

## CHARITY: WATER PARTNER GUIDANCE COVID-19 RESPONSE 2020

UPDATED: June 24, 2020

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.*

---

### 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 money 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 and 1H 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.

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

#### **Step 1 – Submit Activity Request**

- To request funding for an eligible COVID-19 response activity, submit a request via this simple Google Form [here](#).\*
- Please submit one form for each activity request. Each request will become a new budget line within the grant (steps below explain how this will work). Additional requests may be submitted at any time during the grant period for the eligible grant.
- Please contact your charity: water representative by any means necessary if you do not have internet access for submitting this short Google Form. We will work directly with you to complete this step.
- Important note: Once a COVID-19 Response activity and budget is approved, if you anticipate the expenditure for this budget line will exceed the approved budget amount by more than 10%, email your charity: water representative for approval of the increase.

#### **Step 2 – Stand by for charity: water Activity Approval:**

- charity: water will respond by email within 1-3 business days with a decision.

#### **Step 3 – Start the Approved Activity Immediately:**

- With the email approval, you may proceed with the activity using the approved budget immediately.

### **Updating the Grant Budget and Reporting:**



### **Partner Updates to Grant Budget in your next Progress Report:**

Approved activities should be added to your next quarterly report. Please follow the guidance below for each tab of the budget worksheet.

- **DETAIL- Proposal tab**

- No changes should be made to the “*Detail-Proposal*” tab. As a reminder, this tab is the original budget from the start of your grant.

- **DETAIL- Expenditures tab**

- For each new approved COVID-19 response activity, the partner should add a new budget line in the appropriate cost chapter (e.g. Water Supply, Sanitation, etc.). Each new budget line should also be highlighted in yellow. Please include the word “COVID-19” within the budget line description.
- For original budget lines that have been reduced from the approved program, these should remain in the ‘Detail-Expenditures’ tab and be put at \$0.

- **METHODOLOGY**

- The new budget line for approved COVID-19 response activities should also be added to the Methodology tab with an explanation of the activity and the total budget amount for the activity.
- If the funding for the new budget line is coming from removing or reducing another budget line (rather than general cost savings), it should be noted on the methodology tab in the removed/reduced budget line description.
- The changed lines (both new and removed/reduced) should be highlighted in yellow.

- **WORK PLAN**

- If there is any impact to the work plan, it should be updated within the “*Work Plan*” tab with any new tasks.

- **WATER POINTS LIST**

- Any change in the number, type, or location of projects should be reflected in the Water Points List. Projects you no longer are able to complete in this grant should be removed from the list and a note on this change should be included in the narrative.
- Any new water points funded through COVID-19 response activities should be included in the water points list. This should follow standard Water Points List guidance and be noted as “COVID-19 funded” in the “Notes” column. Rehabbed charity: water sites should be included on a separate tab with the original Water Point ID.

### **Partner Updates to Narrative Reporting in your next Progress Report:**

For COVID-19 response activities, please complete the “*Report Annex: COVID-19 Activities*” for each quarterly report submission in which c:w funded COVID-19 activities were implemented and as a part of



completion report submission. charity: water will use this information to report to our own supporters and monitor how funding has been used for COVID-19 response work.

- [Link to annex for report.](#)

Reminder: Once a COVID-19 Response activity and budget is approved, if you anticipate the expenditure for this budget line will exceed the approved budget amount by more than 10%, email your charity: water representative for approval of the increase.

---

## **OPTION 2: BUSINESS CONTINUITY SUPPORT**

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