

# CHARITY: WATER PARTNER GUIDANCE COVID-19 RESPONSE 2020

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charity: water strives to support our partners responding to COVID-19 or partners who are forced to suspend their planned charity: water program as a result of COVID-19 in one of two ways:

- **Option 1: COVID-19 Response** - for partners who activate a WASH-focused COVID-19 response program within the charity: water program. charity: water is allowing partners to repurpose up to 20% of their eligible grant for COVID-19 response work.
- **Option 2: Business Continuity Support** - for partners facing a circumstance where they have become inactive (not responding to COVID-19 and unable to proceed with any activity included in their approved charity: water program), these partners may continue to incur costs within their approved *program support* and *personnel* cost chapters up to a maximum of 10% of their approved grant budget total. (Prior to using this option, contact charity: water.)

*If changing between options is needed, partners should reach out to their charity: water contact. Please note that under Option 1, a maximum of 20% of the total grant budget may be used while under Option 2, a maximum of 10% of the total grant budget may be used. If a partner must use both options, the total used within both options may not exceed 20% of the total grant budget.*

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## OPTION 1: COVID-19 RESPONSE

### GUIDELINES FOR PROPOSED COVID-19 RESPONSE ACTIVITIES:

- All response activities should support WASH objectives and should be coordinated with national or local-level preparedness and response plans. Activities should also comply with known guidance from local health authorities.
- Response activities should be implemented in active program areas where the partner is already implementing WASH programming with charity: water funding. Additional program areas including historic program areas will be considered case by case based on the partner's current presence and level of experience carrying out the proposed activities.
- Partners may reallocate *up to 20%* of their approved grant budget to eligible COVID-19 response activities. This means that the partner will be responsible for identifying the reciprocal reduction (also referred to as "cost savings") in another area of their original approved grant budget. Additional funds will not be granted for COVID-19 response.



- Partners are responsible for notifying charity: water if the reallocation of funding from the original approved grant budget to COVID-19 response work will then result in a decrease in total outputs (water projects) planned for the grant. This will be communicated via the regular quarterly reporting and documented within the water point site list.
- Eligible “Water” grants include: 1H 2019, 2H 2019, 1H 2020 and 2H 2020 grants. Pipeline grants are not eligible.
- Note that this process is only used for COVID-19 response and not for requesting No-Cost Extensions, amendments, or variances in the existing budget lines within your regular planned grant activities. If your COVID-19 response activities fit within or expand the scope of an existing budget line, e.g. expanding an existing hygiene budget line item to include hygiene activities related to COVID-19, you should follow this process and track those COVID-19 expenses on a new budget line.
- Grants are eligible for COVID-19 fund reallocation at two stages within the grant lifecycle.
  - **Proposal**
    - Partners may include COVID-19 activity requests within funding proposals.
    - Reallocated funds that are approved during the proposal stage will count against the 20% COVID-19 funding allocation cap available per grant.
  - **Implementation**
    - Utilizing the aforementioned guidelines for eligibility, partners may choose to respond to shifting dynamics and identified need by re-allocating funds during implementation.
    - Partners should be mindful of the impact of the reallocation of funds on grant outputs, noting such impact within reallocation requests.

### **Eligible Program Activities:**

- **Emergency response in hygiene and sanitation:**
  - Handwashing stations in communities and at community institutions including health centers, community care centers, community water points, schools, and other key community institutions.
  - Distribution of hygiene and personal protective equipment (PPE) for program staff and WASH frontline workers.
  - Temporary emergency sanitation facilities and water delivery to vulnerable communities or institutions (only for partners with previous experience implementing similar work).
- **Community mobilization:**
  - Activities and materials related to the promotion of hygiene, handwashing education, training of WASH frontline workers, and community prevention messaging and education campaigns.
- **Maintaining access to safe water:**



- Repairs (both minor and major) and rehabilitations of non-functional water points (including for projects previously funded by charity: water), monitoring, and maintenance of existing services in order to attain full functionality.

*Any additional proposed activities will be considered case by case.*

### **Ineligible Program Activities:**

- **Non-WASH activities:**

- Construction of non-WASH infrastructure, such as isolation facilities or health facilities.
- Containment efforts such as surveillance work, patient testing, or contact tracing.
- Relief efforts such as food distribution or cash transfers.

- **Work outside of the active program location:**

- Response activities should be implemented in active program areas where the partner is already implementing WASH programming with charity: water funding. Additional program areas, including historic program areas, will be considered case by case based on the partner's current presence and level of experience carrying out the proposed activities.
- Work to support policy changes or assist the national government in developing their national preparedness and response plans.

- **Capital items, additional personnel, and new subgrantees:**

- Purchase of vehicles or other large-scale equipment.
- Salaries for international staff not included in the original approved grant budget are not eligible for charity: water funding even if they are working on WASH COVID-19 response.
- Granting of charity: water funding to new subgrantees.

### **Request, Approval and Reporting Process for COVID-19 Response Activities:**

#### **Proposal Phase Requests:**

- Provide costs within the budget file in the appropriate cost chapter organized by activity type. COVID-19 activities should mention COVID in the budget line.
- Provide details regarding each activity within the methodology, organized by activity type. Specify in the methodology tab to which category the activities implemented fall into: Emergency response in hygiene and sanitation, community mobilization, or maintaining access to safe water.
- Within the methodology, partners should also provide the expected total number of schools, health centers and communities that will be targeted by each activity.



- No addition to your narrative proposal is necessary at this stage, but you will be required to submit the “[Report Annex: COVID-19 Activities](#)” to report on activity progress with each quarterly progress report and at grant completion.

### Implementation Phase Requests:

- Being mindful of activity eligibility requirements, utilize charity: water’s standard budget revision policy, outlined below:
  - A partner should send their partner manager an email detailing the COVID-19 activity including the following detail:
    - Explanation and justification for activity including explicitly referencing the COVID-19 activity type: emergency response in hygiene or sanitation, community mobilization or, maintaining access to safe water.
    - The expected USD budget needed to complete the activity and supporting documentation for your charity: water contact to be able to review your request in a timely manner.
    - The expected total number of communities, health clinics and schools that will be beneficiaries of the COVID-19 activity.
    - The funding source that will be utilized to fund this activity which can include exchange rate gains, cost-savings or limited reduction to program outputs.
    - The charity: water partner manager will provide written approval before activities should begin.
    - To complete the reallocation, in the next quarterly report, partners must:
      - In the Detail-Proposal tab of the budget file, do not make any changes. This tab should remain consistent with the budget approved when the Grant Agreement was signed.
      - In the Detail-Expenditures tab of the budget file, add and highlight the new budget line(s) in the appropriate cost chapter.
      - In the Methodology tab of the budget file, add and highlight the budget line explanation and total budget amount. If the budget for the new line is coming from removing or reducing another budget line, it should also be noted on the Methodology tab.
      - In the Work Plan tab of the budget file, add any new COVID-19 response activities.
      - In the Water Points List tab of the budget file, reflect any change in the number, type, or location of projects. Projects you are no longer able to complete in this grant should be removed from the list. Any new water points funded through COVID-19 response activities should be included in the Water Points List and noted as “COVID-19 funded” in the Further Explanation column. Rehabbed charity: water sites should be included on a separate tab with the original Water Point ID.



- In the Narrative report, responses to questions on changes to outputs and activities should reflect all COVID-19 response changes.
- In addition, partners should utilize the “[Report Annex: COVID-19 Activities](#)” to report on activity progress with each quarterly progress report and at grant completion.

### **Budget Revisions for Approved COVID-19 Activities**

- For approved COVID-19 activities, charity: water’s standard budget revision guidance applies.
    - Changes in approved COVID-19 budget activity lines do not require a formal budget revision if all cost chapters will remain within an overage of 20% (and above \$5,000).
    - If activity changes result in any cost chapters exceeding an overage of 20% (and above \$5,000), a formal budget revision process must be followed utilizing charity: water’s standard cost amendment process.
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### **OPTION 2: BUSINESS CONTINUITY SUPPORT**

- If your organization becomes inactive please contact charity: water to discuss how to proceed.