

EWB Hampton Roads Professionals Chapter  
(EWB HRP)

**Funding Policy**

Revised: February 14, 2010

EWB-USA is a non-profit organization with 501(c)(3) status.

**Purpose:** This document summarizes EWB-USA *Chapter Finance Policies, 2009* and lists further restrictions developed by the EWB HRP Chapter to ensure that funds are spent appropriately and that organization's non-profit 501(c)(3) status is maintained.

**Statement:** It is our intention as the EWB Hampton Roads Professionals Chapter to use donations to most directly meet the goals of the project. Donors may stipulate their donations to be used as "restricted" or "unrestricted" at the time of donation.

**Excerpt from *ENGINEERS WITHOUT BORDERS – USA, CHAPTER FINANCE POLICIES, 2009:***

*If a donor gives money to EWB-USA without any restrictions, it is an unrestricted donation and can be used for anything EWB-USA National deems necessary. EWB-USA National may use it for administrative purposes, for Chapters, education, promotional items, projects or other purposes.*

*If a donor gives money to EWB-USA with restrictions, it must be accounted for differently. Restricted donations **must** be used **only** for the designated purpose. Examples of Restricted donations are donations for specific Chapters, Projects, the EWB-USA international conference, or scholarships.*

*The law is clear that EWB-USA National and all Chapters must adhere to any conditions placed on a donation by the donor. In order to comply with this law to the fullest extent possible EWB-USA has adopted the following policy with regard to restricted funds across the organization.*

- *If a donation is made to a Project, it can only be used for that Project and not on other Project Expenses or Chapter Expenses (except for Administrative Fees which may be deducted). If the Project has multiple phases, then money may be passed from one phase to the next. At the end of a Project's life, any excess funds will be transferred to another Project managed by the same Chapter.*
- *If a donation is made for a Chapter's Projects generally, then the Chapter may use the funds for any Project Expenses from year to year as the Chapter deems necessary. However, the money may not be used for Chapter Expenses (except for Administrative Fees which may be deducted). If a Chapter becomes inactive any unused funds will be transferred to an EWB-USA National Projects fund to be allocated to Projects during the next grant cycle.*
- *If a donation is made to a Chapter, it is restricted to use by the Chapter as the Chapter determines, for either Chapter or Project Expenses, and can not be used by EWB-USA National (except for Administrative Fees which may be deducted). If that Chapter becomes inactive any unused funds will be transferred to an EWB-USA National Projects fund to be allocated to Projects during the next grant cycle.*

*Chapters should make donors aware of these policies by including similar language in all fundraising and other relevant documentation pertaining to donations.*

*In order to comply with these policies a Chapter may not transfer funds from a Project Account to a Chapter Account. Funds in a Project Account can only be spent on Project Expenses and any excess funds would ultimately be transferred to an EWB-USA National Projects fund. It is generally therefore not in the best interests of a Chapter to reallocate funds from their Chapter Account to their Project Account.*

All funds donated to the EWB HRP Chapter are handled through EWB USA. As such a 5% administrative fee is retained by EWB USA for administrative purposes (accounting, management, insurances, etc.)

**Items eligible for funding by EWB HRP:**

1. 100 % of Construction Costs:
  - a. Materials and local labor for repair, testing, and construction of projects.
  - b. Educational materials and training to assist the community in achieving and maintaining the project goal (i.e. pump maintenance training handbooks, sanitation training, etc.)
  - c. Medical supplies for villagers during construction or training.
  
2. 50% of Personal Expenses incurred in travel for the project:
  - a. To include up to 50% of airfare and lodging.
  - b. Items excluded from funding but not limited to; medical immunizations, food, travel insurance, meals, pre-travel consultations.
  
3. Conference Registration:
  - a. Registration fees for EWB USA conferences are eligible for funding, not to include travel, lodging, or meals costs. Registration fees will only be reimbursed at the “early bird” registration amount.

**Donations for Specific Member’s Use**

Funds may be donated to a member’s travel cost through EWB HR for tax purposes. These funds must be earmarked at the time of the donation by the donor as to their intended use. In this way a member may be able to be reimbursed for more than the 50% of their personal expenses incurred in travel.

If a donation is not earmarked at the time of donation it will be assumed to be an EWB HRP Chapter “unrestricted” donation and subject to the above listed restrictions.