



ONLINE COURSE

ON BFTW STANDARDS AND COMPLIANCES (E-CAPSULE)

FOR BFTW PARTNER ORGANISATIONS IN
SOUTH ASIAN COUNTRIES

ABOUT THE COURSE

The online course on 'BftW Standards and Compliances (E-Capsule)' is designed specifically to deal with BftW grant conditions and its reporting requirements. Ensuring fulfilment of BftW standards and reporting requirements is one of the primary responsibilities of the partner organizations.

The course addresses certain important aspects such as finalizing project proposals, budget preparation, selection of project auditors, preparing fund requests & acknowledgment of remittances, preparation of financial & progress reports, and so on.

This course will not only help the participants to learn comprehensively about various requirements, but will also help in understanding the relevance and importance of it.



OBJECTIVE

By the end of the course,

- The participants will have a thorough understanding and knowledge of the various BftW standards and compliance requirements.
- The participants will be able to comply and fulfill all the necessary compliance requirements of BftW.
- The participants will be able to prepare a good quality budget, fund request, financial statements etc.

WHO SHOULD ATTEND?

Senior and finance staff members from existing as well as new partner organizations should attend this course.

DURATION

The duration of the course is 12 weeks. This course is conceptualized on a rolling batch model.

COMPOSITION OF THE COURSE

There are a total 5 modules divided into 30 Chapters that would be covered during the course.

1. Fundamentals of BftW Grants
2. Pre-approval & Implementation Stages of BftW Grants
3. Operational Aspects of BftW Grants
4. Critical Aspects of BftW Grants
5. Project Closure and Completion of BftW Grants

LEARNING METHODOLOGY

FMSF has developed an interactive online learning platform and it will provide a unique learning experience. The combination of various learning tools makes the experience enjoyable to the participants.

At the end of each module, an interactive session will be conducted over Zoom, Questions/Self-Assessment Tests, and Case Studies, etc. to understand and accelerate the learning of the participants.



OUR EMINENT TRAINERS



MOHINI CHAUDHARY

TRAINER

Mohini Chaudhary is a young development professional working with FMSF as Manager - Grant Management. She has over 8 years of work experience in Project Management and Grant Monitoring. She is overall responsible for Monitoring & Coordination of the Grant Management team and the monitoring of the projects at FMSF. She has dealt with varied nature of work which includes Grant Management, Monitoring & Evaluation, Pre-funding Appraisals, Organizational Profile Analysis, Budget analysis, etc. She holds the Post-Graduation Diploma Degree in Rural Banking and Finance from Institute of Rural Management and Bachelor's degree from Maharani's College, Jaipur.



BHANUSHREE GOYAL

TRAINER

Ms. Bhanushree Goyal is presently working as a Grant Management Officer at FMSF since 2020. Prior to working with FMSF, she has worked with Indian Institute of Corporate Affairs and Deloitte Tax Services. She is a Compliance and Finance Professional with over 6 years of experience in the areas related to tax consultancy, legal and secretarial compliance, financial management, board meetings, grant management, capacity building of NGOs, etc. She has done her Master's in Business Administration in Finance and has completed her Company Secretary course.



ASRA ZAIDI

TRAINER

Ms. Asra Zaidi is a Grant Management Officer at FMSF. She has over seven years of rich experience in all phases of Accounts & Financials i.e. developing systems & procedures, contributing towards improved financial performance, heightened productivity and enhancing internal controls. She has a Master degree in Business Administration with specialization in Finance & Accounting. She is handling statutory compliances related to legal and taxation of corporate as well as non-profit sectors. She is well versed with project management and grant monitoring. She has conducted various Pre-funding assessments and is providing support to NGO partners.

CERTIFICATE

Upon successful completion of the course, participants will be awarded a "Certificate of completion" from FMSF. Participants are expected to secure a minimum of 50% marks in self-assessment tests to get the Certificate. In case, the participant is unable to secure 50% marks, s/he will be eligible to appear in supplementary exams on request,- no more than two times and secure qualifying 50% marks.

LEARNING ACTIVITY

| Module I Understanding Fundamentals Overview of BftW Grant Procedures | Module II BftW Project Cycle Pre- Approval Stages & Implementation Stages of BftW Grants | Module III Operational Aspects Operational Aspects of BftW Grants | Module IV Critical Aspects Critical Aspects of BftW Grants | Module V Project Closure & Completion Project Closure & Completion of BftW Grants |
|---|---|--|---|---|
| INTRODUCTION OF MODULE 1 Faculty Presentation (0.25 Hour) | INTRODUCTION OF MODULE 2 Faculty Presentation (0.25 Hour) | INTRODUCTION OF MODULE 3 Faculty Presentation (0.25 Hour) | INTRODUCTION OF MODULE 4 Faculty Presentation (0.25 Hour) | INTRODUCTION OF MODULE 5 Faculty Presentation (0.25 Hour) |
| PRE WORK Reading of Study Material (2 Hours) | PRE WORK Reading of Study Material (4.5 Hours) | PRE WORK Reading of Study Material (2.75 Hours) | PRE WORK Reading of Study Material (2.75 Hours) | PRE WORK Reading of Study Material (1.25 Hours) |
| PPTs and Tutorials Voice Recorded PPTs and Tutorial Video Lecture on Important Topics (1.0 Hour) | PPTs and Tutorials Voice Recorded PPTs and Tutorial Video Lecture on Important Topics (1.5 Hours) | PPTs and Tutorials Voice Recorded PPTs and Tutorial Video Lecture on Important Topics (1.0 Hour) | PPTs and Tutorials Voice Recorded PPTs and Tutorial Video Lecture on Important Topics (1.0 Hour) | PPTs and Tutorials Voice Recorded PPTs and Tutorial Video Lecture on Important Topics (0.5 Hour) |
| LIVE LAB Interface with Faculty - Online interaction with Participant (0.75 Hour) Or Book a call with Faculty (Optional) | LIVE LAB Interface with Faculty - Online interaction with Participant (1.5 Hours) Or Book a call with Faculty (Optional) | LIVE LAB Interface with Faculty - Online interaction with Participant (0.5 Hour); Uploading a video by Participant 0.5 Hour) Or Book a call with Faculty (Optional) | LIVE LAB Interface with Faculty - Online interaction with Participant (0.5 Hour); Find a solution to a problem (0.5 Hour) Or Book a call with Faculty (Optional) | LIVE LAB Interface with Faculty - Online interaction with Participant (1.0 Hour) Or Book a call with Faculty (Optional) |
| SELF ASSESSMENT TEST Online Test (1.0 Hour) | SELF ASSESSMENT TEST Online Test (1.25 Hour) | SELF ASSESSMENT TEST Online Test (1.0 Hour) | SELF ASSESSMENT TEST Online Test (1.0 Hour) | SELF ASSESSMENT TEST Online Test (1.0 Hour) |
| Learning Hours – 5 | Learning Hours – 9 | Learning Hours – 6 | Learning Hours – 6 | Learning Hours – 4 |

TOTAL LEARNING HOURS – 30