

Solvoz Foundation

grant funding policy

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Applies to: Stichting Solvoz Foundation

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Chamber of Commerce number: 75501325

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1. Purpose

This grant funding policy sets out how Stichting Solvoz Foundation receives, manages and uses grants, donations and donor-funded contributions.

The Foundation uses funding to support its statutory objective and public-benefit mission: strengthening responsible, effective, efficient and inclusive procurement in the NGO, humanitarian, development and wider non-profit sector. This policy is intended to be practical, transparent and suitable for publication. It helps ensure that funds are used responsibly, in line with donor conditions, ANBI requirements, the Foundation's policy plan and the Foundation's governance framework.

2. Scope

This policy applies to:

- grants;
- donations;
- donor-funded programmes;
- foundation funding;
- public-sector programme funding;
- philanthropic contributions;
- restricted and unrestricted funds;
- funds where the Foundation acts as programme lead, contract holder, implementing partner or intermediary.

Where a funder, donor or grant agreement sets stricter requirements, those requirements apply.

3. Funding principles

The Foundation accepts and uses funding only where this supports its statutory objective, non-profit purpose and public-benefit mission. Funding should contribute to one or more of the following aims:

- improving procurement knowledge and practice in the non-profit sector;

- enabling NGOs and non-profit actors to access professional procurement platforms;
- strengthening transparency, effectiveness and efficiency in the use of funds;
- improving fair market access for local and regional suppliers, SMEs and manufacturers;
- supporting localisation, sustainability and responsible procurement;
- enabling grant-funded or donor-funded deployments for public-benefit purposes.

The Foundation does not use grant funding for commercial deployments or activities that primarily serve commercial profit-making purposes.

4. Eligible use of funds

Grant and donor funding may be used for activities and costs that are necessary to deliver the Foundation's mission and the funded programme. Eligible uses may include:

- open-access procurement knowledge development;
- Foundation-supported deployments;
- discounted NGO and non-profit access;
- supplier, SME and manufacturer onboarding;
- local and regional market assessments;
- NGO and donor onboarding;
- programme staffing and coordination;
- helpdesk and operational support;
- training and capacity building;
- translation and localisation;
- monitoring, evaluation and learning;
- programme-related communications and outreach;
- travel and accommodation linked to programme delivery;
- legal, audit, accounting and compliance costs;
- reporting and donor accountability;
- technology licence, hosting, maintenance, bug support and technical support costs where required for the programme.

All costs must be reasonable, documented and linked to the Foundation's mission or the relevant funded programme.

5. Technology costs and Solvoz BV

Foundation-supported deployments may require digital platform access, hosting, maintenance, support, security, configuration or development. Grant funding may cover technology costs provided by Solvoz BV where these costs are:

- necessary for the funded programme or deployment;
- transparently budgeted;
- documented;
- eligible under the grant or donor conditions;
- approved in line with the Foundation's governance procedures and related-party transaction policy.

Technology costs may include a discounted technology licence fee, deployment access, hosting, maintenance, bug support, standard technical support, additional configuration or development where needed for the funded programme. The Foundation ensures that any agreement with Solvoz BV is formal, documented and aligned with the Foundation's public-benefit mission. Decisions involving Solvoz BV technology costs are handled in line with the Foundation's related-party transaction policy, including the distinction between standing disclosed interests and decision-specific conflicts.

6. Staffing and programme capacity

Grant and donor funding may be used to fund staff, contractors, programme leads, coordinators, consultants and experts where their work contributes to the funded programme or the Foundation's mission. This may include:

- programme management;
- supplier onboarding;
- NGO support;
- donor coordination;
- reporting;
- translation and localisation;
- training;
- technical assistance;
- operational support.

Programme management and administrative costs may be included where they are reasonable, budgeted and necessary for responsible delivery.

7. Restricted and unrestricted funds

Restricted funds must be used in accordance with the relevant grant agreement, donor conditions or funding purpose. Unrestricted donations or contributions may be used for the Foundation's statutory objective and public-benefit mission, including general operations, continuity, reserves, programme development and enabling activities.

The Foundation may maintain reasonable reserves to support continuity, meet obligations and safeguard ongoing public-benefit activities. Any surplus must be used for the Foundation's statutory objective and mission.

8. Donor-funded access and deployments

Donors, foundations, public institutions, funds or grant programmes may finance access for:

- individual NGOs or non-profit organisations;
- groups of eligible organisations;
- regional or thematic deployments;
- Foundation-supported platforms;
- supplier onboarding and market access activities;
- open-access knowledge development;
- training, support and localisation activities.

In Foundation-supported deployments, supplier, SME and manufacturer registration remains free. Donor funding may support supplier outreach, onboarding, verification support, training or capacity building, but registration fees should not be charged to suppliers in such deployments.

9. Public-benefit safeguard

Grant funding must be used for the Foundation's public-benefit mission and must not create unjustified private benefit for any board member, staff member, supplier, donor, Solvoz BV or any other party. Payments to Solvoz BV or other service providers are allowed where they are necessary, documented, mission-aligned and approved under the relevant Foundation policies.

The Foundation does not allow:

- undocumented payments;
- personal payments to board members, other than approved reimbursement of reasonable expenses;
- use of grants for commercial deployments;
- payments outside the approved grant budget, unless allowed by the funder and approved internally;
- guarantees, loans or benefits for private or commercial purposes that are not aligned with the Foundation's mission.

10. Grant approval and acceptance

Grant applications may be prepared by the chair, operational lead, programme lead or another authorised person. The board approves grant applications and grant acceptance where the grant creates material obligations, co-funding requirements, liability, data commitments, long-term commitments, related-party transactions or other significant risks. Approval thresholds may be set in a separate approval and signing authority matrix. Before accepting a grant, the Foundation should consider:

- whether the grant supports the statutory objective and mission;
- whether the activities are feasible;
- whether reporting and compliance requirements can be met;
- whether costs are sufficiently covered;
- whether related-party costs are properly documented;
- whether any restrictions are acceptable.

11. Budgeting and reporting

Each restricted grant should have a clear project budget. Where relevant, the budget should distinguish between:

- technology costs;
- staffing and programme management;
- supplier onboarding;
- NGO onboarding;
- travel;
- training;
- reporting;

- open-access knowledge outputs;
- administrative and compliance costs.

Each grant-funded programme should have a responsible programme lead, even if this role is initially fulfilled by the chair or another board-authorized person.

Grant reporting should be prepared in line with donor requirements and reviewed internally before submission. Material grant reports should be shared with the board.

12. Reallocation and underspend

Reallocation within a restricted grant budget is only allowed where permitted by the grant agreement or approved by the funder. Underspend must be handled according to the grant conditions. It may be returned, reallocated or retained only where this is allowed by the funder or where the funds are unrestricted.

13. Sub-grants and partner funding

The Foundation may provide sub-grants, partner funding or programme contributions where this supports the funded programme and the Foundation's mission. Such arrangements require a written agreement and proportionate due diligence. The agreement should define the purpose, budget, reporting requirements, eligible costs and responsibilities of the receiving party. Sub-grants and partner funding should be approved by the board or under a specific programme mandate approved by the board.

14. Open-access outputs

Knowledge outputs funded or maintained by the Foundation should be made open access wherever possible. This may include specifications, templates, guidance, learning outputs, category knowledge, supplier information frameworks and other non-confidential resources.

Exceptions may apply where information is confidential, security-sensitive, supplier-sensitive, personal-data related, commercially sensitive, restricted by donors or unsuitable for public release. Open-access outputs should be managed in line with the Foundation's IP and open-access knowledge policy.

15. Records and administration

The Foundation keeps appropriate records for grants and donor-funded programmes. Records may include:

- grant agreements;
- approved budgets;
- donor correspondence;
- invoices and payment records;
- procurement and service agreements;
- reporting documents;
- board approvals;
- related-party transaction records;
- evidence of programme activities and outputs.

Records should be retained in accordance with legal, accounting, donor and organisational requirements.

16. Public transparency

The Foundation may publish information about grant-funded activities in its annual reporting, website updates, policy plan or public-benefit information. Public reporting should explain the purpose and impact of funding while respecting confidentiality, data protection, security, donor restrictions and contractual obligations.

17. Review

This policy should be reviewed at least once every two years, or earlier if there are material changes in the Foundation's activities, funding model, donor requirements, legal obligations or governance framework. Amendments require board approval.