP Grant monies.

**(a) UNAA Chapters and Affiliates Categories and Weighting (also, ref. the Distribution Table below):**

CDFP grants shall only be distributed to UNAA Chapters and Affiliates. The distribution criteria shall be based on a sixty percent (60%) / forty percent (40%) formula (60/40). 60% of the total CDFP amount shall be divided equally among all the qualified Chapters and Affiliates – per these guidelines and stipulations in the pertinent UNAA governing policies. 40% of the total CDFP amount shall be divided using a weighted average, based on the number of Chapter and Affiliate members who are also UNAA members in good standing. The total amount of the 60% (equally divided amount) plus the 40% (weighted amount), will then be rounded off to the nearest one hundred (\$100) USD, and that will be the Chapter’s or Affiliate’s grant amount.

**(b) Example of Distribution Table**

**Formula:** The weighted membership factor of each applicant X is divided by the total weighted membership (of all the applicants) – to get the percentage of weighted membership of applicant X. That percentage of weighted membership applicant X is multiplied by the total grant amount will be the amount that organization/association (applicant X) will receive.

	A	B	C	D	E	F	G	H	I	J
1	<b>UNAA CDFP Guidelines - Distribution Formula</b>									
2	<b>Category 1 Amount (with weighted Averages based on number of members)</b>					<b>Category 2 Amount</b>		<b>Total Grant Amount</b>		
3	<b>Chapter and Affiliate Category</b>	<b>UNAA Membership</b>	<b>Weight</b>	<b>Weighted Membership (UNAA Members x Weight)</b>	<b>Percentage of Weighted Membership</b>	<b>Total Category 1 Amount</b>	<b>Weight</b>	<b>Total Category 2 Amount</b>	<b>Amount (Combined Amount)</b>	<b>Rounded to the Nearest \$100</b>
4	<b>Chapte Category</b>									
5	Chapter 1	120	1.5	180	0.18	\$3,692	1.0	\$2,000	\$5,692	\$5,700
6	Chapter 2	90	1.5	135	0.14	\$2,769	1.0	\$2,000	\$4,769	\$4,800
7	Chapter 3	60	1.5	90	0.09	\$1,846	1.0	\$2,000	\$3,846	\$3,800
8	Chapter 4	45	1.5	67.5	0.07	\$1,385	1.0	\$2,000	\$3,385	\$3,400
9	Chapter 5	30	1.5	45	0.05	\$923	1.0	\$2,000	\$2,923	\$2,900
10	Chapter 6	15	1.5	22.5	0.02	\$462	1.0	\$2,000	\$2,462	\$2,500
11	Chapter 7	15	1.5	22.5	0.02	\$462	1.0	\$2,000	\$2,462	\$2,500
12	Chapter 8	15	1.5	22.5	0.02	\$462	1.0	\$2,000	\$2,462	\$2,500
13	Chapter 9	15	1.5	22.5	0.02	\$462	1.0	\$2,000	\$2,462	\$2,500
14	Chapter 10	15	1.5	22.5	0.02	\$462	1.0	\$2,000	\$2,462	\$2,500
15	<b>Affiliate Category</b>									
16	Affiliate 1	120	1.0	120	0.12	\$2,462	1.0	\$2,000	\$4,462	\$4,500
17	Affiliate 2	90	1.0	90	0.09	\$1,846	1.0	\$2,000	\$3,846	\$3,800
18	Affiliate 3	60	1.0	60	0.06	\$1,231	1.0	\$2,000	\$3,231	\$3,200
19	Affiliate 4	45	1.0	45	0.05	\$923	1.0	\$2,000	\$2,923	\$2,900
20	Affiliate 5	30	1.0	30	0.03	\$615	1.0	\$2,000	\$2,615	\$2,600
21										
22	<b>Total</b>	<b>765</b>	<b>20.0</b>	<b>975</b>	<b>1.00</b>	<b>\$20,000</b>	<b>15.0</b>	<b>\$30,000</b>	<b>\$50,000</b>	<b>\$50,000</b>

**Table 1**

## **Notifications**

After all applications have been evaluated, and within a period of two weeks after the final decisions have been made, all applicants shall be notified of the status of their applications (UNAA's decision) in writing. In the same written communication, successful applicants (organizations/associations) shall also be notified of their appropriated amount, and the rationale/formula used in the appropriation process – including the number of applications received, and the average dollar amount received by organizations/associations in the same category; and any other pertinent information that the UNAA Executive Committee – through the Office of the Vice President, would like to share.

For CDFP funds that pass through the Embassy of the Republic of Uganda, the Executive Committee – through the office of the Vice President, shall send a list of successful applicants and the corresponding dollar amounts to the Ambassador, and the Senior Accounting Officer at the Embassy. A copy of the list of successful applicants shall also be sent to the Speaker of the UNAA Council, and to the Chairman of the Board of Trustees. The Ambassador and/or the Embassy Senior Accounting Officer, shall confirm receipt of the submitted list in writing, copying all the three (3) UNAA leaders (The UNAA President, Speaker of the UNAA Council, and the Chairman UNAA BoT; and, thereafter, the Embassy will send the appropriated amounts directly to official bank accounts of the successful applicants (organizations/associations) as stipulated above in *Section IV*:

## **Section VI: Accountability**

All UNAA Chapters and Affiliates that receive UNAA CDFP financial grants must submit annual CDFP Accountability Reports to the UNAA Executive Committee – through the Office of the UNAA Vice President; and copy the UNAA Council, and the UNAA Council Representative in whose Region the Chapter or Affiliate is registered and/or has its major operations.

At the end of the UNAA fiscal year, and as part of the annual financial reporting requirements (per the UNAA Constitution and Bylaws), the Executive Committee - through the Office of the Vice President of UNAA, will submit to UNAA Council, for review and approval, an annual CDFP report – including the accountability reports from all UNAA CDFP grant recipients. Thereafter, a copy of UNAA Council-approved CDFP Accountability Report shall be shared with the CDFP Sponsor(s)/Donor(s).

For the CDFP sponsorship/donation from the government of the republic of Uganda - that passes through the Embassy of the Republic of Uganda in Washington DC, a copy of the UNAA Council-approved CDFP Accountability Report shall be sent to the Ambassador and the Embassy's Senior Accounting Officer.

At a minimum, a grant recipient CDFP Accountably Report must:

- Be signed by the Chief Executive Officer (President or Chairperson) of the organization/association that received the CDFP grant.
- Include a detailed report of how the money was utilized.
- Include an impact statement or statement of outcomes – on how the grant benefited that

organization/association, its members, and/or the local Ugandan diaspora community in that area.

## **Section VII: Evaluation**

The UNAA Executive Committee, through the Office of the UNAA Vice President, shall conduct annual surveys of the Ugandan diaspora communities in North America – requesting for community leaders’ input on the impact of CDFP in their areas, and what changes or improvements they would like to see UNAA institute.

The results of those surveys shall be debated by the relevant UNAA leadership organs and used to propose updates to these guidelines.