



Time of Fast Policies & Guidelines



2019 Edition

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INTRODUCTION

Since its inception in 1972 to date, the Time of Fast (TOF) programme has raised about USD 7 million for development projects and disaster relief.

Projects originate from local YMCAs and chartered Y's Men International (YMI) clubs, which know the needs of the local community and can put the funds to the wisest use. TOF activities are self-help/self-sustaining in nature. They improve people's quality of life today, while also have a long-lasting impact. Where feasible, it is hoped that YMCA and YMI will work as partners, developing a sustainable cooperation beyond project parameters.

When a disaster strikes, the **International President's Discretionary Fund (IP Fund)** can be used to ensure that relief money goes quickly where it is most crucial.

I: Purpose & Objectives

Time of Fast is an annual fundraising programme of Y's Men International (YMI). Contributions are used to fund sustainable, YMCA and YMI initiatives with local and global impact. Since 2016, projects must align with the United Nations' agenda and address at least one of the Sustainable Development Goals.

II: Method

Historically, our members agree to give up at least one meal, usually during the month of February, and donate the estimated cost(s) to the programme. General cash contributions are welcome at any time. Most contributions, however, are received with other programme donations in the month of May.

III: International President (IP) Discretionary Fund

The IP Discretionary Fund provides relief money to the current International President to use for unexpected humanitarian crises, such as those resulting from natural disasters. Every year CHF 5 000 is set aside in the TOF budget for this purpose.

- The IP chooses the emergency action(s) to support and the amount to donate within the CHF 5 000 annual budget.
- One or multiple aid campaigns are acceptable.
- All IP Discretionary Fund allocations must be pre-approved by the IPE or IPIP.
- The International Council must be informed of any payments from the IP Discretionary Fund within 30 days and, at the same time, receive an explanation for the decision.
- Additional funds, up to CHF 10 000 annually, may be attributed to disaster relief from “non-committed” funds in the TOF Reserve. Approval and distribution of this exceptional support shall follow the same procedure as IP Discretionary Fund allocations.

IV: Organisation

TOF Leadership

- The IP appoints a TOF Committee and an International Service Director (ISD TOF).
- The International Council must confirm the appointments.

Membership of TOF Committee

In appointing the TOF Committee for his/her term as IP, the IPE should bear in mind the following:

Guidelines

- *The Chair should normally be appointed for a period of three (3) years.*
- *The ISD TOF, the Y's Men's Liaison to the World YMCA (YL), a Youth Representative and one YMI member from each Area should comprise the team.*
- *The TOF Committee shall not have more than two members from the same Area at any time.*

Commission for the ISD TOF Promotion

- The ISD TOF Promotion is responsible for promoting the programme, for stimulating donations to meet the annual contribution goals and for educating and informing clubs, as well as the general public.
- Up to 1% of collected contributions may be allocated to TOF promotion.

Commission for the TOF Committee

- The TOF Committee receives applications, assesses them and prepares a list of projects recommended for funding for the International Council to vote on.
- The TOF Committee also recommends that the International Council vote to terminate any previously approved projects failing to meet the TOF requirements (reporting, use of funds etc.) unless an acceptable explanation for the failure is provided by the project coordinator.
- The TOF Committee records the successfully completed projects and asks the International Council to officially recognise them as such by vote each year at ICM.
- The TOF Committee may also recommend certain projects for suspension, when launch or progress has been delayed due to external, unexpected factors (such as political tensions within the project country) provided these are expected to resolve within the next year.

Guidelines

- *It is suggested that the TOF Committee's list of recommended projects be accompanied by a one-page summary of all received applications (as well as the rationale of the Committee for recommending or not) and distributed within the Work Book circulated the month before the International Council Meeting.*
- *Projects with a clearly unstable future should be recommended for termination.*

V: Finances

- The TOF fiscal year is the same as the YMI fiscal year (1 July - 30 June).
- Attendance of ICM (or other meetings as approved by the IP) by the TOF Committee Chair is covered by the TOF Fund.
- Expenses for TOF administration are paid from the Operating Account.
- Unspent balances from projects shall remain in the TOF account or if held by project carriers, refunded for credit there. This money shall be made available to support new TOF projects primarily. However, funds not earmarked for specific projects can also be appropriated by the IP Discretionary Fund for its purposes. The total sum available for the IP Discretionary Fund should not exceed CHF 15 000 (CHF 5 000 allocated in the budget and up to CHF 10 000 from TOF Reserve) annually. Requests for more than this amount shall require special approval by the International Council.
- Any surplus in the TOF Fund shall be used at the discretion of ICM.

Guidelines

- *In normal circumstances, payments to projects should follow this process:*
 - *30% of approved funding released upon request from the project carrier and provision of the requested bank details;*
 - *30% released after the submission of a satisfactory progress report, including full financials, as well as photo or video documentation of project activities/beneficiaries;*
 - *30% released after the submission of a subsequent satisfactory progress report, including full financials, as well as photo or video documentation of project activities/beneficiaries;*
 - *Final 10% released after conclusive final report.*
- *Other amounts and payment arrangements may be made with the approval of the ISG and TOF Chair.*
- *It is recommended, where possible, that money for YMCA projects, be channelled through the National YMCAs and coordinated with the World Alliance.*

VI: Project Eligibility

- Project applications are accepted from clubs within our organisation considered by our international office to be in good standing, from YMCAs, or globally recognised YMCA affiliates.

- Only one project application per club, YMCA or YMCA affiliate will be considered for funding each year.
- Applications from YMCAs must be endorsed by a YMI club, District, Region or Area in which the project is located.
- TOF projects must satisfy the following criteria:
 - Deal directly with needy people and/or those who provide for them
 - Be of the self-help variety
 - Have secured all other funds needed for successful project implementation
 - Must relate to at least one of the United Nations Sustainable Development Goals (SDGs)
- Funds may not be used to purchase land or buildings.
- There are two funding categories:
 - **Maximum CHF 15 000** - For local projects run by a YMCA or a YMI club addressing a specific and urgent need of disadvantaged people within the community
 - **Maximum CHF 30 000** - For self-sustainable, ongoing YMCA/YMI joint programmes of equal partnership with multiple community engagement/scope and with applicants matching the amount being requested from Time of Fast
- Ongoing projects may request additional money by applying again.

Guidelines

- *Cooperation between local YMCAs and YMI is to be encouraged on all projects, regardless of the coordinator.*
- *Memorandums of Understanding (MOUs) or similar arrangements are to be encouraged between project partners and associates with all parties demonstrating mutual understanding and in agreement on the scope of their related engagement.*
- *Not more than 20% of a project budget should be earmarked for administration or salaries.*
- *It is recommended that YMI's funding and participation can be accomplished within two years. Projects of longer duration should submit new applications.*
- *Applicants are to be discouraged from submitting multiple projects for consideration.*

VII: Selection of Projects

- All project proposals are to be submitted in English using the online application form: TOF Application Form.
- Applications are received directly from the applicant and transmitted automatically to the TOF Committee members and to IHQ.
- IHQ advises Area and Regional Troikas of the applications from their jurisdiction.
- A project proposal which has not been approved for funding will not be considered again unless revisions to the original submission are made.
- Calendar:
 - 15 September: Opening of online application form
 - 15 March: Application deadline and application form deactivated
 - 20 March: Areas and Regions advised of applications
 - 31 March: Deadline for feedback from Area and Regional leaders
 - 15 April: Initial control and assessment of applications by the TOF Committee completed
 - 15 May: Deadline for the TOF Committee members to send their evaluations to TOF Committee Chair
 - 15 June: Recommendations from TOF Committee Chair received at IHQ to be included in the Work Book for the International Council Meeting
 - 30 August: Applicants informed of Council's decision by this date

VIII: Reporting

- Reports are to be submitted within six months of each instalment **and include at least one photo, video or other form of visual documentation. These will be used for promotion on our international website and through our social media accounts.**
- The online reporting tool is to be used to report after instalments 1, 2, and 3 and must include relevant financial details (i.e. list of expenditures) and at least one recent project photo or video.
- The final report format is at the discretion of the project carrier.
- Once completed, public acknowledgement of the role of YMI in the project is demanded.

IX: Corrective Action

- The International Office, with the cooperation of the TOF Chair, is expected to make every reasonable effort to contact and investigate projects which fail to communicate or progress as expected.
- A minimum of three reminders must be sent to the project carrier, copied to the supporting YMCA or YMI club, as well as to the relevant Regional and Area Troikas before a project shall be considered for termination.

X: Termination

- If more than 18 months has lapsed between the last payment and communication with the project carrier, a final reminder will be sent and without adequate reply, the project will be recommended for termination.

XI: IHQ Responsibilities

- Provide information on TOF priorities to the World YMCA and YMCA Area Organisations, as well as to the YMI Leadership.
- Help monitor the implementation and progress of the approved projects, including ensuring that relevant Area and Regional Troikas receive report copies and are advised of installation payments.
- Provide information for the TOF Committee Chair for determination of completed and failing projects to ensure appropriate recommendations are made to Council.
- Provide the TOF Committee Chair a budget for new projects based on the TOF account status, considering all prior financial commitments, contribution projections, etc.
- Ensure that material suitable for promotion is received and sent to the appropriate parties, such as ISD TOF.
- Evaluate the success of the various projects and share project information via our official social media feeds, etc.

XII: Policy Amendments

- Any section of this policy may be altered or deleted, or additional sections made effective, by a majority vote of the International Council.

