

## *Appendix C - Practical examples of funding and accountability requirements*

### *Example 1*

#### **A series of workshops held by an ICA Branch using materials developed by another ICA Branch**

PCOM funded a project to hold a series of workshops held by an ICA Branch using materials developed by another ICA Branch.

In this instance the project received all of its PCOM funding at the start of the project and the Project Leader submitted a final report at the end of the project outlining how the project was managed, whether it delivered the expected outcomes (including how the success of the project was assessed) and detailing how the funds were used.

The updated workshop materials were forwarded to PCOM so that they could be shared with other members in the same region, who are facing similar issues and challenges.

### *Example 2*

#### **Development of workshop materials and delivery of a series of virtual workshops**

PCOM funded a project to develop workshop materials and to conduct a series of virtual workshops.

The project received its PCOM funding in increments at the beginning of the planning phase, at the completion of the planning phase, and after the development of the workshop materials. Funding of each increment of the project was dependent upon the timely receipt of interim status reports that demonstrated the successful completion of the previous phase of the project.

The Project Leader submitted brief progress reports at the end of the planning phase and after the workshop materials had been developed. The reports showed that each stage had been completed as agreed – that timeframes had been generally met, that the project was working within budget, and that agreed deliverables were completed (a project plan and workshop materials).

After the virtual workshops had been delivered the Project Leader submitted a final report at the end of the project outlining how the project was managed, whether it delivered the expected outcomes (including how the success of the project was

assessed) and detailing how the funds were used.

At the conclusion of the project PCOM received the workshop materials so that they could be shared with other members.