

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 2026–2030 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;

- strengthening shared procurement infrastructure, tools and capacity where these contribute to public-benefit objectives;
- 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;
- supporting market assessments, supplier inclusion and sourcing initiatives;
- strengthening organisational and sector capacity;
- enabling grant-funded or donor-funded programmes for public-benefit purposes;
- supporting collaboration between relevant non-profit, public, academic, technical and specialist partners.

The Foundation determines programmes and activities on the basis of its statutory objective and the intended public benefit. The Foundation does not use grant funding for activities whose primary purpose is commercial profit-making or the promotion of the commercial activities of a particular external provider.

4. Eligible use of funds

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

- open-access procurement knowledge development;
- Foundation-supported programmes and deployments;
- shared procurement infrastructure and appropriate tools;
- supplier, SME and manufacturer outreach and onboarding;
- local and regional market assessments;
- supplier mapping and market intelligence;
- NGO and donor onboarding;
- programme staffing and coordination;
- sourcing and procurement support;
- helpdesk and operational support;
- training and capacity building;
- translation and localisation;
- research and knowledge development;
- 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, software, hosting, maintenance, security and technical support where required for a programme;
- specialist professional or operational services;
- other reasonable costs necessary to achieve the funded public-benefit objective.

All costs must be reasonable, documented and linked to the Foundation's mission or the relevant funded programme. The inclusion of a category of expenditure in an approved programme budget does not determine which external provider must supply the relevant goods or services.

5. Technology and external service costs

Foundation-supported programmes may require digital tools, software, hosting, maintenance, support, security, configuration, development, research, specialist expertise or other external services. Grant and donor funding may cover such costs where they are:

- necessary or appropriate for the funded programme;
- directly connected to the Foundation's statutory objective;
- transparently budgeted;
- reasonable and proportionate;
- documented;
- eligible under the relevant grant or donor conditions;
- procured or selected in accordance with the Foundation's governance procedures.

No commercial technology provider, service provider or other external party has an automatic, exclusive, preferred or default right to provide services to grant-funded Foundation programmes. Providers are selected according to the requirements of the relevant programme. Selection may consider suitability, expertise, quality, security, continuity, implementation requirements, value for money, timing, compatibility, donor requirements and contribution to the public-benefit objective.

Where a proposed provider is a related party, the transaction is additionally subject to the Foundation's Conflict of Interest Policy and Related-Party Transaction Policy. Such related-party expenditure must be independently assessed and approved by non-conflicted decision-makers in accordance with those policies. Grant or donor funding must not be structured or used for the purpose of creating or subsidising commercial sales for a related party.

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;
- sourcing and procurement support;
- reporting;
- translation and localisation;
- training;
- technical assistance;
- research;
- market assessments;

- 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 public-benefit mission.

8. Donor-funded programmes

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

- individual or collaborative public-benefit programmes;
- activities supporting individual NGOs or groups of non-profit organisations;
- regional or thematic programmes;
- shared procurement and sourcing initiatives;
- shared infrastructure and appropriate programme tools;
- supplier onboarding and market access activities;
- market assessments and supplier mapping;
- open-access knowledge development;
- training and capacity strengthening;
- localisation initiatives;
- research, monitoring and learning;
- sector collaboration.

The form of programme delivery is determined by the objectives and needs of the funded programme and is not tied to a particular technology, platform, service provider or commercial entity.

Where the Foundation operates supplier registration as part of a Foundation-supported programme, its standard principle is that registration should remain free for suppliers, SMEs and manufacturers. Donor funding may support supplier outreach, onboarding, verification support, training or capacity building where these activities advance the public-benefit objectives of the programme.

9. Public-benefit safeguard

Grant and donor funding must be used to advance the Foundation's statutory objective and public-benefit mission.

Funding must not be used in a manner that creates unjustified private benefit for a board member, staff member, supplier, service provider, related party, donor or any other person or organisation. Payments to external service providers, including related parties, may be made where the relevant goods or services are genuinely required for the Foundation's activities and where the expenditure is reasonable, documented and properly approved.

Any economic benefit received by a commercial or related party must be incidental to the Foundation obtaining goods or services required to achieve its public-benefit objectives and must not itself be the purpose of the funded activity. The Foundation does not allow:

- undocumented payments;
- personal payments to board members other than approved reimbursement of reasonable expenses or separately approved operational work permitted under Foundation policy;
- use of grants for activities whose primary purpose is commercial profit-making;
- use of Foundation or donor funding for the purpose of promoting, subsidising or generating commercial sales for a related party;
- payments outside an approved grant budget unless allowed by the funder and properly approved internally;
- excessive or unjustified payments to related parties or other service providers;
- 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 public-benefit mission;
- whether the proposed activities are feasible;
- whether the programme design is appropriate to the intended public benefit;
- whether reporting and compliance requirements can be met;
- whether costs are sufficiently covered;
- whether procurement and external service requirements can be managed appropriately;
- whether any related-party costs or relationships are properly identified and governed;
- whether any restrictions are acceptable.

Grant acceptance does not create an obligation to use a particular commercial provider unless this is objectively required by the funded programme and has been independently assessed and approved in accordance with the Foundation's governance procedures.

11. Budgeting and reporting

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

- programme staffing and programme management;
- supplier engagement and onboarding;
- NGO onboarding and support;
- market assessments and supplier mapping;
- technology, tools and external services;
- travel;
- training and capacity building;
- research and knowledge development;
- monitoring and evaluation;
- reporting;
- open-access knowledge outputs;
- administrative and compliance costs.

Technology and other external service costs should be budgeted according to programme need rather than by reference to a predetermined provider. Where a related party is expected to receive material payments from a funded programme, this should be identified and governed in accordance with the Foundation's Related-Party Transaction Policy.

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

Partners and recipients should be selected on the basis of the requirements and public-benefit objectives of the programme. Where a proposed recipient or partner is a related party, the Foundation's Conflict of Interest Policy and Related-Party Transaction Policy apply. 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;
- provider or partner selection documentation where relevant;
- reporting documents;
- board approvals;
- conflict-of-interest records;
- 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 other public-benefit information. Public reporting should explain the purpose, activities and impact of funding while respecting confidentiality, data protection, security, donor restrictions and contractual obligations.

Where material related-party transactions are relevant to understanding the use of Foundation funds, the Foundation may disclose the nature of those relationships in accordance with its transparency and related-party policies.

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.