



Going to School Grant Implementation Policy

Strategic | Ethical | Inclusive | Results-Oriented

1. Introduction

This policy governs the **implementation of projects funded through external grants** at Going to School (GTS). It ensures that all grants are implemented with **fiscal integrity, programmatic excellence, legal compliance, inclusion, and alignment with child rights and climate responsibility principles.**

2. Purpose

- Guide program teams in translating grant commitments into action
- Ensure timely delivery of project outputs and outcomes
- Align operations with **donor agreements, Indian law,** and GTS values
- Define roles, responsibilities, reporting, and review cycles
- Promote transparency, inclusion, learning, and accountability

3. Scope

This policy applies to:

- All **donor-funded** or **grant-based** projects implemented by GTS
- All departments involved in planning, delivery, documentation, finance, and reporting
- All external stakeholders involved in project execution (vendors, partners, freelancers)
- All grant sizes, including CSR, institutional, and multilateral donors



4. Key Implementation Principles

Principle	How It's Applied
Rights-Based	All projects prioritize the rights, dignity, and safety of children and communities
DEI and Gender Inclusion	Activities are inclusive and address caste, gender, class, disability, and identity inequities
Outcome-Oriented	Focus on achieving measurable impact through planned deliverables
Transparency	All deliverables, timelines, and changes are documented and communicated
Safeguarding First	Staff and partners follow Child Protection, POSH, and Data Privacy policies
Learning & Adaptation	Regular reflection, field learning, and beneficiary feedback guide program evolution

5. Pre-Implementation: Grant Onboarding

5.1 Project Mobilization

- Program lead assigned; internal kick-off held within 7 days of grant confirmation
- Teams receive grant documents (proposal, budget, logframe, contract, donor reporting schedule)

5.2 Orientation

- All project staff and collaborators undergo:
 - Grant orientation
 - Safeguarding refresher
 - DEI and sustainability briefing
 - M&E framework overview

5.3 Work Plan Development

- Quarterly implementation plan developed with:
 - Activities, timelines, responsible team members
 - Procurement and travel needs
 - Key performance indicators (KPIs)



- Approved by the Program Director and shared with Finance and M&E

6. Implementation: Project Delivery

6.1 Activity Execution

- Activities must follow the approved work plan and donor budget
- All events, fieldwork, or production must:
 - Be documented with attendance, media, and reflection notes
 - Follow GTS Safeguarding and Child Participation Protocols
 - Seek consent and ethical clearance for use of data or stories

6.2 Budget Adherence

- All expenses follow the **Grant Expenditure SOP**
- Expenditure tracked monthly and reviewed jointly by Finance and Programs

6.3 Partner & Vendor Management

- All partners/vendors sign:
 - GTS Grant Compliance Agreement
 - Safeguarding, Ethics, and Green Procurement declarations
- Contracts are activity-bound, time-bound, and milestone-driven

7. Monitoring, Evaluation & Learning (MEL)

- Projects are monitored monthly using the grant's logical framework or Theory of Change
- MEL includes:
 - Field observation and validation
 - Beneficiary feedback
 - Pre-post assessment (if applicable)
 - Case studies and outcome documentation
- MEL findings are shared internally every quarter, and externally per donor timelines



8. Reporting & Communication

Report Type	Frequency	Responsibility
Internal review memo	Monthly	Program Manager
Donor progress update	Quarterly/Bi-annually	Program + M&E + Finance
Final narrative report	At grant closure	Program + Communications
Final financial report	At grant closure	Finance + Program Lead

All reports are submitted with clear outputs, KPIs, photos (with consent), financial breakdowns, and notes on learning and challenges.

9. Risk Management

Risks such as delays, non-performance, staff turnover, or budget underutilization must be:

- Flagged early by Program Leads
- Documented in Risk Logs
- Escalated to SMT for decision-making
- Shared with donor if impact is material

GTS takes a **no-surprise approach** with donors.

10. Variations & Amendments

- Any proposed change in:
 - Budget reallocation above 10% between budget lines
 - Extension of timeline
 - Key deliverable modification

...must be requested in writing to the donor, along with justification, revised work plan, and internal approval from the Director.

11. Grant Close-Out

(See also: Going to School Grant Closure SOP)



At the end of the grant period:

- All deliverables submitted and approved
- Final disbursements made and reconciled
- Fixed assets assigned, transferred, or disposed per donor guidance
- Final evaluation and impact summary compiled
- Closure meeting held with team and donor

Records retained for **at least 8 years** for audit and impact learning.

12. Review and Policy Governance

- This policy is reviewed **every two years** by the Grants & Programs team and SMT
- Updates are made to reflect changes in donor expectations, law, or organizational learning
- Reviewed grants are included in organizational learning reports and reviewed with the Board