

IWCT SOCIAL GOOD POLICY AND PROCEDURE

Vision

The IWCT sees itself as a community of international English-speaking women who support and empower women and children to transform their own lives.

Mission

The IWCT strives to impact the community by contributing towards the sustainable advancement of women on a personal and professional level. This will be done by raising funds, volunteering, mentoring and by working side by side with organizations who aim to improve the lives of women and children locally and globally.

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1 PURPOSE

This policy establishes a framework for the Social Good (SG) work of the International Women's Club of Turin (IWCT). The aim of our SG work is to support and empower women and children to transform their own lives. This policy intends to help guide decisions about SG organisations / projects / programmes that the IWCT wants to support. It also intends to help manage IWCT's relationships with recipients of our support once a decision has been made.

2 SCOPE

The IWCT is a community of international women who strive to contribute towards the advancement of women and children in our local community as well as globally. Specifically, the aim is to support grassroots organisations / projects / programmes.

3 POLICY STATEMENT

- 3.1 To achieve our mission, the IWCT's SG work is based on 6 guiding principles that will form the foundation of the decision-making process. The 6 guiding principles are: Impact, Sustainability, Partnership, Transparency and Accountability.

Impact

The SG work should address a real social issue or need and the IWCT's contribution should ideally lead to a positive change for the participants of any organisation / project / programme we support. We therefore aim to work with organisations / projects / programmes who customize their activities based on the needs of individuals and who should be able to explain how their activities lead to the desired positive change in the short, mid and long term.

Sustainability

The club's SG work should ideally lead to positive impact and resonance around an issue that women and children in this community face. Part of the club's involvement with an organisation / project / programme should be to encourage and support them to take steps towards making any positive impact and resonance last, i.e. so that they / it can become self-sustaining.

Partnership

The relationship between the IWCT and organisations / projects / programmes will be based on shared values and respect for one another.

Specifically, this means that at the beginning of a partnership between the IWCT and an organisation / project / programme each partner will commit to:

- achieving common, clearly defined goals to the benefit of all stakeholders,
- giving time and energy to accomplish said goals, and
- acting in a reliable and trustworthy manner.

Transparency

During the partnership with an organisation / project / programme, the IWCT commits to clearly stating our commitments, to being open and honest about ideas and actions, and to engage in clear and regular communication. The IWCT will expect the same of their partner(s).

Accountability

During the partnership with an organisation / project / programme, the IWCT commits to take ownership of actions and their consequences and will expect our partners to do the same. Additionally, the IWCT will expect a partner to be willing to report on results openly and transparently and within the constraints put in place to protect [vulnerable individuals and groups](#).

3.2. Forms of support

The IWCT will support an organisation / project / programme primarily financially through fundraising events and initiatives. Additionally, the IWCT seeks to contribute to a partnership beyond financial support. That is, in coordination with a partner the club aspires to provide further support in the form of subject-specific expertise, consulting, mentoring, coaching and general volunteering opportunities for our members.

4 PROCEDURE

4.1. Recipient, duration and payment of support

- Every year the membership of the IWCT will choose at least one (1) main organisation / project / programme to support for the duration of two (2) years.
- 25% of the total funding amount will be given to the chosen organisation / project / programme at the beginning of the partnership, depending on need and the club's budget.
- During the two years the club's membership will fundraise the remaining 75%.
- During this period where possible and requested, we should also focus on offering support like subject expertise, consulting, mentoring, coaching and volunteers (IWCT members) with the aim of helping them take steps towards self-sufficiency.
- Once an organisation / project / programme has been chosen by the IWCT membership they cannot reapply for 2 years after the end of the partnership.
- Applications will be invited either based on an open call for applications or based a call around a specific United Nations Sustainable Development Goal ([SDG](#)).

4.2. Application process

4.2.1. Applicants

Any organisation / project / programme based in the city and province of Turin may apply for the forms of support offered by the IWCT as outlined under point 3.2.

4.2.2. Application committee

The IWCT board will appoint an application committee no later than the beginning of April each year. From the board it will consist of the Social Good chair, the Fundraising chair and the Treasurer. Two ordinary members will join the committee each year. To avoid conflicts of interest, none of the members of the application committee can be affiliated with an organisation / project / programme that applies for the IWCT's support. The committee will be responsible for the whole application process. This includes:

- Drafting the call for applications;
- Publicising the call after approval at the AGM;
- Assisting prospective applicants;
- Making sure all applications are available in English;

- After the deadline for applications has passed, reviewing all applications based on the criteria described under 4.2.2. and selecting the top 3 for presentation at the first coffee morning in September;
- Organising, counting and announcing the vote.

4.2.3. Call for applications

A call for applications should be announced once a year during the AGM. As part of the presentation, the application committee together with the board will specify the nature of the call (open vs. specific theme) and the maximum amount that applicants may apply for. The call should be sent out in English and Italian. The deadline for applications will be the last week of July each year.

4.2.4. Application forms and criteria

Applications should be submitted in English. However, applications in Italian will be accepted as long as they have been translated by the applicant before the review process. Each application needs to contain the following information:

- Name of the Project, contact person and their contact details;
- Specify social issue(s) addressed by the project;
- Description of how the project addresses the issue including specific activities and resources/people needed;
- Expected direct evidence of having performed the activities above (number of participants, equipment acquired and installed etc.);
- Anticipated short- and medium-term effects, i.e., what changes would they expect to see (for the project participants) to show that the project works;
- Approximate number of people directly impacted by receipt of support;
- Breakdown of the project budget, i.e. how specifically will the donated funds be used;
- Identified volunteering opportunities for IWCT members;
- Affiliations with other (bigger) / parent / umbrella organisations;
- Current funding sources;
- Summary of proposal to be used for announcement on the website and absentee voting

4.3. Voting process

The voting committee will inform all applicants by the end of the second week of August about the status of their application (rejected vs. invited for presentation). An unsuccessful applicant may reapply during the next call for proposals if applicable.

The 3 shortlisted applicants will be invited to present their proposal during the first coffee morning in September. During the coffee morning attending members will be given the opportunity to ask the applicants questions after which the vote will take place. The vote will be anonymous.

For members not able to attend the coffee morning, a period of 5 days will be given to cast their vote online following the coffee morning. At the end of this period, the application committee will count the votes and announce the winning application.

4.4. Working partnership, how we collaborate with the chosen organisation

The partnership will begin as soon as the IWCT membership has voted, i.e. after all votes including absentee votes have been counted. As a show of good faith, both parties will enter into a non-legally binding agreement detailing:

- Nominated persons including internal project lead(s) (from among the Social Good Chair(s)), external project lead (applicant(s)), and any other resource persons;
- Both parties' commitment to the guiding principles of the partnership;
- The maximum amount to be fundraised;
- Possible opportunities for IWCT members to become involved in the chosen project / programme / organisation;
- Mutually agreed timeline for updating and progress reports.

4.5. End of partnership

The partnership with project / programme / organisation will end after two years. A final report should be submitted no later than 3 months after the end of the partnership. The final report should include:

- Name of the Project, contact person and their details, address;
- Social issue(s) addressed by the project;
- Description of how the project progressed toward its goals and the results it achieved, challenges faced and lessons learned;
- Measurable impacts: the specific activities organized, number of people who directly received support;
- Breakdown of the project budget, i.e. specifically how funds were budgeted vs. how they were used;
- Sustainable plans/next steps for the future;
- Evaluation of the partnership, e.g. how did IWCT's support help further the goals of the organisation / project / programme.
- Summary of report to be used for club communications.

Additionally, the organisation / project / programme together with the Social Good chair will give a presentation of the final report to the IWCT membership.

5 RESPONSIBILITIES

Compliance, monitoring and review

5.1 The Social Good chair together with the Vice President are responsible for ensuring compliance with this policy. Specifically, they are responsible for implementing:

- each step of the application procedure;
- the proper voting process;
- the procedures laid out to begin, maintain and end the partnership between the IWCT and a chosen organisation / programme / project.

Furthermore, they need to monitor compliance to identify emerging issues in a timely manner and keep the board informed on a regular basis.

5.2. This Social Good Policy should be reviewed every 3 years by the Rules & Regulations working group to ensure it aligns with the club's vision and mission and achieves its purpose.

Reporting

5.2 The Social Good Chair(s) will report on the progress, and achievements of the organization /project/programme we support during the AGM and periodically updates the membership via the newsletter or other channels of communication.

Records management

5.3 All records will be processed, managed, stored and deleted in accordance with the IWCT's GDPR policy.

6 RELATED LEGISLATION AND DOCUMENTS

Related documents:

- [Application form](#)
- [Checklist to shortlist applications](#)
- [Proforma agreement between partners \(in Italian and English\)](#)
- [Proforma final report](#)

7 APPROVAL AND REVIEW DETAILS