

Grants

Secure and manage grants for general funds, core costs, programs, projects, and other activities.

Roles and responsibilities

Identify and develop grant opportunities in Indonesia, Cambodia, and Singapore, as well as Southeast Asia:

- Develop and maintain a database of grants and funders to monitor grant opportunities.
- Work with respective teams to identify suitable grant opportunities
- Engage potential funders with the Networks and Partnerships Teams

Write and submit proposals:

- Design and maintain general fundraising proposals
- Maintain a folder of supporting documents e.g. CVs, registration certificates, etc.



Work with respective teams to review, revise, and submit proposals.

Ensure grant compliance:

- Identify compliance requirements for successful grants, with the Legal Team if necessary
- Monitor progress towards compliance
- Submit progress, financial, and other reports in a timely manner
- Develop systems and procedures that help team members achieve grant compliance

Engage existing funders:

- Ensure timely communication with funders on grant activities
- Update funders on ActSEA's work
- Acknowledge funders on ActSEA's communications channels, with the Public Engagement Team
- Develop systems and procedures that help team members engage funders, with the Partnerships Team

Department	 Fundraising
Purpose	Secure and manage grants for general funds, core costs, programs, projects, and other activities.
Status	

Apps

-  Grants